



# Town of Tewksbury

## MINUTES

Committee: **Elementary School Building Committee**

Date: June 22, 2023

Location: Center Elementary School, Meeting Room

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

Others Present: Peter Collins, Michael Ensminger – CBRE | Heery Inc.  
Jorge Cruz, Vincent Dube – Flansburgh  
Tony Serrano – Consigli Construction

### Meeting Motions / Actions and Summary of Discussion

The meeting was called to order at 6:03 pm by Brenda Regan.

Brenda Regan made a motion, seconded by Jay Harding, to approve the minutes from April 27, 2023. The motion passed.

Peter Collins reviewed the OPM Milestone schedule. Work continues on site. He also notified the committee that the project qualifies as LEED-S Silver Award and received 56 LEED points and solidifies the 2 additional points for reimbursement. The OPM is working with the School Department for additional fit-up items. The 10 month walk through of the project will be scheduled in August. The last item is to authorize final payment of the reimbursement, probably in the Spring, depending on how long MSBA takes to perform the audit.

Peter Collins reviewed the project budget. Jayne Wellman asked of the contingency, how much is bonded. Richard Montuori explained that he borrowed \$60 million, \$1-4 million varies, short term borrowing. The budget will be reconciled next Spring. Richard Montuori stated Town Meeting can repurpose allocated money from the Feasibility Study. There should be some funds leftover.

The OPM Dashboard was reviewed. Pending changes will be reconciled at closeout. The Designer contract is 95% complete, the OPM's is 97% complete and there is a balance of \$993,831.95 remaining in the Construction Managers GMP.

Updates were presented on the HVAC and the gym floor. Mike Ensminger explained the HVAC was built as designed. The HVAC VRF System was installed properly. The manufacturer of the equipment determined the boards need to be replaced. New boards will be inserted in 22 units by the subcontractor. Once the system is functional, the warranty and start date will be revisited. Jay Harding stated the system has not run properly since we moved into this building. He is not confident that this will solve the problem and would like all the units checked. Peter Collins

believes all units will be checked and all cards will be replaced if needed. Anne Marie Stronach is concerned about the warranty start date. Jorge Cruz will have the conversation about the warranty before the next committee meeting. Tony Serrano stated the PA system power supply has been ordered to take care of the beeping and crackling sound. The gym floor consultant's assessment and recommendations will be followed by Consigli. The wood filler will be removed, some boards will be replaced. The OPM will be on site. This also includes the stage floor. An expansion strip will be added to fix the problem with the Terrazzo flooring. Jay Harding is concerned about the look. Jorge Cruz will talk with the subcontractor and come up with a more appealing solution.

Jayne Wellman made a motion, seconded by Jonathan Ciampa, to delegate the decision on the Terrazzo floor to the Superintendent after the Change Order is reviewed by the Change Order Committee. The motion passed.

Jay Harding has been working with Lauren from Stefura to address issues with the furniture including office chairs and desks. Anne Marie Stronach asked if Peter Collins or Mike Ensminger could take the lead with Stefura hoping they will be more responsive. Jorge Cruz will contact Lauren. Brenda Regan would like a more permanent solution regarding the furniture.

There was discussion about the door on the 3rd floor bathroom. There is a misunderstanding about who will be doing the work, Consigli or the Town. Anne Marie Stronach stated that \$180,000 has been approved to get this work done. She would like the work done by August 20th. Dave Libby explained the approach on the fit-up list. If the work would impact the warranty then the subcontractors would do the work. If it's anything new, then the School Department would use their own people.

Jayne Wellman made a motion, seconded by Brenda Regan, to authorize Consigli and Flansburg to prepare a package to get the work done on the 3rd floor bathroom, pending the approval of the Superintendent. The motion passed by unanimous vote.

There are no new contract changes or change orders to discuss.

Peter Collins discussed the purchase of a LEED-S Silver Award Certificate for the school. A sticker for the glass front door would cost \$110, a glass plaque for \$600 or a bronze plaque for \$1200. The committee discussed the 3 options.

Jonathan Ciampa made a motion, seconded by Richard Montuori, to purchase the window sticker for the front door at a cost of \$110. The motion passed by unanimous vote.

Project meetings are ongoing.

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

Richard Montuori made a motion, seconded by Jayne Wellman, to approve CBRE Heery (Jan. - May 2023) invoice PJIN0036755 in the amount of \$126,630.07. A roll call vote was taken. Dave

Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve National Grid invoice #800469544 in the amount of \$3,000.00 for transformer repair. A roll call vote was taken. Dave Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Richard Montuori, to approve four invoices (#237445660, #237331660, #238414560 and #236570822) from WB Mason for a total amount of \$9,706.97. Brenda Regan asked if any of these invoices were for items that we were having issues with. David Libby said they were not. A roll call vote was taken. Dave Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve Pro Fence invoice #2795 (May 2023) in the amount of \$1,200.00. A roll call vote was taken. Dave Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve VHB invoice #0408798 (May 2023) in the amount of \$75.00. A roll call vote was taken. Dave Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve two invoices from Eagle Leasing for May and June 2023 invoice RI2554078 and RI2565203 for a total amount of \$218.00. A roll call vote was taken. Dave Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Jonathan Ciampa, to approve IFES Invoice #0800768 in the amount of \$360.00. A roll call vote was taken. Dave Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve Creative Office Resources invoice #204790-01 in the amount of \$1,078.63. A roll call vote was taken. Dave Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve an invoice for ESBC Secretary Hours for July 2022 through June 2023 in the amount of \$471.50. A roll call vote was taken. Dave Libby, Shannon Demos, Rich Russo, Richard Montuori, Jonathan Ciampa, Jay Harding, Brenda Regan, Jayne Wellman, and Anne Marie Stronach voted in favor. The motion passed.

Dave Libby has asked the Athletic Department to empty out the Eagle Leasing storage container so July should be the last month for an invoice.

The next ESBC meeting will be Thursday, August 17th at 4:00 pm at the Center Elementary School.

Katelyn Bugda Gwilt, 18 Concrete Rd., had a few public comments regarding unfinished site work. She asked about resurfacing of the parking lot, crosswalk/sidewalk repairs and plantings. The parking lot is complete. There is no additional resurfacing. The crosswalk/sidewalk repairs will be done by the DPW, not sure of the timeframe. Plantings will be done in the Fall.

Jayne Wellman made a motion to adjourn the meeting, seconded by Richard Montuori. The motion passed and the meeting was adjourned at 7:20 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 8/17/2023  
(Date)