



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: January 12, 2023

Location: Town Hall, Conference Room

Members & Staff present: Anne Marie Stronach, Jonathan Ciampa, Tom Cooke
Shannon Demos, Jay Harding, Dave Libby, Lori McDermott,
Richard Montuori, Keith Sullivan, and Jayne Wellman

Others Present: Peter Collins, Michael Ensminger – CBRE | Heery Inc.
Jorge Cruz, Vince Dube – Flansburgh

Meeting Motions / Actions and Summary of Discussion

The meeting was called to order at 6:03 pm by Anne Marie Stronach.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve the minutes from December 8, 2022. Tom Cooke, who was not in attendance, abstained from voting. The motion passed by a 9-1 vote.

Peter Collins reviewed the OPM Milestone schedule. There is not too much to report. The project reached completion, the building is occupied and the students have returned. We're working on closing out the punch list. There are 51 items remaining on the punch list. The Design team continues to work with the OPM to review the punch list. The project is moving into the final phase, final documentation and close out docs for the project in regards to maintenance manuals, warranties, and as built documents to move into the final audit with MSBA and the Town. Final reconciliation and final budget will take 2-4 months to complete. When the documents are complete, a meeting will be scheduled with the MSBA Board of Directors. MSBA holds back 5% of the reimbursed amount until the audit is complete and the Board of Directors approve. Usually 10-12 months out to receive final payment from the MSBA.

The Construction Manager's schedule is not in tonight's presentation. Consigli was not available to attend the meeting.

Peter Collins reviewed the project budget and OPM Dashboard. The invoices from tonight's meeting have been included in the overall project budget. Jonathan Ciampa stated that at the last meeting there was discussion about moving contingencies back into the project budget. Peter Collins stated it hasn't happened yet. They are in the process of truing up the budget with the cooperation of the MSBA. The budget will be finalized within the next 2-4 months. We won't know the true numbers until the final invoices are paid. There will be some surplus money in some line items. Substantial completion of the project was reached 76 days ago on October 28, 2022. The project completion date is still ongoing with regards to the punch list and close out

items with no impact to the operation of the school. The Construction GMP Budget is \$76.7 million, 24 Changes Orders have been approved prior to tonight's meeting totalling \$2.5 million creating a revised GMP budget of \$79.2 million. The Owner's Construction Contingency budget has a pending change order in the amount of \$13,493.10 to be discussed tonight. This leaves a balance of \$1.4 million and 35% of the budget remaining. The Owner's Contingency has a balance of \$1.6 million, 12% of the budget has been used with 88% remaining. The Designer's contract revised total is \$8.5 million, 96% of the contract is complete. The OPM contract is 91% complete, with a balance of \$289,921 remaining.

Lori McDermott reported on the move of the elementary schools to the new Center Elementary School. She stated the process was amazing. The Move Manager and the moving company were both outstanding. Teachers unpacked and transformed classrooms very quickly and were very excited. Jay Harding was proud of everyone and felt like we pulled off a herculean feat moving 4 schools in 2.5 days. Teachers and staff were 80-90% unpacked after 2 PD days. The movers pick up the last of the crates and bins tomorrow. Dave Libby stated the Move Manager and the moving company were way under budget and there will be money to move back into the budget.

Jay Harding reported on the traffic. There has been no traffic backed up on Pleasant Street. The furthest back up has been to the end zone of the football field. Everyday is getting better. They are still working on dismissal, staging buses at the high school until ready for pick up.

Tom Cooke asked about a fire alarm drill and an approved fire exit plan. Jay Harding stated a fire drill is scheduled for next week. Everyone has an evacuation plan that will be tweaked as needed.

Tom Cooke asked about any problems with drainage during heavy rain. Mike Ensminger replied none that he knows of. Tom Cooke is also monitoring the energy usage and asked Peter Collins to explain the reconciliation process. Peter Collins stated that it is truing up the numbers to actuals and moving any surplus monies back to contingency with actual numbers, resulting in either negative or positive results. MSBA approves the final closeout.

Tom Cooke asked of the 51 items on the punch list, how many are related to commissioning and asked about the illumination of the site and building. He also stated there are some different building codes from when the building was designed to present. He stated a lot of issues with the project have to do with design issues and oversights. In his opinion, some money should be recovered in reconciliation.

Keith Sullivan stated he heard a rumor there is an issue with the gym floor. He emphasized the importance of getting the gym floor right. Athletics is big in this town and this will be one of the most used spaces.

Anne Marie Stronach responded the gym floor is on the radar and the Town Manager is working towards a resolution. The issue could be caused by the humidity in the building. Richard Montuori, Dave Libby and Peter Collins are aware of the problem and working to get it resolved.

Change Order #25 was presented to the committee. There are 4 items included in the change order for a total amount of \$13,493.10. The Change Order Review Committee reviewed and

recommended approval. Jonathan Ciampa stated the change order is straightforward changes not related to anything missed.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve Change Order #25 in the amount of \$13,493.10. A roll call vote was taken. Jayne Wellman, Shannon Demos, Jonathan Ciampa, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. Tom Cooke voted against. The motion passed by a 9-1 vote.

Nancy Reed and Doug Sears from the Tewksbury Historical Society were introduced to the committee. Nancy Reed thanked the committee for adding them to the agenda. She stated it's been almost 3 years since the Historical Society toured the Center School. As a resident, she is very thankful for all the committee's work on the project. Nancy Reed would like to get a plaque to hang near the cabinets that were relocated from the first Center School. The plaque will include a picture of the Center School. Doug Sears stated he is happy for the support of the committee.

Keith Sullivan made a motion, seconded by Jay Harding, to install a dedication plaque on the 2nd floor of the new Center Elementary School next to the cabinets from the old Center School. The motion passed by unanimous vote.

There are eleven invoices for approval. Invoices were reviewed and recommended for payment by the OPM, with the exception of the invoice from CBRE.

Shannon Demos made a motion, seconded by Jay Harding, to approve two invoices for Flansburgh Architects for December 2022, invoice #32921 in the amount of \$51,050.00 and invoice # 32914 in the amount of \$15,950.00. A roll call vote was taken. Jayne Wellman, Shannon Demos, Jonathan Ciampa, Tom Cooke, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve Consigli Application #32 for December 2022 in the amended amount of \$820,597.02. A roll call vote was taken. Jayne Wellman, Shannon Demos, Jonathan Ciampa, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. Tom Cooke voted against. The motion passed by a 9-1 vote.

Shannon Demos made a motion, seconded by Tom Cooke, to approve CBRE|Heery invoice # PJIN0033935 (November 2022) in the amount of \$69,216.00. A roll call vote was taken. Jayne Wellman, Shannon Demos, Jonathan Ciampa, Tom Cooke, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve VHB invoice #393402 (December 2022) in the amount of \$150.00. A roll call vote was taken. Jayne Wellman, Shannon Demos, Jonathan Ciampa, Tom Cooke, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve Eagle Leasing invoice RI2502950 for December 2022 in the amount of \$109.00. A roll call vote was taken. Jayne

Wellman, Shannon Demos, Jonathan Ciampa, Tom Cooke, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve STV for December 2022, invoice # 90026579 in the amount of \$13,093.35. A roll call vote was taken. Jayne Wellman, Shannon Demos, Jonathan Ciampa, Tom Cooke, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve Graybar invoice #9329655893 in the amount of \$3,105.00. A roll call vote was taken. Jayne Wellman, Shannon Demos, Jonathan Ciampa, Tom Cooke, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve Worcester Elevator Co. invoice #92998 in the amount of \$1,026.00. A roll call vote was taken. Jayne Wellman, Shannon Demos, Jonathan Ciampa, Tom Cooke, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Keith Sullivan and Anne Marie Stronach voted in favor. The motion passed.

There is no other business not reasonably anticipated to discuss.

Anne Marie Stronach stated the next meeting is scheduled for February 9, 2023 and recommended moving it out. Keith Sullivan expressed concern that we might miss something if we don't meet every month and Dave Libby suggested that the punch list is reviewed. The next meetings will stay as scheduled, February 9th and March 9th.

Public comments from Katlynn Bugda-Gwilt, resident of Concrete Rd. She congratulated the committee on the opening of the new school. She has a small request, with attention to Planning Board minutes and a quote from member Jonathan Ciampa. She requests that the new sign and brightness coincides with the Town bylaws. Her second request is to address the traffic flow and buses making the hairpin turn out of the loop. She concluded by stating that she appreciates everything that has been done.

Shannon Demos made a motion to adjourn the meeting, seconded by Jay Harding. The motion passed the meeting was adjourned at 7:03 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 3/9/2023
(Date)