

Town of Millis

Elementary School Building Committee Meeting

Town Hall, Room 130

Meeting Minutes of Wednesday, April 24, 2019

Call to Order: Wayne Klocko called the meeting to order at 7:07 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, Catherine MacInnis

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

Terry Wiggin – Millis Public Schools

Update on Construction Progress

The carpet installer has been on site this week. Ceramic tiling is nearing completion. Doors and hardware are being installed. The gym floor has been painted with the CFB mascot and lines. The vinyl tile in the cafeteria is 90% complete. The stage flooring is almost finished being installed. Finish painting is going on. Cleaners came in to get as much dust out as possible. Every mechanical unit has been started.

The construction team is very busy with site work. Mud slabs are being poured for pavers. The sidewalk is scheduled to be poured tomorrow. The utility poles are an issue as they weren’t included in the original Eversource work plan and need to be removed before sidewalk can be poured. Central nurseries will start tree tagging on Tuesday and then begin setting the trees, planting grass, and working on composite timber seating areas. Stanley roofing will be working on the downspouts next week.

The reconfigured parent drop off/pick up at MS/HS due to the encroaching fence has been getting better with time.

Construction trailers will be moved over by existing CFB and fencing will also be moved to surround the old CFB.

Tours for teachers will begin 5/1.

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Utility Update

Electric, gas, and water are all good to go. Power to poles in the MS driveway has been cut and eventually power and gas to old CFB will be cut as well. Verizon was installed on Monday.

MSBA Update

MSBA has reviewed through Change Order 13 for eligibility. We are still waiting for Project Funding Agreement to be signed. Reimbursement to date is \$14.3 million. MSBA is expected to visit the site again next Thursday.

Millis Public Schools/School Committee Action Items

Artwork Project in Main Hallway – Images are being finalized.

Time Capsule – Date needs to be confirmed.

Soap Dispensers – missing soap dispensers should be in by Monday.

Ribbon Cutting Ceremony – targeted for the September 7th.

Transition (Exhibit A)

Compass Project Management distributed a transition schedule summary dated 4/15/19 and reviewed with the Committee.

In addition to what was noted on the hand out, it was brought to the Committee's attention that there is another time capsule buried out in front of extended day by the telephone pole. That will need to be dug up prior to the demolition of the school and extended day trailers.

Technology

The town has issued POs for Follet, Apple, Ockers, and the server. Compass held a kickoff call with Ockers (AV) to get them started in the building as soon as possible. The school re-evaluated the Chromebooks model to purchase, and determined that the originally specified model is acceptable. Pricing remains the same.

Edvance recommends the approval of the CDW quote for Chromebooks in the amount of \$210,717.72.

Diane Jurmain made a motion to approve the CDW quote for Chromebooks in the amount of \$210,717.72.

Denise Gibbons seconded the motion and it passed unanimously.

FF&E

Contracts/POs have been issued for the MSBA collaborative items and all furniture as approved at the 3/11/19 ESBC meeting, for a total of \$595,194.13. Tappé obtained quotes on the items where no pricing was

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submitted. Tappé and the school determined a scope and specific items to be purchased for the previously undefined categories, primarily to be ordered directly from various companies. Tappé distributed a spreadsheet with specific details and reviewed it with the Committee. (Exhibit B)

Tappé recommended approval of the Balance to Release as highlighted on spreadsheet for a total not to exceed amount of \$75,620.14, as Tappé and the Town secure orders for the balance of these small items.

Craig Schultze made a motion to approve the not to exceed amount of \$75,620.14 for FF&E items listed on the Clyde Brown School FF&E Cost Tabulation spreadsheet dated 4/24/2019. Diane Jurmain seconded the motion and it passed unanimously.

Total cost for FF&E is not to exceed \$670,814.27. ESBC has previously approved \$595,194.13.

Change Orders

Change Order 14 for \$35,098.10 for additional site water lines was presented to the Committee.

Richard Nichols made a motion to approve Change Order 14 for additional site water lines in the amount of \$35,098.10. Denise Gibbons seconded the motion and the motion passed unanimously.

Change Order 15 was presented to the Committee. It is comprised of the following Change Order Requests:

- #50 – metal railing changes - \$2,487
- #57 – additional framing and sheathing at exterior soffits - \$2589.22
- #62 – modify location of door - \$1,433.40
- #64 – add condensate pump - \$2,544.71
- #76 – finish beam box out at stair 2 - \$1,056.51
- #78 – Power for ATC Panel - \$818.00
- #80 – outlet at Sped storage - \$908.01
- #81 – column protection at STEAM corner - \$8,444.74
- #82 – added coats of floor polish at VCT - \$8,231.99
- #83 – delete landscape logs – CREDIT (\$10,742.00)
- #85 – ceramic tile layout at stair #1 - \$1033.23
- #94 – fire protection back flow device - \$2,183.70

Diane Jurmain made a motion to approve Change Order 15, made up of Change Order Requests 50, 57, 62, 64, 76, 78, 80, 81, 82, 83, 85, and 94 in the amount of \$20,989.59. Denise Gibbons seconded the motion and the motion passed unanimously.

Two Week Look Ahead

Waiting on photographer, new look ahead to be posted soon.

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Invoices

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

Denise Gibbons made a motion to pay Agostini Construction \$1,894,694.80, 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 March 31, 2019 was reviewed.

Denise Gibbons made a motion to pay Compass Project Management \$57,109.10 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

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

Denise Gibbons made a motion to pay Tappé Architects \$45,000.94 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

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

Denise Gibbons made a motion to pay Jody Cleary \$175.63 for services provided. The motion was seconded by Wayne Klocko and passed unanimously.

A bills payable schedule for BETA Engineering was reviewed.

Denise Gibbons made a motion to pay the BETA Engineering \$1,476.19 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule Envision for a new server for CFB was reviewed.

Denise Gibbons made a motion to pay Envision \$14,022.49 for a new server. The motion was seconded by Wayne Klocko and passed unanimously.

Minutes

Meeting minutes from 3/11/19 were presented to the Committee for approval.

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Richard Nichols made a motion to approve meeting minutes from 3/11/19 as written. Denise Gibbons seconded the motion and the motion passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:50 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 Tuesday, May 14, 2019 at 7:00 p.m.