

Town of Millis

Elementary School Building Committee

Meeting Minutes of December 18, 2019

Clyde F. Brown Cafeteria

Call to Order: Wayne Klocko called the meeting to order at 7:04 p.m.

Meeting Attendees:

ESBC Voting Members:

Denise Gibbons, Wayne Klocko (Chairman), Richard Nichols, Craig Schultze

ESBC Ex-Officio Members:

John Engler, James McCaffery

Additional Attendees

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

Update on Construction Progress

The permanent pick up/drop off loop at the school has been turned over for use. One third of the parking lot is still offline. This is the last week of site work for the winter. The construction team will not be onsite for the next three months however will be available for resolving punch list items. The team is targeting April to remobilize for the remaining work. Work remaining includes site improvements and landscaping, completing the parking lot, paving the three way intersection at Park Road, sidewalks, electric vehicle charging stations, and finishing the tennis courts.

Low water pressure is still an issue. Continuing to monitor the situation and evaluate possible options to increase pressure

A roof leak was detected during a heavy rain storm. After inspection, seven nicks were found in the membrane from construction debris on the roof. Stanley Roofing came to repair the leak and is confident that the fix is permanent. All flashing on the building will be inspected in the spring to be sure.

FF&E and Technology

Ockers came out to fix the clocks and the intercom system. The intercom is still not functioning properly. Agostini to get another price to fix it and tell Ockers that we will charge them if they don't fix it.

The pre-school chairs are too big for the pre-school children. A quote for 65 new chairs came in at \$5821.40. Terry Wiggin to research options for reselling the current chairs.

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Craig Schultze made a motion to approve a quote for 65 twelve inch chairs in the amount of \$5821.40 subject to receiving a salvage credit back to the project for the old chairs. Richard Nichols seconded the motion. The motion passed unanimously.

Change Orders

Change Order Proposal 139 in the amount of \$5,515.00 was presented to the Committee for exterior modifications recommended by school vision specialists for visually impaired students. The Committee decided to hold off on approving this change order as more information is required to make a decision.

Change Order Proposal 121r1 in the amount of \$390.88 was presented to the Committee for the flagpole relocation expenses.

Craig Schultze made a motion to approve the Change Order Proposal 121r1 in the amount of \$390.88 for flagpole relocation. Richard Nichols seconded the motion. The motion passed unanimously.

Budget Update

The project is significantly under budget at this point which is a testament to the project team. Agostini, Compass, and Tappé have all played a significant role.

Invoices

A bills payable schedule for Agostini Construction for construction fees through November 30, 2019 was reviewed.

Richard Nichols made a motion to pay Agostini Construction \$441,540.97 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

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

Richard Nichols made a motion to pay Compass Project Management \$27,587.80 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Alliance Environmental for radon testing was presented to the Committee for approval.

Richard Nichols made a motion to pay Alliance Environmental \$3,610.00 for radon testing. The motion was seconded by Craig Schultze and passed unanimously.

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A bills payable schedule for Tappé Architects, Inc. for design services rendered through November 30, 2019 was reviewed.

Richard Nichols made a motion to pay Tappé Architects \$85,367.20 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for BETA for engineering services was presented to the Committee for approval.

Richard Nichols made a motion to pay the BETA \$6,266.06 for services received. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for CDW-G for Chromebooks and charging cabinets was presented to the Committee for approval.

Richard Nichols made a motion to pay the CDW-G \$69,144.35 for goods received. The motion was seconded by Craig Schultze and passed unanimously.

Minutes

Meeting minutes from 11/19/19 were presented to the Committee for approval.

Wayne Klocko made a motion to approve meeting minutes from 11/19/19 as written. Denise Gibbons seconded the motion. The motion passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:01 p.m. The motion was seconded by Richard Nichols and passed unanimously.

Submitted by:

Kimberly Borst
Department Assistant
Elementary School Building Committee

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The next meeting of the Elementary School Building Committee will be held on Tuesday, January 21, 2020 at 7:00 p.m.