



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: August 11, 2022

Location: Town Hall, Conference Room

Members & Staff present: Anne Marie Stronach, Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, and Jayne Wellman

Others Present: Peter Collins, Chris Tremblay – CBRE | Heery Inc.
Andrew MacNeil, Robert Colella – Consigli
Jorge Cruz, Vince Dube – Flansburgh

The meeting was called to order at 5:03 pm by Anne Marie Stronach.

Meeting Motions / Actions and Summary of Discussion

Brenda Regan made a motion, seconded by Jay Harding, to approve the minutes from June 9, 2022. The motion passed.

Brenda Regan made a motion, seconded by Jayne Wellman, to approve the minutes from July 14, 2022. Tom Cooke abstained from voting. The motion passed.

Peter Collins reviewed the project schedule. There are two schedules – OPM milestone schedule and the Contractor's construction milestone schedule. From the OPM perspective we are in the construction phase, with progress moving along as we will discuss throughout this meeting. Upcoming FFE & Technology and move activities are ongoing. Fabrication of FF&E is underway with installations scheduled for September and into October. Discussions with Stefura, the move manager, and the designer are underway. FFE & Technology has remained on schedule. The dates have remained unchanged over the past period. There is not much else to report other than normal progress and activities.

Tom Cooke thanked Peter Collins for sending commissioning notes and had a question on the link to the commissioning agent. Chris Tremblay explained IP addresses are for the setup of a permanent setup of a BMS system when the owner's security is set up. There will be 2 IP addresses, 1 for the main building and 1 for the field house. There is currently a temporary service in place for commissioning services to perform their required work by remote access to review the HVAC system and run trends. Tom Cooke explained they will want to review the system for LEED requirements so we get all our points. It's important that it gets set up. Chris Tremblay stated there is a meeting with the owner IT/Facilities to provide the information to the contractor for the IP address that should be given to the contractor by next month, but currently the commissioning agent has access to perform their work. Functional testing will start in September.

The construction schedule, as of July 31st, was reviewed. Substantial completion, project completion and certificate of occupancy are within the next few months.

Budget highlights were reviewed. The PFA bid amendment was finalized with the MSBA. The amendment reflects minor adjustments from the results of the bid process. Part of the process with MSBA took a little longer than normal in getting the values figured out and then the pandemic was a factor. It doesn't change the reimbursement amount to the town. The PFA bid amendment modifies the numbers from the project funding agreement to actual bid results. In 2019 when we started the process the project budget was \$98,503,724. During the bidding and GMP process the bottom line to the project was adjusted \$98,071,145. The Owners Construction Contingency was \$3.6 million now it is \$3,978,515. There is no real shakeup, just some adjustments. Anne Marie Stronach stated that we were worried about the numbers coming in higher during the pandemic.

Peter Collins reviewed the OPM Dashboard with some added sections. The GMP was approved 7/23/20. There are 78 days to substantial completion, there are 45 days after substantial completion to reach final completion which is scheduled for 12/12/22. 86% of days have elapsed from a time perspective with 123 days remaining until final completion. 88% of the GMP budget has been paid. The Owners Construction Contingency budget has approved change orders 1-19 to date in the amount of \$2,145,917.32. 56% of the Owners Construction Contingency budget has been used, with 44% remaining. The Owner Contingency budget has used 12% with 88% remaining. The Designer contract revised contract total is \$8,549,38.37, to date \$ 7,863,351.29 has been paid. The contract is 92% complete.

There are 5 pending changes requests currently being reviewed by the Change Order review committee. Tom Cooke would like more details on the MC Cable credit. Peter Collins stated it is really a conduit credit, the MC cable was run in lieu of conduit for a portion of the work. Discussions are going back and forth regarding the linear footage and labor costs. Andrew MacNeil stated the costs can be interpreted in different ways. He received an update last night from Annese. He wants to highlight that there are plenty of details that need to be worked out. Tom Cooke stated that as a fiduciary, he would like to see more details. Anne Marie Stronach stated that when more information is available it will be brought to the committee.

Andrew MacNeil reviewed the Consigli dashboard. Progress is continuing toward completion. They are starting to send out draft warranty letters to expedite the closeout process. They are working with Flansburgh on the submittal process and RFIs. They continue to work as a team to work through a couple of roadblocks. One big highlight is that Holds, Allowances and Contingencies are still tracking well considering we're over 90% complete with the building. The project is right in line where we should be from a financial standpoint. Bob Colella presented photos of the gymnasium, playground equipment and surface area, the cafetorium acoustical wall, and stage floor which will be installed next week. The Bus loop at the Ryan School and sidewalks are nearing completion. Anne Marie Stronach stated that now that we can see the Ryan School, it looks amazing.

Peter Collins continued with project updates. The OPM stated continuation of coordination remains in place between parties to include town agencies, DPW, Police and Fire with the coordination of signage and inspectional services.

Jorge Cruz presented the Designer update. The progress of work is ongoing, the quality is great. The design team continues to monitor the remaining portions of construction. 75% of the building has been punch listed and the items continue to be corrected. We are looking at closeout documents, final inspection of elevators and fire alarms. We will continue on the closeout documents until we can get a certificate of occupancy.

Owner training is ongoing with respect to equipment, close out documents and maintenance manuals.

Dave Libby gave an update on the Move Manager. STV has been selected as the Move Manager Consultant. The contract is finalized and will be sent tomorrow. We hope to get them in here next week to start meeting and discuss the next steps.

Peter Collins presented Change Order #20. The Change Order Review committee reviewed and discussed the change order request in the amount of \$68,323.52. There are 8 items in the CO request. Tom Cooke would like on the record discussion of Item #3 Fire Alarm Duct Smoke Detector at RTU-1 -R2 and understands the issue with the building code. He stated the roof top unit does not require a smoke detector which is why he asked for the shop drawings. The unit is feeding a place of assembly and up to 789 students. Tom Cooke would like the Fire Chief's recommendation. There are 2 large units, one requires a smoke detector and the second unit does not. He explained that the State Building code 8 and place of assembly that there are areas nearby that could impact the area for smoke. After a lengthy explanation and many possible scenarios, Tom Cooke stated that, in his opinion, the unit requires a smoke detector and he will not approve this change order request. Andrew MacNeil stated that the work has been approved to proceed. Tom Cooke's objection has been noted for the record. He can't emphasize enough that there are more problems with smoke. Jonathan Ciampa doesn't want to hold up the progress. If the Fire Department agrees with what Tom Cooke is asking, then this is design coordination change. Anne Marie Stronach would like to add the Fire Department recommendation added to next month's agenda.

Keith Sullivan would like to make a motion to approve change order #20 in its entirety as presented this evening, seconded by Brenda Regan. Anne Marie Stronach stated, given the discussion, she would like to take a roll call vote. Jonathan Ciampa, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. Tom Cooke voted against. The motion passed.

Peter Collins reviewed previous business. The details of the HRU mechanical room are being finalized and getting worked out.

There is no new business to report.

Community outreach/website. Emails continue to be sent to community members when needed.

Project meetings were reviewed. Anne Marie Stronach inquired about the MEP Commissioning Progress Meeting and if anything was flagged. Peter Collins stated the MEP is going along fine.

Invoices were reviewed and recommended for payment by the OPM.

Eric Ryder made a motion, seconded by Keith Sullivan, to approve invoice #32772 for Flansburgh Architects in the amount of \$87,771.25 for July 2022. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Eric Ryder made a motion, seconded by Jayne Wellman, to approve Consigli Application #27 for July 2022 in the amount of \$1,378,532.90. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Eric Ryder made a motion, seconded by Jay Harding, to approve VHB invoice #380611 (July 2022) in the amount of \$873.46. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Eric Ryder made a motion, seconded by Jay Harding, to approve UTS invoice #100765 (July 2022) in the amount of \$4,520.00. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Eric Ryder made a motion, seconded by Jay Harding, to approve Eagle Leasing invoice RI2450607 for July 2022 in the amount of \$109.00. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Anne Marie Stronach asked if any committee members had comments. Keith Sullivan stated that he thinks it's wonderful when a school offers designated veteran parking. He would like some future discussion to offer veteran parking for our men and women veterans. Anne Marie Stronach would like the administration to add the discussion to their outdoor signage meetings.

Tom Cooke asked about the presentation of the history wall. Peter Collins stated it will be at next month's meeting. Tom Cooke also inquired about an update on the furniture delivery dates. Chris Tremblay received an updated list by vendor with delivery dates from Stefura between September 26th and October 24th. The history wall, and furniture delivery dates with a matrix to track delivery will be added to next month's agenda. Stefura will continue to give updates on delivery dates.

Anne Marie Stronach stated the committee would enter Executive session to discuss a legal matter that could impact the project. We will adjourn from both meetings when we come out of executive session. There will not be any other business discussed after the conclusion of the Executive session.

Keith Sullivan made a motion to enter into executive session, seconded by Jayne Wellman. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

At the conclusion of the Executive Session, Richard Montuori made a motion, seconded by Keith Sullivan, to adjourn the executive session. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Richard Montuori made a motion, seconded by Keith Sullivan, to adjourn the regular meeting. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed and the meeting was adjourned at 6:30 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 9/8/2022
(Date)