

Town of Millis

Elementary School Building Committee Meeting

Town Hall, Room 130

Meeting Minutes of Tuesday, February 12, 2019

Call to Order: Wayne Klocko called the meeting to order at 6:35 p.m.

Meeting Attendees:

ESBC Voting Members:

Denise Gibbons, Diane Jurmain (Vice Chairman), Wayne Klocko (Chairman), Richard Nichols, Craig Schultze

ESBC Ex-Officio Members:

John Engler

Additional Attendees

Julie Allen – Agostini Construction

Kimberly Borst - ESBC Department Assistant

Jeff D’Amico – Compass Project Management

Terry Wiggin – Millis Public Schools

Update on Construction Progress

The project is on schedule overall. The only area that is lagging a bit is the gymnasium. The metal roof panels have all been added. There is some detailing left to do but the roof is almost complete. The Committee asked Agostini to be sure small debris has been cleaned up off of the roof. Ceramic tile has been started on the floor and walls. Light fixtures are going in. VCT flooring is being installed. Painting is ongoing. Drywall is 98% complete. The last windows are going in, the only remaining to be installed are two gym windows. Pre-functional testing on the boilers and water heaters will begin in two weeks. The bigger air handling and rooftop units are a month away. The construction team is consistently monitoring humidity. The Certificate of Occupancy is targeted for the end of May. The kiln for the art room will not be delivered until after substantial completion.

The benefits of gutter guards were debated. Even with gutter guards, the gutters would need to be periodically cleaned out and disassembling the gutter guards is not desirable. If debris collects and ice gets heavy, heat trace may need to be considered. The cost could be \$50,000. A better estimate will be available on Thursday. Looking at all options, including potentially strengthening gutters to help with that issue.

Utility Update

Permanent electrical service is on and active. Water is on to the building. Gas will likely be turned on at the end of next week. Hoping to use permanent building heat by the end of March.

Town of Millis

Elementary School Building Committee Meeting

Town Hall, Room 130

Meeting Minutes of Tuesday, February 12, 2019

MSBA Update

MSBA was on site last week. They did a walk through and were happy with the progress. They still have not provided the Project Funding Agreement yet, a March time frame is likely. The MSBA has funded \$13.1 million so far for this project.

Julie Allen left the meeting at 7:45 p.m.

Millis Public Schools/School Committee Action Items

Keying Submittal - Concern was expressed over the keying vendor postponing meetings. Discussed moving deadline up to have a cushion in case he misses it.

Review MSBA FF&E Procurement – MSBA FF & E procurement items include student desks, teacher’s chairs, and cafeteria tables. There is a meeting scheduled for 2/7 to review.

Surplus– The surplus list from existing school is 90% complete and will be finished next week. Surplus will be shopped to other town departments. Patty Kayo is going to look at the kitchen equipment for the Council on Aging. A recycler from the state bid list will be hired for whatever is left over after town departments go through.

Time Capsule/Corner Stone – The corner stone has been removed from the existing Clyde Brown to find a time capsule that was sealed in the wall when the building was built. Confirmation of the capsule was made and it was put back until an official opening can take place. A new time capsule will go into the walls of the new school building. Jason Phelps and the Historical Commission will discuss contents. The 1954 cornerstone from Clyde Brown will go into the new building as part of the historical presentation in the main hallway.

Artwork Project in Main Hallway – There are three banners included in project that will be hung in the main hallway. One will have a historical representation of Millis on it, the other two are TBD. The School needs to decide what to put on them.

Traffic Control Box Wrap – A former Millis High School student chose to design and wrap a traffic control box in the center of town as her senior project. The wrap was lost when the box was replaced. A quote has been received to replace the wrap on the new box.

Transition

A transition schedule summary was distributed and reviewed with the Committee (Exhibit A)

FF & E Process

MSBA Collaborative FF & E Purchases include student desks, café tables, and teacher chairs. Three proposals were received for these items. Creative Office Pavilion quoted \$107,843.50 for student desks. Robert Lord quoted \$27,076.14 for the cafeteria tables. WB Mason also provided quotes on the student desks and teacher chairs but was disqualified as a vendor.

Town of Millis

Elementary School Building Committee Meeting

Town Hall, Room 130

Meeting Minutes of Tuesday, February 12, 2019

Tappe recommended approval of the Creative Office Pavilion and Robert Lord proposals for a total of \$134,919.60.

Richard Nichols made a motion to approve the Creative Office Pavilion quote of \$107,843.50 for student desks. Denise Gibbons seconded the motion and the motion passed unanimously.

Richard Nichols made a motion to approve the Robert Lord quote in the amount of \$27,076.14 for café tables. Craig Schultze seconded the motion and the motion passed unanimously.

Technology FF & E

Edvance distributed an RFP for AV equipment on February 4 to ProAV and Ockers. Pricing is due back February 19th. A quote for Apple equipment came in \$6,300 under budget. State contract pricing will be solicited for the remainder of equipment from CDW-G. Edvance will recommend approvals for Tech FF & E items at the March ESBC meeting.

Change Orders

Change Order 12 totaling \$5,235.00 was presented to the Committee. It is comprised of the following Change Order Requests:

#60 – dishwashing unit exhaust, credit -\$854.00

#66 – paint clear coat under stairs, \$4,792.00

#74 – paint canopy white, \$1,297.00

Richard Nichols made a motion to approve Change Order 12, made up of Change Order Requests 60, 66, and 74 in the amount of \$5,235.00. Craig Schultze seconded the motion and the motion passed unanimously.

Invoices

A bills payable schedule for Agostini Construction for construction fees through January 31, 2019 was reviewed.

Craig Schultze made a motion to pay Agostini Construction \$2,535,651.50 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule for Compass Project Management for project management services rendered through January 31, 2019 was reviewed.

Craig Schultze made a motion to pay Compass Project Management \$55,067.80 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

Town of Millis

Elementary School Building Committee Meeting

Town Hall, Room 130

Meeting Minutes of Tuesday, February 12, 2019

A bills payable schedule for Tappé Architects, Inc. for design services rendered through January 31, 2019 was reviewed.

Craig Schultze made a motion to pay Tappé Architects \$45,584.15 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

A bills payable schedule for Jody Cleary for CORI processing for the month of January was reviewed.

Craig Schultze made a motion to pay Jody Cleary \$214.29 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule for the Town of Millis Building Department for plumbing inspector fees for the rest of the 2019 fiscal year was reviewed.

Craig Schultze made a motion to pay the Town of Millis Building Department \$845.84 for services provided. The motion was seconded by Richard Nichols and passed unanimously.

Minutes

Meeting minutes from 1/16/19 were presented to the Committee for approval.

Wayne Klocko made a motion to approve meeting minutes from 1/16/19 as written. Richard Nichols seconded the motion and the motion passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:32 p.m. The motion was seconded by Richard Nichols and passed unanimously.

Submitted by:

Kimberly Borst
Department Assistant
Elementary School Building Committee
Town of Millis

Town of Millis

Elementary School Building Committee Meeting

Town Hall, Room 130

Meeting Minutes of Tuesday, February 12, 2019

The next meeting of the Elementary School Building Committee will be held on Monday, March 11, 2019 at 7:00 p.m.