



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: April 27, 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, Lori Sustek, Jayne Wellman and Maria Cutelis, secretary

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

Meeting Motions / Actions and Summary of Discussion

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

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve the minutes from March 9, 2023. The motion passed.

Peter Collins reviewed the OPM Milestone schedule. Not a lot has changed from last month's schedule. Work continues on the site. There was a lot done during school vacation week. Landscaping still needs to be done. An extension was filed with the Conservation Committee to clean up any loose items, plantings, etc. Closeout is underway with the MSBA and will continue throughout 2023. There has been no changes to the budget since last month other than invoices that have been processed.

The OPM Dashboard was reviewed. There have been 136 days since the date of final completion. The Construction GMP shows that 26 Change Orders have been paid to date for a total amount of \$77.8 million. There is a balance remaining of \$1.4 million (2% of budget). The Owners Construction Contingency has a remaining balance of \$1.8 million or 48% of the budget.

Mike Ensminger stated the contractor is working on the commissioning report, which is due next week.

Jay Harding gave an update on the building security system. The doors have been reprogrammed. They have been tested and everything is working. The PA system is not quite working the way it should be. Paging should be able to be done from anywhere. The system needs to be updated by a programmer.

Peter Collins presented an update of the gym floor. Funds are being held until the issue with the floor is resolved. Anne Marie Stronach stated the Construction Manager has an outstanding balance of \$2.4 million, which includes multiple invoices that have been submitted but not paid.

Richard Montuori will work with Peter Collins to release some money. The amount of money being held more than covers the cost of the new floor. RFPs were received for an independent 3rd party to provide an evaluation and recommendation for the gym floor.

Jorge Cruz stated that Flansburgh continues to work with the OPM and contractor to close out the project and is working with the School Department on FF&E.

Mike Ensminger reviewed the Owner "Fit Up" list. The items are listed by priority. There are about 25 items listed as Priority 1. Mike has been working with Dave Libby for the last couple of months to prioritize the items by safety and security. Priority 1 items ensure that the building functions properly. Mike Ensminger would like the committee to approve a budget to cover Priority 1 items first then Priority 2 items. Dave Libby stated that the list is give and take as we live in the building and new needs come up. Lori Sustek asked about a possible timeline. Jonathan Ciampa clarified that when Priority 1 was not included as part of the project but needs to be done the total is \$71,538. Priority 2 is more or less user based, makes sense but not necessarily a have to do, has a budget of \$112,585. The total budget is \$184,123 but the estimates are conservative. Shannon Demos confirmed that Jay Harding was part of the discussion to determine the listing of Priority 1, 2 and 3.

Jonathan Ciampa made a motion, seconded by Shannon Demos, to allocate \$185,000 to procure and install Priority 1 and 2 items from the Owner "Fit Up" list. Any money left over should be put towards the Priority 3 list based on the School Department's discretion. The motion passed by unanimous vote. Anne Marie Stronach would like the work to get done before school opens on August 30, 2023.

Change Order #27 was presented to the Committee. It is a credit from the unused GMP Allowance Reconciliation and the Construction Contingency Reconciliation in the amount of \$489,583.00.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to accept Change Order #27 in the credit amount of \$489,583.00. The motion passed.

Jay Harding gave an update on the HVAC issues and wants to keep it on the radar. There have been a lot of problems with the VRF units and one of the RTUs. The project team is working to diagnose the source of the issue so they can be permanently addressed. The issue with the gym floor is also ongoing. Anne Marie Stronach asked Mike Ensminger to identify the warranty items. He stated the 10-month walk through is scheduled for the first week of August to address issues before the warranties expire.

Project meetings are ongoing.

Invoices presented at tonight's meeting were reviewed and recommended for payment by the OPM.

Jayne Wellman made a motion, seconded by Shannon Demos, to approve seven invoices from Flansburgh Architects (inv. # 32995, 31996a, 32030a, 32055a, 32769, 32809 and 32879) for a total amount of \$139,588.68 pending the discretion of the Town Manager. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori

McDermott, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve two invoices (#234187103, and #235295390) from WB Mason for a total amount of \$2,198.96. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve SafetySign.com invoice #SS869484689 in the amount of \$2,498.16. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve VHB invoice #0403216 (March 2023) in the amount of \$90.00. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve Red Thread invoice #917297 in the amount of \$6,560.00. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve Eagle Leasing invoice RI2543002 for April 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, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve Consigli Construction Application #35 in the amount of \$850,289.08 pending the discretion of the Town Manager. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jayne Wellman, Lori Sustek, Jay Harding, Dave Libby, Lori McDermott, Jonathan Ciampa, Richard Montuori and Anne Marie Stronach voted in favor. The motion passed.

There are no public comments.

The next meeting is scheduled for June 22, 2023 at 6:00pm at the Center Elementary School.

Jonathan Ciampa made a motion to adjourn the meeting, seconded by Jay Harding. The motion passed and the meeting was adjourned at 7:06 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 6/22/2023
(Date)