

**School Building Committee Meeting**  
**Minutes of Thursday, January 25, 2024**  
**Zoom Meeting**

**Call to Order:** Richard Nichols called the meeting to order at 7:33 p.m.

**Meeting Attendees:**

Mark Awdycki, Chris Blessen (Tappe), Kimberly Borst, Jeff D’Amico (Vertex), Jim Duffy, John Engler, Denise Gibbons, Diane Jurmain, Charlie Hay (Tappe), Ana Hurley, John Larkin, James McCaffrey, Robert Mullaney, Richard Nichols, Jeremy Stull, Craig Schultze, Mike Quinlan (Vertex), Terry Wiggin

The Committee reviewed the project website, [www.millischoolproject.com](http://www.millischoolproject.com). Tabs will be populated with information including meeting details, project needs, important documents, cost, design, schedule, FAQs and information on the project team. Once the site is ready to go public, it will be publicized to the community via email and social media.

A draft of a community engagement plan is in process and should be ready to circulate for feedback within a week.

A preliminary designer work plan was reviewed with the Committee. The plan outlines the steps leading up to an April 4<sup>th</sup> submission of the PDP to the MSBA. These steps include an educational visioning kick-off, existing conditions review, educational program development, preliminary concepts, visioning sessions, and formatting and assembling the PDP.

School Building Committee meetings were scheduled for:

February 13, 2024

March 6, 2024

March 27, 2024

April 10, 2024

The Committee reviewed one invoice for payment:

**Richard Nichols made a motion to approve the payment of \$19,000.00 to Vertex for OPM Services for the month of December for the Millis Middle/High School project. John Larkin seconded the motion. By roll call vote; Denise Gibbons – aye; Diane Jurmain - aye; John Larkin – aye; James McCaffrey – aye; Richard Nichols – aye, Jeremy Stull – aye. The motion passed unanimously.**

The minutes from 12/20/23 were presented to the Committee for approval.

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**Richard Nichols made a motion to approve the minutes from 12/20/23 as amended. John Larkin seconded the motion. By roll call vote; Denise Gibbons – aye; Diane Jurmain - aye; John Larkin – aye; James McCaffrey – aye; Richard Nichols – aye, Jeremy Stull – aye. The motion passed unanimously.**

**Adjournment**

**Richard Nichols made a motion to adjourn the meeting at 8:22 p.m. Diane Jurmain seconded the motion. By roll call vote; Denise Gibbons – aye; Diane Jurmain - aye; John Larkin – aye; James McCaffrey – aye; Richard Nichols – aye, Jeremy Stull – aye. The motion passed unanimously.**

Submitted by:  
Kimberly Borst  
Department Assistant, School Building Committee