

# Town of Millis

## Elementary School Building Committee

### Meeting Minutes of Thursday, November 20, 2018

**Call to Order:** Wayne Klocko called the meeting to order at 7:07 p.m.

**Meeting Attendees:**

**ESBC Voting Members:**

Wayne Klocko (Chairman), Diane Jurmain (Vice Chairman), Richard Nichols, Craig Schultze

**ESBC Ex-Officio Members:**

Mike Banks, John Engler, Nancy Gustafson

**Additional Attendees**

Kimberly Borst - ESBC Department Assistant  
Jeff D'Amico – Compass Project Management  
Charlie Hay – Tappe Architects  
Terry Wiggin – Millis Public Schools

Update on Construction Progress

The exterior of the building is coming together. All windows are on site. Windows are almost finished being installed in “C” wing. Masonry is approximately 3 weeks away from being finished. The incorrect standing seam roof panels have been removed and the correct ones have been dropped off. Installation of the panels will begin on the North side of “C” wing tomorrow.

On the interior, the second floor of “C” wing has been sheet rocked and taped. Painting has begun with first prime coat. Case work is due the week of December 12<sup>th</sup>. Millwork (cubbies, built in sills) are due next week. The elevator has been installed. The elevator contractor will need to come back once the fire alarms are in.

Propane is running temporary heat and it is working well. Local company BABFAR donated the temporary heating units.

FF&E and Technology

Jennifer Littlefield from Tappe is working with the MSBA on collaborative purchasing. Student and teacher desks, chairs, and cafeteria tables have been identified as potential items that may fit within the collaborative purchasing program offered by the MSBA. Selections will be finalized by January.

The procurement of technology typically happens slightly later than the furniture. Technology should arrive end of June, beginning of July - after the furniture arrives. Right now the technology piece of the project is about \$50,000.00 over the reimbursable amount and the committee needs to decide if that amount should

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come out of the Owner Contingency. That will be decided at the January meeting. Both Tappe and Compass said that Technology is an area that town's typically spend more than the allowed reimbursable amount.

#### Utility Update

Columbia Gas came Sunday morning and installed the meter on site.

#### MSBA Update

The project funding amendment is in progress. We are currently waiting for MSBA to get it through their legal department. To date, the project has received approximately \$9 million in reimbursement.

#### Update on Water Ponding at Veterans Memorial Building

Ponding has been an issue in parking lot by senior center entrance. Project representatives have been by twice to look at it and it has been determined that it needs to be addressed. The plan is to add a dry well in the grassy area to draw water in and away from the lot.

#### Change Orders

Change Order 7 totaling \$45,237.00 was presented to the Committee. It is comprised of the following Change Order Requests:

- #31 – Delete generator exhaust throughout building - \$13,843 **credit**
- #32 - Credit for not repaving asphalt sidewalk in the alleyway between CFB and Main St. - \$304 **credit**
- #33 – Cost for the addition of battery powered emergency lowering for the elevator - \$0
- #38 – Cost to add 2 soffits & increase area of acoustical wall panels and extend ductwork in Cafeteria – \$4,303
- #39 – Cost for 3 new stop signs, 1 traffic directional signal & 2 double yellow lines at Town Hall Parking Lot – \$3584
- #45A – Cost impact to remove asphalt sidewalks and replace with concrete at Main Street - \$33,786
- #47 – Labor and material cost for two AI phone desk units with associated cabling, conduit and fittings and 1 articulating wall mount for CCTV monitor - \$7,774
- #48 – Cost impact to furnish and install a 2<sup>nd</sup> fire department connection to the south side of building, including the signage and electric bell - \$6,219
- #49 – Labor and material cost to extend door lintels and include recess in masonry - \$888
- #59 – Cost to jet water lines at Town Hall - \$2,829

**Diane Jurmain made a motion to approve Change Order 7, made up of Change Order Requests 31, 32, 33, 38, 39, 45A, 47, 48, 49, and 59 in the amount of \$45,237.00. Craig Schultze seconded the motion and the motion passed unanimously.**

Change Order 8 for Owner requested changes totaling \$39,567.00 was presented to the Committee. Changes include shifting walls, recapturing previous shaft space, custom case work for book drops that was missed, adjusting counter heights, swapping out rugs, adding more cabinets in nurse's office, and adding a window in "A" wing.

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**Craig Schultze made a motion to approve Change Order 8 in the amount of \$39,567.00. Richard Nichols seconded the motion and the motion passed unanimously.**

Change Order 9 totaling \$17,080.00 for additional storage space to be added under the stairs near Extended Day was presented to the Committee.. This would include adding a door, light, and heat to that area.

**Diane Jurmain made a motion to approve Change Order 9 in the amount of \$17,080.00. Richard Nichols seconded the motion and the motion passed unanimously.**

### Community Communications

Pictures have been posted on Facebook and town website of the project team with a thank you gift and card from Mrs. Carlson's 2<sup>nd</sup> grade class.

### Invoices

A bills payable schedule for Agostini Construction for construction fees through October 31, 2018 was reviewed.

**Craig Schultze made a motion to pay Agostini Construction \$2,555,335.38 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for Compass Project Management for project management services rendered through October 31, 2018 was reviewed.

**Diane Jurmain made a motion to pay Compass Project Management \$54,474.52 for services provided. The motion was seconded by Craig Schultze and passed unanimously.**

A bills payable schedule for Tappé Architects, Inc. for design services rendered through October 31, 2018 was reviewed.

**Craig Schultze made a motion to pay Tappé Architects \$63,621.49 for services provided. The motion was seconded by Richard Nichols and passed unanimously.**

A bills payable schedule for BETA was reviewed.

**Diane Jurmain made a motion to pay BETA \$1,132.59 for services provided. The motion was seconded by Craig Schultze and passed unanimously.**

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

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**Diane Jurmain made a motion to pay Jody Cleary \$347.60 for services provided. The motion was seconded by Craig Schultze and passed unanimously.**

A bills payable schedule for WBA Associates was reviewed.

**Diane Jurmain made a motion to pay WBA Associates \$4,795.00 for services provided. The motion was seconded by Craig Schultze and passed unanimously.**

### Minutes

Meeting minutes and executive session minutes from 10/11/18 were presented to the Committee for approval.

**Diane Jurmain made a motion to approve meeting minutes and executive session minutes from 10/11/18 as written. Craig Schultze seconded the motion and the motion passed unanimously.**

### Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:40 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 Tuesday, December 18, 2018 at 7:00 p.m.