

# Town of Millis

## Elementary School Building Committee

### Meeting Minutes of Tuesday, July 21, 2020

#### Virtual Meeting via Zoom

**Call to Order:** Wayne Klocko called the meeting to order at 7:05 p.m.

**Meeting Attendees:**

**ESBC Voting Members:**

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

**Additional Attendees**

Julie Allen – Agostini Construction

Kimberly Borst - ESBC Department Assistant

Jeff D’Amico – Compass Project Management

Chris Eberly – Compass Project Management

Charlie Hay – Tappé Architects

Terry Wiggins – Millis Public Schools

Update on Construction

The project is considered substantially complete. Pending punch list issues include fire lane gates, blacking out some of the yellow striping, final wiring of the green screen and installing the fence at the soccer field.

Agostini to put together a completion schedule for the remaining items by July 28<sup>th</sup>.

Radon

Agostini presented a PCO with estimated costs for the radon system installation. Concern was expressed that this document was available only a few hours prior to the ESBC meeting so Committee members did not have enough time to thoroughly review. Additionally, prices seemed high. Agostini was instructed to present better, more concrete numbers and a schedule by the end of this week so that they can be shared with ESBC and Select Board Members. The only way the committee will be willing to approach the Select Board for an emergency meeting to present this change order is if this project can be completed prior to the start of the school year. The goal is to go to the Monday night Select Board Meeting and present the Change Order for approval.

Change Orders

Change order 32 for a credit to the project in the amount of (\$21,013.86) was presented to the Committee. It is comprised of the following change order requests:

#152 r2 – replace the green screen, final number \$8,831.03

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#153 – add ventilation to address temperature control in room 250, exhaust hot air from mechanical room, \$13,229.49 (PCO 153 was presented but not approved/included in the change order as it was determined that more time was needed to review)

#154 – unused waterproofing dollars, -\$30,668.09

#155 – grading and additional piping to modify manholes - \$823.20

**Richard Nichols made a motion to approve change order xx for a credit of -\$21,013.86 which includes change order requests 152 r2, 154, and 155. Diane Jurmain seconded the motion.**

**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

A request was made to have change orders to committee members ahead of time to give them a chance to thoroughly review.

8:14 p.m. – Terry Wiggin joined the meeting.

#### Consultant Contract Amendments

Compass Project Management requested a contract extension due to delays related to COVID-19, the CHIPS certification not being complete, the radon remediation system in progress, the unfinished punch list, and final invoice processing. Three levels of service were presented to the Committee as options. Option 1 for \$41,830 for 19 additional hours for July, August and September is the recommended option. Option 2 would be for a higher level of oversight on the radon system installation and would be \$51,792.00, Option 3 is a very lean approach with minimal hours and not much on site supervision for the cost of \$30,225.00. The current contract allowance for this time period is \$30,225 so option 1 would be a \$29,431 net increase to Compass' contract.

**Richard Nichols made a motion to approve Amendment 5 in the amount of \$41,830 for a contract extension with Compass Project Management for the months of July, August, and September which will result in a net increase of \$29,431.00 to their contract. Diane Jurmain seconded the motion.**

**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

Tappe Architects put forth an additional services request of \$8,000.00 for services related to the radon mitigation system. This includes documentation and two site visits. Compass has reviewed the request and believes it to be fair & reasonable.

**Wayne Klocko made a motion to approve Tappe Architects additional services related to the radon mitigation system in the amount of \$8,000.00. Richard Nichols seconded the motion.**

**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

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Invoices

A bills payable schedule for Agostini Construction for construction fees for the month of June was reviewed.

**Richard Nichols made a motion to pay Agostini Construction \$320,448.58 for services provided. The motion was seconded by Craig Schultze.**

**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

A bills payable schedule for Compass Project Management for project management services for the month of June was reviewed.

**Wayne Klocko made a motion to pay Compass Project Management \$16,105.70 for services provided. The motion was seconded by Diane Jurmain.**

**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

A bills payable schedule for Tappé Architects, Inc. for design services for the month of June was reviewed.

**Wayne Klocko made a motion to pay Tappé Architects \$16,317.87 for services provided. The motion was seconded by Rich Nichols.**

**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

A bills payable schedule for Perma-line for signs for the tennis/pickle ball courts was reviewed.

**Richard Nichols made a motion to pay Perma-line \$186.00 for materials provided. The motion was seconded by Craig Schultze.**

**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

Minutes

Meeting minutes from 6/23/20 were presented to the Committee for approval.

**Wayne Klocko made a motion to approve meeting minutes from 6/23/20 as written. Diane Jurmain seconded the motion.**

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**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

Adjournment

**Wayne Klocko made a motion to adjourn the meeting at 8:51 p.m. The motion was seconded by Diane Jurmain.**

**By Roll Call Vote: Diane Jurmain – aye, Wayne Klocko – aye, Richard Nichols – aye, Craig Schultze - aye.**

Submitted by:

Kimberly Borst  
Department Assistant  
Elementary School Building Committee  
Town of Millis