

**School Building Committee Meeting**  
**Minutes of Wednesday, November 15, 2023**  
**Zoom Meeting**

**Call to Order:** Richard Nichols called the meeting to order at 7:31 p.m.

**Meeting Attendees:**

Mark Awdycki, Kimberly Borst, Marc Conroy, John Engler, Ana Hurley, Diane Jurmain, John Larkin, James McCaffrey, Robert Mullaney, Richard Nichols, John Proctor, Jeremy Stull, Erin Underhill, Mike Quinlan (Vertex)

Meetings to prepare for the Designer Selection Panel will be held on Tuesday, November 21<sup>st</sup> and December 5<sup>th</sup>. Interviews with Designers will be held at the December 5<sup>th</sup> meeting. All three firms that submitted are solid candidates and will be interviewed. References have been checked. Designer selection is set to happen in December and contract negotiations could begin as soon as December 20<sup>th</sup>.

The Committee reviewed one invoice for payment.

**Richard Nichols made a motion to approve the payment of \$7,000.00 to Vertex for OPM Services for the month of October for the Millis Middle/High School project. Marc Conroy seconded the motion. By roll call vote Marc Conroy – aye; James McCaffrey – aye; Diane Jurmain – aye; John Larkin – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed unanimously.**

The minutes from 10/25/23 were presented to the Committee for approval.

**Richard Nichols made a motion to approve the minutes from 10/25/23 as written. Marc Conroy seconded the motion. By roll call vote Marc Conroy – aye; Denise Gibbons – aye; James McCaffrey – abstained; Diane Jurmain – aye; John Larkin – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed.**

The next meeting of the School Building Committee will be held on Wednesday, December 20 2023 at 7:30 p.m. via Zoom.

Adjournment

**Rich Nichols made a motion to adjourn the meeting at 7:41 p.m. The motion was seconded by James McCaffrey. By roll call vote Marc Conroy – aye; James McCaffrey – aye; Diane Jurmain – aye; John Larkin – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed unanimously.**

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Submitted by:  
Kimberly Borst  
Department Assistant  
School Building Committee