

# Town of Millis

## Elementary School Building Committee

### Meeting Minutes of Wednesday, June 21, 2017

**Call to Order:** ESBC Chairman, Wayne Klocko, called the meeting to order at 7:02 p.m.

#### **Meeting Attendees:**

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

Denise Gibbons, Wayne Klocko, Craig Schultze

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

Steven Catalano (School Committee), John Engler, (Millis Public Schools), Rich Nichols (Planning Board)

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

Mike Berlin, Tim Bonfatti, Jeff D'Amico

##### **Tappe Architect Representative**

Chris Blessen, Charlie Hay

##### **Additional Attendees**

Loring Barnes (Selectman)

#### Town Meeting Results and Other Project Approvals

The town voted in favor of the Clyde Brown project at the 6/5/17 town meeting. The MSBA Board has approved the project. The State approved the Article 97 legislation. The Inspector General approved the Construction Manager at Risk option for the project.

#### Status of Construction Manager at Risk Selection

The Construction Manager Selection Committee has reviewed the submissions and invited four firms to proceed to the second stage of the pre-qualification and selection process for the Clyde F. Brown Elementary School Project. Four firms have been short listed and invited to submit an additional proposal. The firms include Fontaine Brothers, Agostini Construction, Shawmut Design & Construction, and WT Rich. These firms were required to do a walk through last Wednesday and have been invited to interview with the Committee on Thursday, July 6<sup>th</sup> beginning at 3:45 p.m. The interviews will be held at the Millis Public Library in the Roche Bros. Community Room.

#### Project Schedule

Project schedule was discussed in relation to the desire to have the building complete and ready for occupancy by September 2019. In order to do that, the project would need to follow an accelerated timeframe. This timeframe will depend on many variables including weather, MSBA approval of an early bid package, and the permitting process.

#### Review Coordination of Work with Other Town Operations

There are a number of permits needed from departments within the town. The Committee discussed the potential of getting plans to the Planning Board ahead of time to give them a chance to comment/raise questions earlier in the process. It was determined that going to them too early can be counterproductive due to more revisions being needed but the possibility would be considered. A meeting with the building inspector to give him a heads up on the project and discuss the best, most efficient way to work together took place last winter. At that time, the building inspector

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expressed that the project would need to be outsourced. The party responsible for hiring the outsourced firm needs to be solidified. Permits will need to be obtained from the Board of Health for the kitchen at the new school and an earthwork permit will need to be obtained from the Board of Selectmen.

The Recreation Department asked about the impact to the fields so that they can anticipate any changes to programming and were told that the fields will not be impacted, only the tennis and basketball courts. The Varsity and JV girls' tennis program will be impacted and new, temporary court space will need to be secured until the new courts can be built at the end of the project.

The Committee expressed the importance of having a proactive approach in relation to the school and town recreation needs surrounding the sight. A 60 day outlook on an events/issues that might be impacted by the construction of the new school will need to be provided at weekly job meetings.

#### Design Update

Tappe reviewed the updated Design Plan. A video with a three dimensional portrayal of the new school was shown to the Committee as well as a detailed overhead layout of the building. Changes to the design since the last update include some small changes to the SPED offices. Also, lockers that used to line the corridors have been changed to cubbies inside the classroom in order to make the area outside the classrooms more conducive to studying and group projects with no locker noise distraction. The bathroom layout has been changed to give staff a better sightline of students using the sinks. A question about how sound proof the music room would be with the machinery room in close proximity was raised and Tappe replied that it has been addressed with extra sound proofing insulation in the ceiling.

Adhering to the CHPS (Collaborative for High Performance Schools) Design Process is part of the MSBA funding requirement. There will be an Integrated Design meeting kick-off held with key personal. Bob Weiss was brought up as an important person to invite to the Integrated Design Meeting. Additionally, there will be a CPTED (Crime Prevention through Environmental Design) meeting to determine the specific criteria that need to be met as well as an integrated design follow up. The goal is for 15% better than energy codes in order to get the maximum reimbursement from the MSBA. Bob Weiss sent along a grant opportunity for a consultant to explore a Net Zero standard of energy efficiency. The committee discussed and felt that this is a grant opportunity for a smaller type of project. Tappe concurred that the Net Zero standard would be cost prohibitive for a project this size.

#### MSBA Next Steps

Project funding agreement needs to be signed. Article 97 final documents need to be filed. A copy of the certified Town Meeting vote needs to be provided to the MSBA. Compass to obtain from Town Clerk. MSBA has assigned a new project liaison, Jennifer Connarton. A kick off meeting will be held in Millis.

#### OPM & Designer Contract Amendments

Compass presented contract amendments for Project Management Services and Designer Services.

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**Denise Gibbons made a motion to recommend to the Board of Selectmen approval of Amendment 2 from Compass Project Management in the amount of \$1,496,001.00 for Project Management Services for the Clyde F. Brown Elementary School Project. Craig Schultze seconded the motion and it passed unanimously.**

**Denise Gibbons made a motion to recommend to the Board of Selectmen approval of Amendment 4 from Tappe Architects, Inc. in the amount of \$3,526,183.00 for Design Services for the Clyde Brown Elementary School Project. Craig Schultze seconded the motion and it passed unanimously.**

#### Documenting and Updating Construction Process

The Committee would like website to be updated with an ongoing visual presentation of the project throughout. Keeping the community updated on the progress of the project needs to be a priority. Facebook should be updated as people are more likely to see it there than going to the web site. Steve Catalano to help coordinate.

#### New Business

A request was received for comment on a lawsuit filed against the town from the Millis/Medway News. Policy is not to comment on pending litigation.

Questions on the project from the community were presented to the committee. It was noted that a number of the questions were already answered in the FAQ that has been developed. The ones that were not on included in the current FAQ will be answered and a new FAQ will be released. It was requested the FAQ be posted in Millis Public Forum in addition to being posted on the web site because some people don't know to look at the website.

The committee discussed a request to add Kerri Roche, the newest member of the School Committee, to the ESBC as a non-voting member. This request will need to be presented to the BOS for review.

#### Invoices

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

**Craig Schultze made a motion to pay Tappé Architects \$65,672.50 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.**

A bills payable schedule for KP Law for professional services through 4/30/17 was reviewed.

**Craig Schultze made a motion to pay KP Law \$490.00 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.**

#### Minutes

The ESBC minutes from 5/18/17 were presented to the committee and reviewed.

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**Craig Schultze made a motion to approve the minutes of 5/18/17 as written. Denise Gibbons seconded the motion. The motion passed unanimously.**

After the minutes were reviewed by the committee and voted as approved, Steve Catalano asked that the record reflect that the ESBC did not feel that he needed to step down from his position on the Board in light of the accusations made against him.

#### Adjournment

Wayne Klocko made a motion to adjourn the meeting at 9:06 p.m. The motion was seconded by Craig Schultze 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 Wednesday, July 19, 2017 at 7 p.m.