

# Town of Millis

## Elementary School Building Committee

### Meeting Minutes of Tuesday, January 3, 2017

**Call to Order:** ESBC Chairman, Wayne Klocko, called the meeting to order at 7:03 p.m.

#### **Meeting Attendees:**

##### **Elementary School Building Committee Voting Members**

Denise Gibbons, Diane Jurmain, Wayne Klocko, Craig Schultze, and Jon Wine

##### **Elementary School Building Committee Non-Voting Members**

Steven Catalano (School Committee), John Engler (Director of Operations, MPS), Nancy Gustafson (Superintendent), Catherine MacInnes (BOS), Richard Nichols, Jennifer Soule (School Committee)

##### **Compass Project Management Representatives**

Mike Berlin, Tim Bonfatti, Jeff D'Amico

##### **Tappé Architects Representative**

Charlie Hay

#### Article 97 Update

The parcel survey has been completed. The existing position plan, land being taken and land being offered as a swap are part of the Town's Article 97 home rule legislation and will be sent to the MSBA and hand delivered to Representatives Linsky and Dooley and Senator Ross's office by Steven Catalano. A vote is needed from the state legislatures by May 10<sup>th</sup>. The MSBA vote is contingent on this.

#### Project Schedule

The committee discussed the potential of holding a special election and/or special town meeting for the school vote.

**Craig Schultze made a motion that the PBC make a formal request to the selectmen that a special town meeting be held on Wednesday, April 24<sup>th</sup> solely for the consideration of the school funding article. Denise Gibbons seconded the motion. Klocko - aye, Wine - aye, Jurmain - nay. The motion passed 4 -1.**

Costs will be rolled out to the public after the ESBC's February 9<sup>th</sup> meeting where there will be a presentation of the estimated costs associated with the project to the Committee.

Public Forums to discuss the project and costs associated with it are tentatively scheduled for:

Thursday, February 16<sup>th</sup>, 7 p.m. at Clyde Brown

Thursday, March 16<sup>th</sup>, 10 a.m. at the Millis Public Library

Thursday, April 13<sup>th</sup>, 7 p.m. at Clyde Brown

Steven Catalano, Denise Gibbons, and Jennifer Soule volunteered to coordinate all meetings and communications materials.

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**Craig Schultze made a motion to appoint a communications sub-committee comprised of Steven Catalano, Denise Gibbons, and Jennifer Soule to do work related to communicating information to the public regarding the proposed Clyde Brown School Project. Diane Jurmain seconded the motion and it passed unanimously.**

#### CM at Risk vs. Design-Bid-Build

The committee discussed the pros and cons of bidding a project as a CM at Risk or a Design-Bid-Build. The Design-Bid-Build method doesn't involve a contractor until the design is finished. That method generally involves many change orders during the project that were not discovered during the design. The CM at Risk option, although more costly at the beginning of the project, gets a pre-qualified contractor involved during the design in order to identify and resolve issues at the earliest possible stage and at less cost to the project. This process generally proceeds more smoothly and avoids potentially contentious issues regarding the validity of change orders. This was the experience with the Police/Fire project which was performed as a CM at Risk project. The Library was constructed as a Design-Bid-Build project and resulted in many contentious issues regarding change orders.

**Diane Jurmain made a motion to utilize the CM at Risk Model (Chapter 149A) for the Clyde Brown School Project. Jon Wine seconded the motion and it passed unanimously.**

In order to maintain the schedule to open in February 2019, site design would need to start soon. There is approximately \$135,000 in uncommitted funds for the feasibility phase of the project. Compass recommends using \$100,000 of that money to get Tappe started with civil and landscape engineers. If the land clearing can't be started and the foundation put in before the cold sets in, then the move-in date is in jeopardy. There is value in trying to abbreviate the schedule, if the schedule goes longer, costs will be higher.

**Wayne Klocko made a motion to approve a NTE amount of \$100,000 for Tappe to proceed with designing an early site package. Jon Wine seconded the motion and it passed unanimously.**

8:55 p.m. – Compass Project Management Team, Catherine MacInnis, and Charlie Hay left the meeting.

#### Minutes

The ESBC minutes from 12/6 were presented to the committee and reviewed.

**Craig Schultze made a motion to approve the minutes of 12/6/16 as amended. Jon Wine seconded the motion and it passed unanimously.**

#### Invoices

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A bills payable schedule for Compass Project Management for services rendered through December 31, 2016 was reviewed.

**Craig Schultze made a motion to pay Compass Project Management \$11,131.50 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.**

A bills payable schedule for Tappé Architects, Inc. for services rendered through December 31, 2016 was reviewed.

**Craig Schultze made a motion to pay Tappé Architects \$100,450.00 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.**

A bills payable schedule for KP Law, PC for services rendered was reviewed.

**Craig Schultze made a motion to pay KP Law, PC \$1,715.00 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.**

#### Adjournment

Wayne Klocko made a motion to adjourn the meeting at 9:05 p.m. The motion was seconded by Jon Wine and passed unanimously.

Submitted by:

Kimberly Borst  
Elementary School Building Committee Secretary  
Town of Millis

The next meeting of the ESBC will be held on February 9, 2017 at 7:30 p.m. in room 130 at Town Hall.