

**School Building Committee Meeting**  
**Minutes of Tuesday, February 13, 2024**  
**Zoom Meeting**

**Call to Order:** Richard Nichols called the meeting to order at 7:33 p.m.

**Meeting Attendees:**

Mark Awdycki, Chris Blessen (Tappe), Kimberly Borst, Jeff D'Amico (Vertex), Jim Duffy, John Engler, Denise Gibbons, Charlie Hay (Tappe), Ana Hurley, John Larkin, James McCaffrey, Robert Mullaney, Richard Nichols, John Proctor, Jeremy Stull, Erin Underhill, Mike Quinlan (Vertex)

The Committee reviewed the goals of the Preliminary Design Plan (PDP). Within the next 60 days, existing conditions will be outlined. A site analysis, site survey, geotechnical evaluation, hazardous materials investigation, traffic study, systems review, structural analysis, and code compliance review will be undertaken. Work has begun on many of these items.

A space summary document was reviewed with the Committee that includes a template based on the number of students and the space requirements of the MSBA. Many of the current classrooms do not meet the space requirements outlined by the MSBA. In addition to classrooms being undersize, the high school is missing technology and STEAM rooms and additional art and gym space. The auditorium meets size requirements. The cafeteria also meets size requirements but the need for Middle and High School students to eat separate lunches needs to be communicated to the MSBA. Conclusions and findings will continue to be revised as additional information is gathered.

Three initial preliminary concept options for add/reno were reviewed with the Committee.

The Committee reviewed the schedule for upcoming meetings including a Community Forum on February 28<sup>th</sup> at 7:00 p.m., an SBC meeting March 6<sup>th</sup>, a School Committee meeting on March 26<sup>th</sup> to vote to approve the draft Ed Plan, and an SBC meeting on March 27<sup>th</sup> to vote to authorize submission to the MSBA.

The February 28<sup>th</sup> Community Forum presentation and format was discussed by the Committee. The school will set up Zoom link for the Community Forum Webinar and forward to the Project Team.

As the project team is at the very beginning stages of the project, the committee discussed keeping the information to the public at a high level at this time.

**School Building Committee Meeting**  
**Minutes of Tuesday, February 13, 2024**  
**Zoom Meeting**

**Richard Nichols made a motion to present a high level, generalized presentation at the Community Forum. Diane Jurmain seconded the motion. By roll call vote Diane Jurmain – aye; Denise Gibbons – aye; James McCaffrey – aye; John Larkin – aye; Richard Nichols – aye; Jeremy Stull – nay. The motion passed.**

The project website, [www.millisschoolproject.com](http://www.millisschoolproject.com) will go live this week.

8:56 p.m. – Chris Blessen and Charlie Hay left the meeting.

The Committee reviewed two invoices for payment:

**Richard Nichols made a motion to approve the payment of \$25,000.00 to Tappe for design services for the month of January for the Millis Middle/High School Feasibility Project. Denise Gibbons seconded the motion. By roll call vote Diane Jurmain - aye; Denise Gibbons – aye; James McCaffrey – aye; John Larkin – aye; Richard Nichols – aye; Jeremy Stull – aye. The motion passed unanimously.**

**Richard Nichols made a motion to approve the payment of \$19,637.29 to Vertex for OPM services for the month of January for the Millis Middle/High School Feasibility Project. Denise Gibbons seconded the motion. By roll call vote Diane Jurmain - aye; Denise Gibbons – aye; James McCaffrey – aye; John Larkin – aye; Richard Nichols – aye; Jeremy Stull – aye. The motion passed unanimously.**

The minutes from 1/25/24 were presented to the Committee for approval.

**Richard Nichols made a motion to approve the minutes from 1/25/24 as written. Denise Gibbons seconded the motion. By roll call vote Diane Jurmain - aye; Denise Gibbons – aye; James McCaffrey – aye; John Larkin – aye; Richard Nichols – aye; Jeremy Stull – aye. The motion passed unanimously.**

The Chair reviewed the policy on commenting on social media posts regarding any SBC or PBC project. A Committee member may only comment if they make it clear that they are speaking for themselves as a private citizen and not on behalf of the Committee.

The next meeting of the School Building Committee will be held on Wednesday, March 6, 2024 at 7:30 p.m. via Zoom.

**School Building Committee Meeting**  
**Minutes of Tuesday, February 13, 2024**  
**Zoom Meeting**

Adjournment

Rich Nichols made a motion to adjourn the meeting at 9:00 p.m. The motion was seconded by James McCaffrey. By roll call vote Diane Jurmain - aye; Denise Gibbons – aye; James McCaffrey – aye; John Larkin – aye; Richard Nichols – aye; Jeremy Stull – aye. The motion passed unanimously.

Submitted by:  
Kimberly Borst  
Department Assistant, School Building Committee