

Town of Millis
Elementary School Building Committee Meeting
Town Hall, Room 130
Meeting Minutes of Monday, March 11, 2019

Call to Order: Wayne Klocko called the meeting to order at 7:08 p.m.

Meeting Attendees:

ESBC Voting Members:

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

ESBC Ex-Officio Members:

Mike Banks, John Engler, Nancy Gustafson, Jason Phelps

Additional Attendees

Julie Allen – Agostini Construction
Kimberly Borst - ESBC Department Assistant
Jeff D’Amico – Compass Project Management
Jen Littlefield – Tappe Architects
Dylan McIntosh, Compass Project Management
Jennifer Starr – Millis Public Schools
Don Tirnell – Millis Public Schools
Terry Wiggin – Millis Public Schools

Update on Construction Progress

With the nicer weather, snow has been cleared and the site work contractor is back. Light poles are being installed and prep work for sidewalks has begun. Millwork/casework is being installed into the final classroom. Insulation in the ceiling has been finished, so the ceiling tiles can start to go in. The sloped ceiling in the grand staircase has been finished. Acoustic panels are going in. The gym ceiling has been painted and equipment is coming in. VCT floor is going in. Ceramic tile is being installed in the toilet rooms. The equipment for the kitchen should arrive next week.

There has been concern that the snow on the roof will have a negative effect on the gutters. Once the snow guards are installed it should be fine. If anything was damaged prior to the snow guards being installed, it will be fixed. The gutters will be reinforced.

A new traffic plan will be coming into play. Diagrams and instructions need to go out to the public in advance of the changes. Currently working on a temporary and permanent traffic plan.

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Utility Update

All utilities are live into the building except the internet. Grounding is being finished and racks are going in. Fiber will be brought in the first week of April. Boilers have been started up and next week the rooftop and air handling units will be started. Boilers will be able to be used for temporary heat in a few weeks.

MSBA Update

Hope to have Project Funding Agreement signed by the end of the month. Compass confirmed that reimbursements will continue to be processed even though this has not been signed.

Millis Public Schools/School Committee Action Items (Exhibit A)

Keying Submittal – submission should be finalized by Thursday.

Phone Numbers – draft list of phone numbers and their corresponding staff members and their extensions has been developed but needs to be finalized.

Surplus – An afternoon in March will be scheduled for other town departments to come through and see if there is anything they can use. A recycler from the state bid list will be hired. A recycler will be doing a walk through on 3/14. Any surplus remaining will be shopped to the public during April vacation.

Tappe FF&E Procurement – see below

Tappe Tech Equipment Procurement – see below

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.

Moving Company – Diamond has been retained for moving services

Time Capsule – Time capsule being put together for installation in new building, needs to be ready by 4/22.

Modulars – need final decision on modular by 4/15.

OFCI – need final list of Owner Furnished, Contractor Installed products such as soap and paper towel and toilet paper dispensers.

Ribbon Cutting Ceremony – currently targeted for the weekend after school starts.

Dedication Plaque – Tappe to send samples, ESBC to decide on final wording.

Transition

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

Technology (Exhibit C)

Edvance distributed an RFP for AV requirements to ProAV and Ockers. Ockers proposal for \$149,690.00 was the lower of the two and that is what Edvance recommends.

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Edvance received a quote for Apple equipment in the amount of \$154,139.65. They recommend approval of this quote.

Edvance has solicited state contract pricing for the remainder of equipment from CDW-G. Due to recently discovered issues with the specified Chromebooks, the school is re-evaluating the model to purchase for CBES. Pricing will be updated, anticipated recommendation for approval at the April ESBC meeting.

The total for the Ockers AV proposal and the Apple equipment proposal comes to \$303,829.65.

Diane Jurmain made a motion to approve the technology FF&E proposals totaling \$303,829.65 from Ockers for AV and Apple for equipment as detailed in the 3/11/19 Technology FF&E documents. Rich Nichols seconded the motion and the motion passed unanimously.

The Committee entertained a request from the Millis Public Schools for a new server for CFB as part of the technology FF&E package with the new school. After presenting their case, the committee was polled and the majority of committee members and school officials were in support.

Rich Nichols made a motion to approve \$14,022.49 to be allocated to the cost of a purchasing a new server for Clyde Brown. Denise Gibbons seconded the motion. Wayne Klocko supported the motion, Diane Jurmain opposed. The motion passed.

FF&E (Exhibit D)

Contracts/POs have been issued for the MSBA collaborative items (student desks and cafeteria tables) for a total of \$134,919.60. Tappe put an FF&E Request for Proposal out to several furniture vendors on February 19th to cover the non-collaborative purchase items. (Exhibit D) Tappe will obtain quotes on the items where no pricing was submitted or that are currently undefined, for recommendation for approval at the April ESBC meeting.

School administration agreed with the scope and the FF&E Request for Proposal was put out to competitive bid.

Tappe recommends approval of the quotes as highlighted on the back up spreadsheet (Exhibit D) under the noted vendors, for a total of \$460,274.49.

Rich Nichols made a motion to approve the FF&E recommendation from Tappe for the new school as outlined in the Clyde Brown FF&E cost tabulation dated 3/11/19 (Exhibit D) in the amount of \$460,274.49. Denise Gibbons seconded the motion and the motion passed unanimously.

Change Orders

Change Order 13 for a credit of \$27,608.00 was presented to the Committee. It is comprised of the following Change Order Requests:

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#45B – sidewalk changes at parking lot - \$18,177.31
#61 – phone system deletion, credit - \$47,412
#71 – add marker boards and dry erase kits - \$6,476
#72 – café vestibule – credit - \$4,000
#75 – CMU change at north elevation – credit - \$845

Wayne Klocko made a motion to approve Change Order 13, made up of Change Order Requests 45B, 61, 71, 72, and 75 for a credit in the amount of \$27,603.69. Richard Nichols seconded the motion and the motion passed unanimously.

Two Week Look Ahead

The next two week look ahead will come out next week. Pictures from the time capsule opening will be posted online.

Invoices

A bills payable schedule for Agostini Construction for construction fees through February 28, 2019 was reviewed.

Diane Jurmain made a motion to pay Agostini Construction \$1,783,441.94, for services provided. The motion was seconded by Richard Nichols and passed unanimously.

A bills payable schedule for Compass Project Management for project management services rendered through February 28, 2019 was reviewed.

Diane Jurmain made a motion to pay Compass Project Management \$51,512.00 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

A bills payable schedule for Tappé Architects, Inc. for design services rendered through February 28, 2019 was reviewed.

Diane Jurmain made a motion to pay Tappé Architects \$45,000.94 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 February was reviewed.

Diane Jurmain made a motion to pay Jody Cleary \$216.58 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

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A bills payable schedule BETA Engineering for services from September to December was reviewed.

Diane Jurmain made a motion to pay the BETA Engineering \$233.91 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

Minutes

Meeting minutes from 2/12/19 were presented to the Committee for approval.

Wayne Klocko made a motion to approve meeting minutes from 2/12/19 as written. Diane Jurmain seconded the motion and the motion passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 10:00 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

The next meeting of the Elementary School Building Committee will be held on Wednesday, April 24, 2019 at 7:00 p.m.