

Town of Millis

Elementary School Building Committee Meeting

Town Hall, Room 130

Meeting Minutes of Tuesday, May 14, 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

Additional Attendees

Julie Allen – Agostini Construction

Kimberly Borst - ESBC Department Assistant

Jeff D’Amico – Compass Project Management

Chris Eberly, Compass Project Management

Jen Littlefield – Tappe Architects

Terry Wiggin – Millis Public Schools

Update on Construction Progress

Steady progress continues on the new school. Targeting the end of May for the Certificate of Occupancy. Inside of the building things are in good shape. The wall pads, scoreboard, and stage stairs are being finished in the gym. The VCT flooring will be finished being installed by the end of the week. The kitchen equipment vendor is wrapping up. The cleaners have been in doing final cleanings.

Site work is the biggest challenge right now. The dirt pile out in front has been removed so the structure of the building is clearly visible. There has been erosion down the slope due to the missing downspouts. The rest of the downspouts should be delivered on 5/23 and it is expected to take three days to finish them once they arrive. Concern was expressed about the mud and dirt abrasion on the new floors. Agostini has been asked to take a look at floors once protection has been lifted before putting on the final coat. There has been a whiff of natural gas noticeable in one certain area. The plumber has been in but hasn’t been able to pinpoint where it is coming from yet. If necessary he will shut things off and restart one by one to determine where it is coming from. The timber seating areas for the outside classrooms are almost finished. Planting will be started early next week.

Utility Update

Eversource disconnected the power to the poles between the schools. Agostini removed the poles and was able to finish the sidewalk. The conduit for site lighting will be finished tomorrow morning. Hoping to get it

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inspected tomorrow afternoon. The heads for the site lighting are in and the poles are expected at the beginning of next week. A request was made to add extra outlets by basketball/tennis court area. It will depend on voltage. Agostini will look into it tomorrow when the trench is open. Verizon is in to the new building.

MSBA Update

Another reimbursement request for \$2.2 million was recently signed and forwarded to the MSBA. If received that would bring the MSBA's contribution to date to \$18 million. The Project Funding Agreement was sent back a couple of weeks ago with only one small change. It is ready for signature.

Millis Public Schools/School Committee Action Items

Artwork Project in Main Hallway – Waiting for the vinyl banners to arrive.

Time Capsule – An assembly will be held on 5/20. Children will speak about what items will go into the capsule and put them in. The actual internment in the new school will take place at a later date.

Open House - The public is invited to a walk-through of the old Clyde Brown from 4-7 p.m. on 5/23.

Ribbon Cutting Ceremony – targeted for the September 7th. Need to get on the schedule of local dignitaries.

Transition

Compass Project Management distributed a transition schedule summary dated 4/15/19 at the last ESBC meeting. That plan remains the same. The last day of school is 6/14 and the plan begins from there.

FF&E

A delivery schedule was distributed to the Committee. (Exhibit A) Furniture delivery starts late June, but the bulk of it is expected the week of 7/8.

Technology

The only outstanding technology items are the projectors for the carts for the gym. Phones will be delivered 6/10.

Change Orders

Change Order 16 for \$5,839.11 was presented to the Committee. It is comprised of the following Change Order Requests:

84 – Relocation of Cable Trays - \$3,259.00

87 – Additional Security Glazing - \$2,580.11

Richard Nichols made a motion to approve Change Order 16, made up of Change Order Requests 84 and 87 in the amount of \$5,839.11. Denise Gibbons seconded the motion and the motion passed unanimously.

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There was \$1.7 million in the original contingency budget. To date, \$292,000 has been spent. We are in a very good position for this stage of the project.

Two Week Look Ahead

The last Look Ahead went out on 4/28 and generated a lot of interest. The next look ahead will have some new pictures of the entrances and gym floor among other things.

Construction Administration

At our next meeting the “summer slammer” phase of the project will be discussed. The school department needs to do a thorough review of the number of students being picked up and dropped off and meet with police and fire. Traffic counts are being started. The school committee may look into bussing incentives for next year to help alleviate congestion. Holding off on communicating the new traffic plans as the exit may be switched.

Tappé submitted a proposal in the amount of \$5,280.00 from Cavanaugh Tocci for acoustical testing post construction. (Exhibit B) This service is required to meet CHPS sustainable design requirements. The scope includes sound measurements of operating HVAC equipment.

Diane Jurmain made a motion to approve Amendment 8 from Tappé Architects, Inc. in the amount of \$5,280.00 for acoustical testing performed by Cavanaugh Tocci at the new Clyde Brown post construction. Denise Gibbons seconded the motion and the motion passed unanimously.

Invoices

A bills payable schedule for Agostini Construction for construction fees through April 30, 2019 was reviewed.

Diane Jurmain made a motion to pay Agostini Construction \$1,899,155.00 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 April 30, 2019 was reviewed.

Denise Gibbons made a motion to pay Compass Project Management \$65,296.70 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 April 30, 2019 was reviewed.

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

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

Diane Jurmain made a motion to pay Jody Cleary \$197.93 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

A bills payable schedule for the Town of Millis Building Department was reviewed.

Diane Jurmain made a motion to pay the Town of Millis \$800.00 for electrical inspection fees. The motion was seconded by Richard Nichols and passed unanimously.

A bills payable schedule for Ockers was reviewed.

Diane Jurmain made a motion to pay Ockers \$14,315.00 for cable kit and mounts. The motion was seconded by Denise Gibbons and passed unanimously.

A bills payable schedule for Apple was reviewed.

Diane Jurmain made a motion to pay Apple \$39,960.00 for computers and equipment. The motion was seconded by Denise Gibbons and passed unanimously.

Minutes

Meeting minutes from 4/24/19 were presented to the Committee for approval.

Richard Nichols made a motion to approve meeting minutes from 4/24/19 as written. Diane Jurmain seconded the motion and the motion passed unanimously.

Adjournment

Richard Nichols made a motion to adjourn the meeting at 8:45 p.m. The motion was seconded by Wayne Klocko and passed unanimously.

Submitted by:

Kimberly Borst

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Department Assistant
Elementary School Building Committee
Town of Millis

The next meeting of the Elementary School Building Committee will be held on Monday, June 10, 2019 at 7:00 p.m.