

Town of Millis

Elementary School Building Committee

Meeting Minutes of Wednesday, April 25, 2017

Call to Order: ESBC Chairman, Wayne Klocko, called the meeting to order at 6:03 p.m.

Meeting Attendees:

Elementary School Building Committee Voting Members

Denise Gibbons, Diane Jurmain, Wayne Klocko, Craig Schultze

Elementary School Building Committee Non-Voting Members

Steven Catalano (School Committee), Nancy Gustafson (Superintendent), Jennifer Soule (School Committee)

Compass Project Management Representatives

Jeff D'Amico, Mike Berlin

MSBA Update

The MSBA has reviewed the ESBC's submission package and had some minor comments. Tappe and Compass will review/respond.

The maximum amount of reimbursement by the MSBA to was determined to be \$21,423,000 which includes the money that has already been awarded for the feasibility phase of the project. This would make the town's share of the project \$30,914,846.00.

Public Outreach

The last public outreach session was held on April 13th. The possibility of doing one more session after the vote on Monday was raised and is being considered. A targeted mailing was done to unique households that vote. 100 signs have been printed and are being distributed. Sign holders will be at the polls on Monday.

Construction Manager (CM) at Risk

Compass Project Management dropped the CM at Risk application to the Inspector General's office on April 18th for review and approval for the Town to pursue a Construction Manager delivery method.

CM Procurement Timeline:

RFQ issued and notice published	5/10
Statement of Qualifications received	5/26 - 11:30 a.m.
Shortlist determined	6/6
RFP issued to shortlisted firms	6/7
Informational Meeting	6/14 – 3:00 p.m.
Proposals received	6/28
Interviews	7/6
Highest ranked proposer determined	7/7
Finalize CM contract	7/17
Commence preconstruction work	7/17

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Diane Jurmain made a motion to nominate Wayne Klocko, Craig Schultze, Steve Catalano, and Diane Jurmain as well as Jeff D'Amico from Compass Project Management and Charlie Hay from Tappe Architects to the Construction Manager Prequalification Committee. Denise Gibbons seconded the motion and it passed unanimously.

Project Schedule

Construction is anticipated to start February 2018. It is intended that the phase 1 building construction be completed and that the building be fully functional and occupied by December 2019. Phase 2 demolition/site work complete by July 2020

Warrant Article

Craig Schultz made a motion that regardless of the outcome of the 5/1 election, the ESBC would like to maintain the warrant article for discussion and vote at the June 5th town meeting. Denise Gibbons seconded the motion and it passed unanimously.

Invoices

A bills payable schedule for Compass Project Management for services rendered through March 31, 2017 was reviewed.

Diane Jurmain made a motion to pay Compass Project Management \$8,494.75 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Tappé Architects, Inc. for services rendered through March 31, 2017 was reviewed.

Craig Schultze made a motion to pay Tappé Architects \$25,000.00 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

A bills payable schedule for KP Law for services rendered during February was reviewed.

Denise Gibbons made a motion to pay KP Law \$35.00 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

Minutes

The ESBC minutes from 3/28/17 were presented to the committee and reviewed.

Craig Schultze made a motion to approve the minutes of 3/15/17 as written. Denise Gibbons seconded the motion. Diane Jurmain abstained. The motion passed.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 6:59 p.m. The motion was seconded by Craig Schultze and passed unanimously.

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Submitted by:

Kimberly Borst
Department Assistant
Elementary School Building Committee
Town of Millis

The next meeting of the ESBC will be held on May 4, 2017 at 7:00 p.m. in room 130 at Town Hall.