

Town of Millis

Elementary School Building Committee Meeting

Town Hall, Room 130

Meeting Minutes of Monday, June 10, 2019

Call to Order: Wayne Klocko called the meeting to order at 7:05 p.m.

Meeting Attendees:

ESBC Voting Members:

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

ESBC Ex-Officio Members:

Jim McCaffrey, John Engler, Jeanne Thompson

Additional Attendees

Julie Allen – Agostini Construction

Kimberly Borst - ESBC Department Assistant

Jeff D'Amico – Compass Project Management

Chris Eberly, Compass Project Management

Charlie Hay – Tappe Architects

Terry Wiggin – Millis Public Schools

Jim McCaffery was introduced as new Board of Selectmen representative.

Update on Construction Progress

The temporary certificate of occupancy was issued on 6/6. The 60 day temporary certificate will be good through 8/6 at which time we should be able to get the permanent certificate of occupancy. Plumbing has been signed off. Electrical still has a few items that need to be taken care of. Waiting on the delivery of the climbing/traverse wall. It was scheduled to ship yesterday. The fire alarm sign off is in hand. Focusing on outside of building right now. One day left of cleaning. Punch list will be going on all summer. Starting the larger playground, smaller playground is current bus loop, need to wait until school gets out before starting that. Tennis court lighting is starting to go in. The temporary fence has been moved and will stay as is for the summer. Security cameras are being moved off of the old school and trailers and will be repositioned. The Compass trailer will be moving on 6/18.

Insurance is unwilling to put the building on the master policy right now. The punch list they originally received was an old one. They want to see a current one. Tappé and Agostini to verify that there are no mechanical issues and that fire protection is in place. Compass to endorse as third party, specifically to address the completion of the building.

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Cracking in the concrete is showing through the vinyl tiles. Fixes have been tried, but it is still not right. Agostini has been instructed to provide ideas for a solution by Thursday morning's job site meeting.

By the end of the week, the punch list will be completely compiled.

Teacher materials will start to be moved in at the end of this week.

Abutters should be notified of any traffic changes.

Flag football fields are going to be inaccessible this summer due to the construction fencing. The ESBC recommends that the BOS officially close the fields through Labor Day.

The flag football/soccer field irrigation doesn't connect to the top field so we need to propose reconnecting. Design team to look at it and come back with a number. Solution needs to take into account proposed skate park plans.

Schedule

The last day of school is 6/14. On Monday, the furniture and contents will be moved over from the old CFB. Wednesday – Friday the recycler will be removing items from the old school. Furniture deliveries to the new school begin the first week of July. Technology deliveries have already started. Compass will be on site for June and July to accept FF&E deliveries. The phones arrived today. Chromebooks will arrive the end of July. Wi-Fi is up and running but needs some programming to be 100% up and running. Wired connections should be working. June 25 is the last day that the town owns the building and on June 26 the contractors start the abatement process. That process will last through July 26 and then the building can be demolished.

MSBA Update

The Project Funding Agreement was sent back a couple of weeks ago and is circulating for signatures. The town has received just under 19 million in funding from the MSBA to date.

Millis Public Schools/School Committee Action Items

Artwork Project in Main Hallway – Waiting for graphics from Tappé for banners. There is an 8 week lead time.

Time Capsule – Items were chosen to place inside. It will be sealed next week and soon after it will be placed in its final location. The plaque should arrive around 6/20 and then the cavity with the time capsule in it can be sealed.

Ribbon Cutting Ceremony – targeted for the September 7th.

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8:25 p.m. Denise Gibbons left the meeting.

FF&E

Contracts/POs have been issued for the majority of the furniture and equipment previously approved. The Town is working through purchasing the list of miscellaneous items that were approved at the 4/24/19 meeting as a not to exceed amount. Deliveries are expected to occur late June through Mid-July.

Technology

Edvance obtained a quote from Ockers for 2 portable projectors for the gym, 2 carts and installation. AV installation is ongoing throughout the building. Apple purchases have been received by the school already.

Tappé and Edvance recommend approval of the Ockers quote for \$4982.00

Richard Nichols made a motion to approve the Ockers quote for \$4982.00 to purchase and install portable projectors and carts for the gym. Diane Jurmain seconded the motion and the motion passed unanimously.

Additional wall mounts and handsets are needed from TPX.

Diane Jurmain made a motion to add to the existing TPX authorization for non-recurring charges for additional wall mounts and handsets by \$210.00 bringing the total to \$9,960.00. Richard Nichols seconded the motion and the motion passed unanimously.

The 3rd technology room in D Wing doesn't have any ventilation and this issue needs to be addressed right away. Proposed fixes include louvre on door or undercut of door. Tappé to propose a solution. A temporary solution would be to leave the door open, and/or possibly remove ceiling tile so that equipment doesn't overheat.

Change Orders

Change Order 17 for \$20,068.93 was presented to the Committee. It is comprised of the following Change Order Requests:

- 69r1 – main entry sign revisions - \$2,540.29
- 73r1 – door local alarms - \$5,451.57
- 105 – additional security film - \$9251.33
- 102 – planter curb material credit - \$ 2,525.00
- 104 – no cost time extension - \$0
- 107 – tree removal, gypsy moth spraying and fertilizing - \$5,350.74

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Richard Nichols made a motion to approve Change Order 17, made up of Change Order Requests 69r1, 73r1, 102, 104, 105, 107 in the amount of \$20,068.93. Diane Jurmain seconded the motion and the motion passed unanimously.

Change Order 18, for drainage modifications at Town Hall in the amount of \$41,702.98 was presented to the Committee.

Richard Nichols made a motion to approve Change Order 18 for drainage modifications at Town Hall in the amount of \$41,702.98. Diane Jurmain seconded the motion and the motion passed unanimously.

Two Week Look Ahead

Two recent smaller posts have continued to spark interest in the project. They generated over 1700 views. Looking to post another update after next Monday's Selectmen's meeting.

Invoices

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

Diane Jurmain made a motion to pay Agostini Construction \$1,450,493.01 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 May 31, 2019 was reviewed.

Richard Nichols made a motion to pay Compass Project Management \$69,737.30 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 May 31, 2019 was reviewed.

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

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

Diane Jurmain made a motion to pay Jody Cleary \$262.53 for services provided. The motion was seconded by Richard Nichols and passed unanimously.

A bills payable schedule for Ockers was reviewed.

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Diane Jurmain made a motion to pay Ockers \$7,900.00 for wiring the projectors. The motion was seconded by Richard Nichols and passed unanimously.

A bills payable schedule for Apple was reviewed.

Diane Jurmain made a motion to pay Apple \$107,480.75.00 for computers and equipment. The motion was seconded by Richard Nichols and passed unanimously.

A bills payable schedule for TPX for phone equipment was reviewed.

Diane Jurmain made a motion to pay TPX \$9,960.00 for phone equipment. The motion was seconded by Richard Nichols and passed unanimously.

A bills payable schedule for Follett was reviewed.

Diane Jurmain made a motion to pay Follett \$4,245.38 for a library management solution. The motion was seconded by Richard Nichols and passed unanimously.

A bills payable schedule for Norfolk Power Equipment was reviewed.

Diane Jurmain made a motion to pay Norfolk Power Equipment \$6699.00 for a new mower. The motion was seconded by Richard Nichols and passed unanimously.

Minutes

Meeting minutes from 5/14/19 were presented to the Committee for approval.

Richard Nichols made a motion to approve meeting minutes from 5/14/19 as written. Diane Jurmain seconded the motion and the motion passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 9:35 p.m. The motion was seconded by Richard Nichols and passed unanimously.

Submitted by:

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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, July 16, 2019 at 7:00 p.m.