



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: June 9, 2022

Location: Town Hall, Conference Room

Members & Staff present: Anne Marie Stronach, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Richard Montuori, Keith Sullivan, Lori Sustek, Jayne Wellman and Maria Cutelis, secretary

Others Present: Peter Collins, Mike Ensminger, Chris Tremblay – CBRE | Heery Inc.
Andrew MacNeil, Tony Serrano – Consigli
Jorge Cruz, Vince Dube – Flansburgh

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

Meeting Motions / Actions and Summary of Discussion

Keith Sullivan made a motion to approve the minutes from April 14, 2022, seconded for discussion by Tom Cooke. Tom Cooke would like to add 3rd floor door of *stairways #2 and #5*. Tom Cooke made a motion, seconded by Jay Harding, to approve the minutes as amended. The motion passed.

Jayne Wellman made a motion, seconded by Keith Sullivan, to approve the minutes from May 12, 2022. Tom Cooke abstained. The motion passed.

Peter Collins reviewed the construction schedule with substantial completion scheduled for October 28, 2022. The schedule remains on track. FF&E and Technology deliveries are scheduled for the Fall. Jorge Cruz is not aware of any delays in delivery. He has reached out to Stefura to contract for services as on-site manager. Tom Cooke asked if delivery schedules have been firmed up with vendors. Peter Collins stated delivery schedules will be confirmed at the beginning of September. The Move Manager will tighten the schedule. Tom Cooke asked who carries the transportation insurance. He is concerned with the money. Vince Dube will review. Tom Cooke would like an answer at the next meeting.

Andrew MacNeil reviewed the Construction Manager's dashboard. It's been a busy month on site. Abatement and demolition of the Center School is complete. Interior finishes are progressing with floor installation at corridors, door and carpentry at District Offices, and north classrooms going through the punch list. The gymnasium flooring has been delivered and installation has started. Site work has begun at the loop road, curbs and sidewalks will start soon. The schedule is still ongoing. The biggest thing is commissioning to get the building on track for turnover.

Peter Collins reviewed the budget. Everything is still on track, just providing updates. He's in the process of submitting the updated Project Funding Agreement to the MSBA.

The OPM dashboard was reviewed. There are 141 days until substantial completion, 79% of the project is complete, 82% of the budget has been paid and 17 change orders have been approved. The Owners Construction Contingency has a balance of \$1.5 million remaining and the Owners Contingency has 88% of the budget remaining. Anne Marie Stronach inquired about the Move Manager. Chris Tremblay stated there is \$150,000 in the budget. There will be 2 different Move Managers. One will move the new furniture coming in and one will move existing supplies from the existing 2 schools to the building in December. A proposal was received for the Move Manager to move the furniture in the amount of \$19,800. The proposal for \$19,800 includes only moving the new equipment ordered from FF&E for the new school. This proposal does not include technology.

Jay Harding made a motion, seconded by Jayne Wellman, to accept the FF&E on site manager proposal from Stefura through Flansburgh in the amount of \$19,800. The motion passed.

Proposals for a Move Manager to move existing supplies were sent out. Jayne Wellman asked if the proposals included decommissioning the other 2 schools. Anne Marie Stronach clarified that is left to the Reuse Committee.

Peter Collins stated all coordination with other Town Departments is going well.

Design phase has moved into the next step where a punch list has been delivered to Consigli. The punch list from Flansburgh will be ongoing from now to substantial completion. Tom Cooke asked about the punch list for the Athletic Complex. Andrew MacNeil stated that it is 100% complete. Anne Marie Stronach stated the Athletic Field Committee was dissolved at the last Select Board meeting.

Tom Cooke asked if 5% of the contract is held back until substantial completion for reduction of release. The contract doesn't allow for reduction of release. Peter Collins explained there is a lot of owner training. Substantial completion for the Athletic Complex was August 13, 2021. Tom Cooke's questions are based on his fiduciary responsibility.

Change Order 18 in the amount of \$11,035.38 was discussed. The change order contains 6 items and has been reviewed by the Change Order Review Committee. Some adjustments were made. Anne Marie Stronach asked Richard Montuori and Dave Libby if they were in agreement.

Richard Montuori made a motion to approve Change Order 18, Tom Cooke seconded by discussion. Tom Cooke asked how many changes were caught at the shop drawing stage. Vince Dube explained there was a sun shade study that determined the lower row of shades in the cafeteria were not necessary. A credit was given to delete the shades. The committee voted on the motion. Anne Marie Stronach, Shannon Demos, Jay Harding, Dave Libby, Richard Montuori, Keith Sullivan, Lori Sustek, and Jayne Wellman voted in favor. Tom Cooke voted against. The motion passed by majority vote.

Peter Collins updated the committee on the situation with the heating recovery units regarding the interior mechanical room dimensions and code discussions. There are 4 options being considered to remedy the situation. Peter Collins believes that by this time next week there will be a solution. The resolution will go through the Change Order Committee before it comes before this committee. Richard Montuori stated that it is not an easy fix. Tom Cooke asked if any correspondence had been sent or if anyone was put on notice. Mr. Montuori stated there was not, the parties are trying to work it out. Anne Marie Stronach ended the discussion stating that there are a lot of people working to resolve this issue and she wishes there was more information to share at this time.

Peter Collins discussed Community Outreach to inform the committee and the abutters that many of the trees that were planted last fall have turned brown. Chris Tremblay will communicate with abutters to let them know the trees will be replaced in the fall. The trees are within the warranty period. Keith Sullivan agrees with the most cost effective way to handle replacing the trees. Andrew MacNeil stated it is best to remove and plant at the same time.

Jay Harding would like to bring Lia's Nook from the library area at the Trahan to the new school. Shannon Demos will assist in the process and notify the family. The School Department will determine what needs to be moved.

Anne Marie Stronach announced that Jay Harding will be the Principal of the new Center Elementary School.

Invoices were reviewed and recommended for payment by the OPM.

Jayne Wellman made a motion, seconded by Jay Harding, to approve invoice #32692 for Flansburgh Architects in the amount of \$87,771.25 for May 2022. The motion passed by unanimous vote.

Keith Sullivan made a motion, seconded by Jayne Wellman, to approve Consigli Application #25 for May 2022 in the amount of \$2,133,984.04. Peter Collins explained that the OPM has recommended to hold payment to Harold Brothers pending a solution on the mechanical issue. This is the second month payment was withheld. Tom Cooke asked if the money is being held in escrow. He would also like to see the shop drawing because the equipment dimensions were brought up early in the project. Peter Collins explained there has been correspondence. Keith Sullivan understands Tom Cooke's concern and thanks everyone for their efforts to resolve the situation. The contractor is still working and getting the job done. After discussion, the motion passed by unanimous vote.

Keith Sullivan made a motion, seconded by Jay Harding, to approve CBRE Heery Invoice #PJIN0030450 in the amount of \$69,216.00. The motion passed by unanimous vote.

Jayne Wellman made a motion, seconded by Jay Harding, to approve VHB invoice #375646 (May 2022) in the amount of \$366.09. The motion passed by unanimous vote.

Jayne Wellman made a motion, seconded by Jay Harding, to approve UTS invoice #99399 (May 2022) in the amount of \$2,280.00. The motion passed by unanimous vote.

Keith Sullivan made a motion, seconded by Jayne Wellman, to approve Dell invoice #38205 (April 2022) in the amount of \$16,619.25. The motion passed by unanimous vote.

Keith Sullivan made a motion, seconded by Jay Harding, to approve Eagle Leasing invoice RI2427267 for May 2022 in the amount of \$99.00. The motion passed unanimously.

Jayne Wellman made a motion, seconded by Keith Sullivan, to approve ProAV invoice #38582 in the amount of \$29,801.00. The motion passed unanimously.

Jayne Wellman made a motion, seconded by Keith Sullivan, to approve an invoice from the ESBC Secretary for 28 hours from July 2021 to June 2022 in the amount of \$496.60. The motion passed.

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

The next meeting is scheduled for July 14, 2022 with a site tour at 4:00 pm followed by an ESBC meeting at 5:00 pm at the Town Hall. The Select Board, School Committee and Planning Board will also be invited to attend the tour. Andrew MacNeil would like to know the number planning to attend the tour.

Keith Sullivan made a motion, seconded by Jay Harding, to adjourn the meeting. The motion passed by unanimous vote and the meeting was adjourned at 7:15 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 8/11/2022
(Date)