

# MEETING NOTICE

## Town of Tewksbury Elementary School Building Committee

Date: Thursday, November 10, 2022  
Time of Meeting: 6:00pm  
Location: Tewksbury Town Hall, 1<sup>st</sup> Floor Small Conference Room  
1009 Main Street, Tewksbury, MA 01876

## AGENDA

## OPM REPORT

<b>Item No.</b>	<b>Item</b>
1	<b><u>Call Meeting to Order</u></b> <ul style="list-style-type: none"><li>a) Roll Call</li><li>b) Chairperson informs committee and audience this is a public meeting</li></ul>
2	<b><u>Review and Approve Previous Meeting Minutes</u></b> <ul style="list-style-type: none"><li>a) October 13, 2022</li></ul>
3	<b><u>Project Schedules:</u></b> <ul style="list-style-type: none"><li>a) <u>Schedules:</u><ul style="list-style-type: none"><li>i. OPM Milestone Project Schedule – November 2022</li><li>ii. CM Construction Schedule – November 2022</li></ul></li></ul>
4	<b><u>Project Budget:</u></b> <ul style="list-style-type: none"><li>a) <u>Budgets:</u><ul style="list-style-type: none"><li>i. Project Budget – November 2022</li><li>ii. OPM Project Dashboard – November 2022</li><li>iii. CM GMP Dashboard – November 2022</li></ul></li></ul>
5	<b><u>Project Updates:</u></b> <ul style="list-style-type: none"><li>a) <u>OPM (CBRE Heery)</u><ul style="list-style-type: none"><li>i. Overview of project activities this period with look ahead</li></ul></li><li>b) <u>Designer (Flansburgh)</u><ul style="list-style-type: none"><li>i. Overview of Designer activities with look ahead</li><li>ii. Update on FF&amp;E Delivery and Move Management (Stefura)</li></ul></li><li>c) <u>Construction Manager (Consigli)</u><ul style="list-style-type: none"><li>i. Overview of Construction Activities with Look Ahead</li><li>ii. Site Logistics / Photographs / Progress</li></ul></li><li>d) <u>Owner (Tewksbury)</u><ul style="list-style-type: none"><li>i. Update on Existing School Department Move (STV)</li></ul></li></ul>
6	<b><u>Review and Discuss Motions to Approve:</u></b> <ul style="list-style-type: none"><li>a) Review for consideration to approve Construction Change Order #23. See item #7 below.</li></ul>
7	<b><u>Project Contracts: Change Orders / Amendments / Purchase Orders:</u></b> <ul style="list-style-type: none"><li>a) Construction Change Order #23</li></ul>
8	<b><u>Previous Business:</u></b> <ul style="list-style-type: none"><li>a) Pleasant Street Crosswalk Upgrades</li></ul>

2022 NOV -4 AM 8:03  
TOWN OF TEWKSBRURY  
BOARD OF REGISTERS  
TEWKSBURY, MA

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9	<p><b><u>New Business:</u></b></p> <p>a) Location of Dedication Plaque</p>																																								
10	<p><b><u>General Project Discussion:</u></b></p> <p>a) Community / Neighborhood Outreach / Project Information / Web Site <a href="https://sites.google.com/tewksbury.k12.ma.us/esbc/home">https://sites.google.com/tewksbury.k12.ma.us/esbc/home</a></p>																																								
11	<p><b><u>Project Meetings:</u></b></p> <p>a) October 17, 2022 - Change Order Review Committee b) October 24, 2022 - Staff School Tour c) October 25, 2022 - Staff School Tour d) October 26, 2022 – IT Installation Meeting e) October 27, 2022 – MEP Commissioning Progress Meeting f) October 27, 2022 – Staff School Tour g) October 28, 2022 – FF&amp;E Installation Meeting h) October 28, 2022 – Staff School Tour i) November 02, 2022 - Change Order Review Committee</p>																																								
12	<p><b><u>Project Invoices</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 35%;">Company</th> <th style="width: 30%;">Invoice Number</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Flansburgh Architects (Sep'22)</td> <td style="text-align: center;">32825r1</td> <td style="text-align: right;">\$46,097.37</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;"><b>Consigli (Oct'22)</b></td> <td style="text-align: center;"><b>Application #30 - DRAFT</b></td> <td style="text-align: right;"><b>\$1,110,882.16</b></td> </tr> <tr> <td style="text-align: center;">3</td> <td>CBRE Heery (Sept'22)</td> <td style="text-align: center;">PJIN0033035</td> <td style="text-align: right;">\$69,216.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>VHB (Sept'22)</td> <td style="text-align: center;">0388494</td> <td style="text-align: right;">\$484.38</td> </tr> <tr> <td style="text-align: center;">5</td> <td>UTS (Oct'22)</td> <td style="text-align: center;">102193</td> <td style="text-align: right;">\$2,492.50</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Eagle Leasing (Oct'22)</td> <td style="text-align: center;">R12479730</td> <td style="text-align: right;">\$109.00</td> </tr> <tr> <td style="text-align: center;">7</td> <td>STV (Sept'22)</td> <td style="text-align: center;">90025608</td> <td style="text-align: right;">\$2,493.75</td> </tr> <tr> <td style="text-align: center;">8</td> <td>STV (Oct'22)</td> <td style="text-align: center;">90025981</td> <td style="text-align: right;">\$7,302.50</td> </tr> <tr> <td style="text-align: center;">9</td> <td>CDW Government (Oct'22)</td> <td style="text-align: center;">DG54771</td> <td style="text-align: right;">\$5,411.00</td> </tr> </tbody> </table>	No	Company	Invoice Number	Amount	1	Flansburgh Architects (Sep'22)	32825r1	\$46,097.37	2	<b>Consigli (Oct'22)</b>	<b>Application #30 - DRAFT</b>	<b>\$1,110,882.16</b>	3	CBRE Heery (Sept'22)	PJIN0033035	\$69,216.00	4	VHB (Sept'22)	0388494	\$484.38	5	UTS (Oct'22)	102193	\$2,492.50	6	Eagle Leasing (Oct'22)	R12479730	\$109.00	7	STV (Sept'22)	90025608	\$2,493.75	8	STV (Oct'22)	90025981	\$7,302.50	9	CDW Government (Oct'22)	DG54771	\$5,411.00
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13	<p><b><u>Other Business Not Reasonably Anticipated within 48 Hours of Meeting</u></b></p>																																								
14	<p><b><u>Look Ahead Project Meeting(s) and Agenda Topics</u></b></p> <p>a) Next Building Committee Meeting Scheduled for <b>12/08/22 at 6:00PM</b> at Tewksbury Town Hall</p>																																								
15	<p><b><u>Public Comments</u></b></p>																																								
16	<p><b><u>Adjourn</u></b></p>																																								

TOWN CLERK  
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 TEWKSBURY, MA  
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