

Town of Millis

Elementary School Building Committee

Meeting Minutes of Tuesday, January 16, 2018

Call to Order: Diane Jurmain called the meeting to order at 7:05 p.m.

Meeting Attendees:

Elementary School Building Committee Voting Members

Denise Gibbons, Diane Jurmain, Craig Schultze, Jon Wine

Elementary School Building Committee Ex-Officio Members

Mike Banks, Sean Doherty, John Engler, Richard Nichols, Kerri Roche, Jeanne Thompson

Compass Project Management Representative

Mike Berlin, Jeff D'Amico

Tappe Architect Representative

Charlie Hay

Agostini Bacon Representative

Julie Allen

Update on Construction Progress and Project Schedule

Julie Allen from Agostini Construction reported that December was a productive month. Due to the deep frost and adverse weather conditions, a week was lost on the schedule at the beginning of this month. Staffing levels have recently returned to normal after the warm thaw. Approvals have been obtained from the town for drainage permitting. Digging was started for the large infiltration system today. Derenzo is screening top soil. 10,000 cubic feet has been taken off site to date.

MSBA Update

The execution of the project scope and budget is underway. The Project Funding Agreement is the next step. It is in the hands of the MSBA. They need to sign and then it will come back to the Selectmen for approval and signatures. It will likely be the beginning of March before that is complete. The reimbursements will start coming in after that is signed. There will be a lump sum payment for any of the eligible reimbursements to date that have been held up waiting for the funding agreement to be signed. Once it is signed, reimbursements will be paid out monthly.

The MSBA has reviewed the 90% drawings, we have received their comments and those are being addressed now.

Project Timeline

Compass distributed a two month look ahead calendar. (Exhibit A) Important targeted milestone dates include:

- 1/10/18 – 100% CD's available to bidders
- 1/17/18 – Concrete pre-construction meeting kick off
- 1/19 – 1/26/18 – Receive foundation permit approval
- 1/25/18 – Submit building permit application (may shift to Feb 1st)
- 1/31/18 – Filed sub bid opening 2 p.m.
- 2/8/18 – Agostini trade contractors bids due
- 2/15/18 – Agostini deliver final GMP to ESBC to review
- 2/22/18 – MESBC meeting to approve final GMP

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Design Process and Selection

The ESBC will have some choices on interior design and exterior finishes. The color palette is entirely up to the committee. Tappe will make recommendations to give the committee some options.

Compass Contract Amendment

Compass solicited three proposals and entered them into a comparison matrix (Exhibit B) for the Committee's review and consideration. Compass recommends proceeding with Brigg's Engineering who is the low bidder based on unit prices. Compass has worked with them in the past and believes that the unit prices are comparable with previous projects. The total for Amendment 3 for testing and inspection services would be \$66,000 which includes Compass' 10% markup allowed by contract. The current budget set aside for testing and inspections is \$80,000 so the recommended award is under that budget.

Jon Wine made a motion to recommend that the Selectmen approve Amendment 3 from Compass Project Management in the amount of \$66,000 for Construction Testing and Inspection services from Briggs Engineering. Briggs would work as a sub consultant to Compass for the purposes of witnessing, documenting and monitoring portions of the construction at the Millis Clyde Brown Elementary School. Denise Gibbons seconded the motion and the motion passed unanimously.

Builder's Risk Coverage

Six companies submitted bids for builder's risk coverage. Hanover Insurance was selected.

Craig Schultze made a motion to approve Hanover Insurance Company's proposal in the amount of \$29,711 to provide Builder's Risk Insurance for the Town of Millis – Clyde Brown Elementary School. Denise Gibbons seconded the motion and it passed unanimously.

New Business

Two renderings for the construction sign were shown to the committee. Both were similar. The committee preferred the sign with the white strip above the rendering.

Beginning in March, the ESBC will try to meet on the second Tuesday of each month.

Invoices

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

Jon Wine made a motion to pay Compass Project Management \$29,157.50 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

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

Denise Gibbons made a motion to pay Tappé Architects \$290,292.60 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Agostini Construction for pre-construction fees through December 31, 2017 was reviewed.

Denise Gibbons made a motion to pay Agostini Construction \$11,500.00 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Agostini Construction for Application 1 for Contractor's Payment through December 31, 2017 was reviewed.

Denise Gibbons made a motion to pay Agostini Construction \$799,446.28 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for BETA for peer review services was reviewed.

Jon Wine made a motion to pay BETA \$3,862.86 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

A bills payable schedule for GCG Associates, Inc. for the review of shop drawings for the Construction of the new Clyde Brown School was reviewed.

Diane Jurmain made a motion to pay GCG Associates, Inc. \$1,207.50 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.

A bills payable schedule for Hanover Insurance for Builder's Risk Insurance for the Clyde Brown project was reviewed.

Diane Jurmain made a motion to pay Hanover Insurance \$29,711.00 for Builder's Risk Insurance for the Clyde Brown Project. The motion was seconded by Denise Gibbons and passed unanimously.

Minutes

The ESBC minutes from 12/21/17 were presented to the committee and reviewed.

Denise Gibbons made a motion to approve the minutes of 12/21/17 as written. Craig Schultz seconded the motion. The motion passed unanimously.

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Adjournment

Diane Jurmain made a motion to adjourn the meeting at 8:00 p.m. The motion was seconded by Denise Gibbons 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 Thursday, February 22, 2017 at 7:00 p.m.