



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: March 9, 2023

Location: Town Hall, Conference Room

Members & Staff present: Anne Marie Stronach, James Cutelis, Jonathan Ciampa, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Lori Sustek, Jayne Wellman and Maria Cutelis, secretary

Others Present: Michael Ensminger – CBRE | Heery Inc.
Vince Dube – Flansburgh
Andrew MacNeil – Consigli

Meeting Motions / Actions and Summary of Discussion

The meeting was called to order at 6:02 pm by Anne Marie Stronach.

Brenda Regan made a motion, seconded by Jonathan Ciampa, to approve the minutes from January 12, 2023. Jamey Cutelis, who was not in attendance, abstained from voting. The motion passed.

Brenda Regan made a motion, seconded by Jonathan Ciampa, to approve the minutes from February 9, 2023. Jamey Cutelis, who was not in attendance, abstained from voting. The motion passed.

Mike Ensminger reviewed the OPM Milestone schedule. The next big item will be the draft of the commissioning report and close out documents due April 1st. Working on finalizing the draft of the change order to send to the Change Order Review Committee for the next meeting. Money will be returned to the Town. Andrew MacNeil reported that Change Order #27 will be presented next month with approximately \$398 allowance credit returned to the Town. Mike Ensminger is looking at August for the 10 month review of the project. The budget has been updated with invoices from the past period. The budget is still showing \$3.5 million in uncommitted funds, and over \$4 million is uncommitted budget. Jayne Wellman asked if the \$4 million included contingencies, and Mike Ensminger stated it does.

The OPM Dashboard was reviewed. The project is past substantial completion. The GMP budget has approved Change Orders 1-26 with 3% of the budget remaining. The Owners Construction Contingency budget remains healthy with 35% remaining. A cable credit is still pending, as well as, GMP Reconciliation and Closeout.

Mike Ensminger updated the project stating that items are being closed out and items are being identified as incomplete. Overall, the list is moving forward. "Fit up" items will be prioritized. There is a lot of work to be done over April vacation.

Anne Marie Stronach inquired about the gym floor. There has been no update. Richard Montuori stated the preliminary responsibility is from the installer and designer. They will meet next week to discuss it further. The Town Manager suggested invoices be approved the same as last month, subject to the Town Manager's approval for Consigli, Flansburgh and Heery.

Jayne Wellman stated she has received calls about the 3rd floor not having a staff bathroom. Jay Harding stated it's on the list as a high priority. A Support Room location has been identified that will not impact any student programs.

Vince Dube stated the punch list is down to a few items. A consultant will meet with the kitchen staff to review their concerns. The designer is still busy interacting with the school.

Andrew MacNeil stated there was a push on the punch list over February vacation. He remains in contact with Jay Harding. There are little things that pop up with a new building and he will continue to address them.

Jay Harding is pushing to get safety concerns addressed including panels on the stage and laminate coming loose. Jay Harding also stated Jon Marchand is waiting to receive Owner's manuals. Jay Harding also has concerns with the alarm system, building security and the PA system. Andrew MacNeil stated there has been training on the systems. The fire alarm is working, there is a problem with the security system. Anne Marie Stronach asked the Project Manager to resolve these issues before the next meeting. She would like these items on next month's agenda and a Project Manager Update.

Jonathan Ciampa suggested Jay Harding bring issues to the Change Order Review Committee. Richard Montuori suggested Jay Harding come to the meetings and be included on the meeting invite.

Anne Marie Stronach asked about moving meetings to every 6 weeks. Jay Harding expressed concern with issues getting resolved.

Jayne Wellman made a motion, seconded by Brenda Regan, to authorize the Change Order Review Committee to approve change orders between meetings with a written weekly update of approvals. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Mike Ensminger will look at additional furniture pricing for the School Department. The School Department is looking to purchase furniture directly.

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

Jayne Wellman made a motion, seconded by Shannon Demos, to approve Consigli Application #34 for February 2023 in the amount of \$672,466.41 pending the approval of the Town Manager. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve four invoices for Flansburgh Architects for a total of \$121,900.00. Invoices include #32921 (\$51,050.00), invoice #32914 (\$15,950.00), invoice #32942 (\$51,050.00), and invoice #32941 (\$3,850.00). A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve Eagle Leasing invoice RI2531753 for March 2023 in the amount of \$109.00. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve VHB invoice #398158 (January 2023) in the amount of \$705.00. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve six invoices for RDC Holdings for a total amount of \$400,208.78 pending the approval of the Superintendent and the District. Invoices include invoice #680084 (\$302,806.84), invoice # 680084-1 (\$1,756.72), invoice # 68004-2 (\$58,515.48), invoice # 680379 (\$14,575.34), invoice # 680379-1 (\$5,571.40), and invoice # 684142 (\$16,983.00). A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve three invoices for Singer Kittredge for a total amount of \$21,414.33 pending the approval of the Superintendent and the District. Invoices include invoice #402994 (\$21,003.86), invoice # 403453 (\$368.79), and invoice # 408964 (\$41.68). A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve two invoices for WB Mason for a total of \$241,406.45 pending the approval of the Superintendent and the District. Invoices include invoice # 234420562 (\$239,723.45) and invoice # 235877483 (\$1,683.00). A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve three invoices for RH Lord for a total of \$462,612.33 pending the approval of the Superintendent and the District. Invoices include invoice # 3477a (\$88,323.70), invoice # 3477b (\$191,126.38) and invoice # 3477c (\$183,162.25). A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve Creative Office Resources invoice # 204790 in the amount of \$6,122.23 pending the approval of the Superintendent. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve Wakefield Moving & Storage (January '23) invoice # B24486 in the amount of \$68,680.00. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve STV invoice #90027047 (Feb '23) in the amount of \$43.75. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Brenda Regan, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Anne Marie Stronach thanked School Committee member Keith Sullivan for his service and contribution on this committee.

Jayne Wellman made a motion, seconded by Shannon Demos, to change the meeting date for the next meeting to April 27th and the location to the Center Elementary School. The motion passed by unanimous vote.

The next meeting is scheduled for Thursday, April 27th at 6 pm at the Center Elementary School.

There is no other business not reasonably anticipated to discuss.

There are no public comments.

Shannon Demos made a motion to adjourn the meeting, seconded by Jonathan Ciampa. The motion passed and the meeting was adjourned at 6:57 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 4/27/2023
(Date)