

School Building Committee Meeting
Minutes of Wednesday, August 23, 2023
Zoom Meeting

Call to Order: Richard Nichols called the meeting to order at 7:35 p.m.

Meeting Attendees:

Mark Awdycki, Kimberly Borst, Marc Conroy, Jeff D’Amico (Vertex), James Duffy, Denise Gibbons, Diane Jurmain, John Larkin, Robert Mullaney, Richard Nichols, John Proctor, Erin Underhill, Mike Quinlan (Vertex)

Vertex reviewed the Middle School/High School project timeline with the committee. Two options were discussed, the first was a “fast track” timeline which shows design development starting in May, the second added two months to the preferred schematic report time frame and would have design development begin in July. Vertex recommends starting with the more aggressive timeframe and if more time is needed, the two months can be added.

The OPM contract was reviewed with the Committee. The contract is a boilerplate contract that the MSBA uses with the exception of the cover page and fee schedule from Vertex. The base contract services amount of \$374,926 would be billed monthly. Additionally, \$5,000 for reimbursables and \$35,000 for cost estimates from a sub consultant would bring the total OPM contract amount to \$414,926.

Richard Nichols made a motion for the School Building Committee to approve the OPM Contract from Vertex for Millis Middle/High School Project in the amount of \$414,926 which includes reimbursement and subconsultant expenses. Denise Gibbons seconded the motion. By roll call vote Marc Conroy – aye; Diane Jurmain – aye; Denise Gibbons – aye; John Larkin – aye; Richard Nichols – aye. The motion passed unanimously.

The Committee discussed nominating three members for the Designer Selection Panel.

Richard Nichols made a motion to nominate Robert Mullaney, Denise Gibbons, and Rich Nichols (pending approval of the Town CEO) to represent the Town of Millis on the Designer Selection Panel. Denise Gibbons seconded the motion. By roll call vote Marc Conroy – aye; Diane Jurmain – aye; Denise Gibbons – aye; John Larkin – aye; Richard Nichols – aye. The motion passed unanimously.

8:57 p.m. Jeff D’Amico and Mike Quinlan left the meeting

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An invoice for Gatehouse Media for the OPM RFS advertisement in the Milford Daily News was presented to the Committee for payment.

Richard Nichols made a motion to pay Gatehouse Media \$1,587.76 for running the OPM RFS advertisement. Denise Gibbons seconded the motion. By roll call vote Marc Conroy – aye; Diane Jurmain – aye; Denise Gibbons – aye; John Larkin – aye; Richard Nichols – aye. The motion passed unanimously.

The minutes from 7/10/23 were presented to the Committee for approval.

Richard Nichols made a motion to approve the minutes from 7/10/23 as written. Diane Jurmain seconded the motion. By roll call vote Marc Conroy – aye; Diane Jurmain – aye; Denise Gibbons – aye; John Larkin – aye; Richard Nichols – aye. The motion passed unanimously.

8:59 p.m. SBC members not on PBC left the meeting.

Permanent Building Committee projects were discussed. No major updates at this point as the School Project and MSBA timeline have been taking precedence. Looking to ramp up again soon on the Lansing Millis project and Veteran's Memorial Building.

Adjournment

Rich Nichols made a motion to adjourn the meeting at 9:03 p.m. The motion was seconded by Diane Jurmain. By roll call vote Marc Conroy – aye; Diane Jurmain – aye; Denise Gibbons – aye; John Larkin – aye; Richard Nichols – aye. The motion passed unanimously.

Submitted by:
Kimberly Borst
Department Assistant, Permanent Building Committee