



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: April 14, 2022

Location: Ryan School, Cafeteria

Members & Staff present: Jonathan Ciampa, Tom Cooke, Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek and Maria Cutelis, secretary

Others Present: Peter Collins, Chris Tremblay – CBRE | Heery Inc.
Andrew MacNeil, Tony Serrano – Consigli
Lianne Vivilecchia, Lauren O'Brien – Stefura
Anne Marie Stronach

The meeting was called to order at 6:04 pm by Jamey Cutelis.

Meeting Motions / Actions and Summary of Discussion

Peter Collins introduced Lianne Vivilecchia and Lauren O'Brien from Stefura to the committee.

Brenda Regan made a motion, seconded by Jay Harding, to approve the minutes from February 10, 2022. Tom Cooke, Jamey Cutelis and Keith Sullivan abstained from voting. The motion passed by majority vote.

Brenda Regan made a motion, seconded by Jay Harding, to approve the minutes from March 10, 2022. Tom Cooke and Keith Sullivan abstained from voting. The motion passed by unanimous vote.

Peter Collins reviewed the construction schedule with substantial completion scheduled for October 2022. The building will be open to students in January 2023. The FF&E bidding portion of the project has concluded. The OPM will be looking for approval tonight to accept the FF&E bids and proposal. The Construction Manager schedule is relatively ahead of schedule in many aspects. There are no changes to the budget, only updates with invoices that have been processed.

Peter Collins reviewed the OPM dashboard. There have been a total of 872 days of construction with 197 days until substantial completion. 630 days have elapsed (73%) since the GMP was approved. There is a balance of \$18.1 million remaining in the GMP Construction budget which is 23%. Contingencies are still in a good place. The Owners Construction Contingency budget has approved and pending change orders in the amount of \$1.9 million. There is 46% remaining in the Owners Construction Contingency budget. The Owners' Contingency has used 12% with a balance of \$1.6 million (88%) remaining.

Andrew MacNeil reviewed the Construction Manager's dashboard. Interior finishes are ongoing throughout the building, the exterior facade is nearing completion, the gymnasium is 99% ready for the wood flooring, and sitework is fully mobilizing for underground utilities. Demolition and abatements have started at the Center School and demolition of the existing field house will begin on Monday.

OPM has nothing new to report on project updates.

The budget for Technology and FF&E are established by the number of students @ \$1700 ea. per student for a budget of \$1,343,000 for each with a total budget of \$2,686,000. FF&E bids and proposals came in higher at a cost of \$2,031,590.50 over the FF&E budget by \$40,901.40. The committee discussed reducing quantity or quality or possibly transferring funds from the Owners Contingency. The FF&E for the administration area was not included in the original budget. The amount of \$2,031,590.69 includes FF&E for everything. Eric Ryder agrees that it would make sense the proposal is over budget since the budgeted amount did not include the district offices. He thought that \$40,901.40 is money well spent for the district offices. Shannon Demos does not want to skim on quality to save money. Brenda Regan also agrees that we should not cut quality.

Eric Ryder made a motion, seconded by Shannon Demos, to approve the FF&E bids and proposals in the amount of \$2,031,590.69. The motion passed by unanimous vote.

Change Order #16 was presented to the committee. The Change Order Review Committee has reviewed the change order requests. There are 8 requests for a total of \$70,461.86. Jonathan Ciampa asked for back up information for change request 196 to add power to the height adjustor at the gym basketball backstops. The work has already been done. Jonathan Ciampa requested information on the cost of \$22,317.87. Without including that cost, the amount of Change Order 16 is adjusted to \$48,143.99.

Brenda Regan made a motion, seconded by Jay Harding, to approve Change Order #16 in the adjusted amount of \$48,143.99. The motion passed by unanimous vote.

Tom Cooke asked about emergency access during a power outage and would there be a problem for public safety. Andrew MacNeil explained there is discussion about an additional module. The door controls at the 3rd floor door of stair #2 and #5 will be tested during commissioning.

Previous business was discussed. The relocation of the Center School district offices is complete. Committee membership was reviewed. The resignation of Jacquelyn Simione has been submitted.

Brenda Regan made a motion, seconded by Eric Ryder, to make a recommendation to the Select Board to appoint Anne Marie Stronach to the Elementary School Building Committee to replace Jacquelyn Simione as the educational representative. The motion passed by unanimous vote.

The School Committee voted to appoint Keith Sullivan, School Committee representative, and Shannon Demos, School Committee designee, to the Elementary School Building Committee.

The MSBA concluded the Project Funding Agreement and an amendment has been submitted.

The abutters will be notified of the Center School demolition and information will be posted on the ESBC website.

Invoices were reviewed and recommended for payment by the OPM.

Brenda Regan made a motion, seconded by Eric Ryder, to approve invoice #32656 for Flansburgh Architects in the amount of \$87,771.25 for March 2022. The motion passed by unanimous vote.

Eric Ryder made a motion, seconded by Jay Harding, to approve Consigli Application #23 for March 2022 in the amount of \$3,000,174.81. The motion passed by unanimous vote.

Eric Ryder made a motion, seconded by Jay Harding, to approve CBRE Heery Invoice #PJIN0029486 in the amount of \$69,216.00. The motion passed by unanimous vote.

Eric Ryder made a motion, seconded by Jay Harding, to approve UTS invoice #98613 (February 2022) in the amount of \$5,000.00. The motion passed by unanimous vote.

Eric Ryder made a motion, seconded by Jay Harding, to approve UTS invoice #98987 (March 2022) in the amount of \$280.00. The motion passed by unanimous vote.

Eric Ryder made a motion, seconded by Jay Harding, to approve VHB invoice #369239 (March 2022) in the amount of \$925.74. The motion passed by unanimous vote.

Eric Ryder made a motion, seconded by Jay Harding, to approve Eagle Leasing invoice RI2404571 for April 2022 in the amount of \$99.00. The motion passed unanimously.

Eric Ryder made a motion, seconded by Jay Harding, to approve Projectdog Inc. invoice 19260 in the amount of \$550.00. The motion passed unanimously.

There is no unanticipated business. There is no new business.

Jonathan Ciampa asked about meeting every other month. Jamey Cutelis explained the need to meet every month is to approve the invoices. Eric Ryder asked about the schedule for the water connection and access to the fieldhouse. Andrew MacNeil will coordinate the summer activity with the Athletic Director.

Tom Cooke asked about the invitation to tour the building and requested a video walkthrough. Andrew MacNeil stated this was not a typical request and suggested it could be done closer to occupancy when the contractors are almost near completion.

The next meeting is scheduled for May 12, 2022 at 6:00 pm at the Town Hall.

Tom Cooke made a motion, seconded by Brenda Regan, to adjourn the meeting. The motion passed by unanimous vote and the meeting was adjourned at 7:10 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 6/9/2022
(Date)