Town of Millis
Elementary School Building Committee
Meeting Minutes of November 19, 2019
Clyde F. Brown Cafeteria

Call to Order: Wayne Klocko called the meeting to order at 7:06 p.m.

Meeting Attendees:

ESBC Voting Members:
Denise Gibbons, Diane Jurmain, Wayne Klocko (Chairman), Richard Nichols, Craig Schultze

ESBC Ex-Officio Members:
Mike Banks, John Engler, Nancy Gustafson, James McCaffery

Additional Attendees
Julie Allen – Agostini Construction
Kimberly Borst - ESBC Department Assistant
Chris Eberly – Compass Project Management
Charlie Hay – Tappé Architects

Radon Update
Radon devices were placed this week and will be in place for 90-120 days for long term testing.

Update on Construction Progress
Scheduling for paving the new drop off loop was discussed. Things are ahead of schedule, so the construction team discussed the possibility of doing sooner than originally scheduled but the paving company recommends waiting until the spring. It was ultimately decided to wait as recommended. The final decision on when to turnover to new traffic pattern will take place at Thursday’s construction meeting with input from school administrators.

Water pressure has been an issue. Manufacturers were called out to look at toilets and water fountains. Filters were changed but water pressure appears to be the main issue. Looking at ways to increase water pressure to the building. Installing a booster pump is an option but pricey. Working to determine if there might be other, less expensive ways to fix the problem.

Punch list is 94.1% closed.

New scope requests from the school were presented to the Committee. A skid steer tractor was requested to help with snow removal. There are more paved surfaces at the new school than there were at the old school. The quote from Norfolk Power Equipment came in at $33,625.00 for a 60 inch machine. A cheaper option may be to rent something per storm. It was suggested that this should be an article for capital planning to put on their list.
A request for Spanish to be added to interior signage at CFB was made by the school administration. A better understanding of scope is needed before making any decisions.

Further research was done on the cost of Engineering Services for repaving two areas near the new school. The first area is in front of the Middle/High School in between the two schools. The second area is the old fire road that has been opened up to help with traffic flow. The total came to approximately $400,000 for the two scopes. Going to go back to GCG to see if there is a way to get the price down at all and then evaluate if it should be a decision for the Capital Planning Committee.

Playground signage from the old playground has not turned up. Agostini to follow up. Doors in gym are alarmed and when a ball hits the bar, the alarm goes off. Custodial staff not easily accessible to those using the gym. Looking for a fix, perhaps a sign with the best way to get in touch with custodial staff to turn off alarm.

**Change Orders**

Change Order 24 totaling -$23,789.72 was presented to the Committee. It is comprised of the following Change Order Requests:

- #96 – modification to manholes, $1,022.77
- #123 – extend fence to separate parking from fields, $8,570.71
- #130 – electrical changes requested, $5,416.00
- #129 – change of material for small playground fence, $8,897.14
- #136 – credit for not painting plywood, -$116

Craig Schultze made a motion to approve Change Order 24, made up of Change Order Requests 96, 123, 130, 129, and 136 in the amount of $23,789.72. Wayne Klocko seconded the motion and the motion passed unanimously.

The change orders for this project are at 1% which is very low and points to good design documents from Tappé.

**Look Ahead**

Next look ahead will address the new traffic pattern.

**Invoices**

A bills payable schedule for Agostini Construction for construction fees through October 31, 2019 was reviewed.

Diane Jurmain made a motion to pay Agostini Construction $619,190.80 for services provided. The motion was seconded by Craig Schultze and passed unanimously.
A bills payable schedule for Apple for an iMac was presented to the Committee for approval.

Diane Jurmain made a motion to pay Apple $2,638.00 for an iMac. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for CDW-G for invoices related to the school project was presented to the Committee for approval.

Diane Jurmain made a motion to pay CDW-G $16,546.76 for goods and 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 October was reviewed.

Diane Jurmain made a motion to pay Compass Project Management $42,756.05 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Integrity for Verizon Fios internet from May 1 – June 30 was presented to the Committee for approval.

Diane Jurmain made a motion to pay Integrity $1,342.00 for internet service. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for MatsMatsMats.com for gymnastic mats was presented to the Committee for approval.

Diane Jurmain made a motion to pay MatsMatsMats.com $328.00 for gymnastic mats. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Musician’s Friend for a digital piano was presented to the Committee for approval.

Diane Jurmain made a motion to pay Musician’s Friends $999.99 for merchandise received. The motion was seconded by Craig Schultze and passed unanimously.
Town of Millis
Elementary School Building Committee
Meeting Minutes of November 19, 2019
Clyde F. Brown Cafeteria

A bills payable schedule for Ockers for delivery installation was presented to the Committee for approval.

Diane Jurmain made a motion to pay Ockers $450.00 for merchandise received. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Red Thread for furniture was presented to the Committee for approval.

Diane Jurmain made a motion to pay Red Thread $12,581.25 for merchandise received. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Robert H. Lord for carts and cabinets was presented to the Committee for approval.

Diane Jurmain made a motion to pay Robert H. Lord $5,072.04 for merchandise received. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Sysco for paper and disposables for the ribbon cutting ceremony was presented to the Committee for approval.

Diane Jurmain made a motion to pay Sysco $68.63 for merchandise received. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for Tappé Architects, Inc. for design services rendered through October 31, 2019 was reviewed.

Diane Jurmain made a motion to pay Tappé Architects $31,049.20 for services provided. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for the Town of Millis Building Department for additional electrical inspection fees was presented to the Committee for approval.

Diane Jurmain made a motion to pay the Town of Millis Building Department $720.00 for services received. The motion was seconded by Craig Schultze and passed unanimously.

A bills payable schedule for West Music for boom whackers was presented to the Committee for approval.
Town of Millis
Elementary School Building Committee
Meeting Minutes of November 19, 2019
Clyde F. Brown Cafeteria

Diane Jurmain made a motion to pay the West Music $47.35 for goods received. The motion was seconded by Craig Schultze and passed unanimously.

Minutes
Meeting minutes from 10/15/19 were presented to the Committee for approval.

Wayne Klocko made a motion to approve meeting minutes from 10/15/19 as written. Diane Jurmain seconded the motion. The motion passed unanimously.

Adjournment
Wayne Klocko made a motion to adjourn the meeting at 8:40 p.m. The motion was seconded by Richard Nichols and passed unanimously.

Submitted by:
Kimberly Borst
Department Assistant
Elementary School Building Committee
Town of Millis

The next meeting of the Elementary School Building Committee will be held on Wednesday, December 18, 2019 at 7:00 p.m.