

School Building Committee Meeting
Minutes of Wednesday, October 25, 2023
Zoom Meeting

Call to Order: Richard Nichols called the meeting to order at 7:32 p.m.

Meeting Attendees:

Kimberly Borst, Marc Conroy, Jeff D'Amico (Vertex), John Engler, James Duffy, Denise Gibbons, Mike Guzinski, Diane Jurmain, John Larkin, James McCaffrey, Robert Mullaney, Richard Nichols, John Proctor, Jeremy Stull, Erin Underhill, Mike Quinlan (Vertex)

The Designer RFS generated three proposals for the Middle/High School project. Three is the minimum number of responses required by the MSBA in order to move forward. With that low number, the MSBA offered the Town the option to make changes within the RFS and re-issue it in order to try to gain additional proposals. The three firms that submitted proposals include, Tappe, TSKP and Raymond Design Associates. Although the number of proposals was low, the quality of them was good and the committee didn't feel that it was worth the delay to the project to try to solicit any more.

Richard Nichols made a motion for the School Building Committee to proceed with the three designer proposals that were submitted for the Millis Middle/High School project. Diane Jurmain seconded the motion. By roll call vote Marc Conroy – aye; Denise Gibbons – aye; James McCaffrey – aye; Diane Jurmain – aye; John Larkin – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed unanimously.

Next steps for the three SBC members that are part of the designer selection panel is to review the proposals. Committee members that are not part of the designer selection panel can review the proposals and send any comments/feedback that they have individually to a member of the panel. The three members will represent the entire committee with 20% of the vote. The MSBA has 80% of the vote.

The school is working on an educational plan which includes discussing what the school is today and what it can be in the future. Visioning sessions will take place to help determine what education in Millis will look like over the next 20 years as it keeps evolving.

The Committee discussed available sites in order to explore new build options as well as a renovation as required by the MSBA. The three potential sites that the Committee reviewed were the existing campus with a classic build behind, Cassidy Farm and 377 Village Street. Cassidy Farm would likely be too tight of a site and 377 Village has water running through the

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middle of the site which would make things more difficult. The Committee determined that the best option would be to keep the school on the existing site.

The Committee discussed developing a website or portal to keep members of the community informed on the project. The goal would be to launch that in early December.

The Committee reviewed three invoices submitted for payment.

Richard Nichols made a motion to approve the payment of \$14,000.00 to Vertex for OPM Services for the months of August and September for the Millis Middle/High School project. John Larkin seconded the motion. By roll call vote Marc Conroy – aye; Denise Gibbons – aye; James McCaffrey – aye; Diane Jurmain – aye; John Larkin – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed unanimously.

Richard Nichols made a motion to approve the payment of \$97.17 to Gatehouse Media for the Designer RFS advertisement for Millis Middle/High School project. John Larkin seconded the motion. By roll call vote Marc Conroy – aye; Denise Gibbons – aye; James McCaffrey – aye; Diane Jurmain – aye; John Larkin – aye; Jeremy Stull – aye; Richard Nichols – aye. The motion passed unanimously.

The minutes from 8/23/23 were presented to the Committee for approval.

Richard Nichols made a motion to approve the minutes from 9/18/23 as written. Denise Gibbons 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, November 15, 2023 at 7:30 p.m. via Zoom.

Adjournment

Rich Nichols made a motion to adjourn the meeting at 8:28 p.m. The motion was seconded by James McCaffrey. By roll call vote Marc Conroy – aye; Denise Gibbons – 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