



# *Town of Tewksbury*

# **MINUTES**

Committee: **Elementary School Building Committee**

Date: September 8, 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, Lori Sustek, and Jayne Wellman

Others Present: Peter Collins, Mike Ensminger, Chris Tremblay – CBRE | Heery Inc.  
Andrew MacNeil – Consigli  
Jorge Cruz, Vince Dube, Christina Schaller – Flansburgh  
Katelynn Bugda-Gwilt, Eliot Bugda – Residents

The meeting was called to order at 5:05 pm by Anne Marie Stronach.

## Meeting Motions / Actions and Summary of Discussion

Brenda Regan made a motion, seconded by Jayne Wellman, to approve the minutes from August 11, 2022. The motion passed.

Peter Collins reviewed the project schedule. The OPM milestone schedule has not changed too much from last month. Some key milestone dates were discussed. The project is still in the construction phase and remains on track for a substantial completion date of October 28th and final completion sometime in late December. Upcoming deliveries and installation of fixtures, furniture, equipment and technology are scheduled for October. The OPM continues to work with the design team members from Flansburgh and Stefura with respect to furniture and equipment. Jonathan Ciampa asked how much of the materials have been delivered and where they are being stored. Mike Ensminger explained there has been no furniture deliveries, and some materials are being stored in the warehouse. Technology equipment is not expected to be available until early October. Jonathan Ciampa also asked how inventory is tracked when it arrives on site. Mike Ensminger explained that documentation is required. He asked if there is anything pending that will arrive late. Peter Collins stated that everything ordered is still tracking for October deliveries.

Brenda Regan inquired about the schedule for installation of furnishings for the Central Office. Mike Ensminger stated installation is scheduled for November and the Move Manager has scheduled the Central Office move first. Anne Marie Stronach asked for the Move Manager to give the committee an update at next month's meeting. Peter Collins explained there are 2 Move Managers – one for moving the new FF&E and one for moving the existing furnishings from the 4 elementary schools. Brenda Regan stated that so far STV has been fantastic to work with.

Peter Collins reviewed the OPM Construction schedule and project budget. Two dates of importance are substantial completion on track for October 28th and final completion before December 31st. There has been no change in the budget from last period other than updated with invoices that have been processed. The bottomline remains intact and adjustments from the MSBA Project Funding Agreement have been amended.

Peter Collins reviewed the OPM Dashboard. As of today, September 8th, there are 50 days until substantial completion, and 777 days have elapsed since the GMP, with 89% completed. The Owner's Construction Contingency with pending approval of Change Order #21, has a remaining budget of approx. \$1.8 million, 44% of the budget is remaining. After reviewing the dashboard amounts, the committee realized that some of the amounts have not been updated to reflect the actual numbers. Nothing in the budget is out of alignment. The amounts will be corrected.

Andrew MacNeil reviewed the Consigli dashboard. This is more of an update on holds, contingencies and allowances. The only thing that has changed is about \$10,000 has been used for allowances. The biggest note is the improvements to the Ryan School are complete. The overall interior of the building is going well. The project is in the final steps, and working on the punchlist in the north classroom area. Cleaners are on site and closing doors to the classroom when the cleaning is completed. Trees and landscaping have been delivered to the site, main entrance drainage granite, paver wall are complete and ready for hydroseeding. The bus loop is complete, final paving continues. The cafe floor is being installed, and the kitchen is nearing completion. Between now and mid-October the push is to clean, get inspections and substantial completion. Lori Sustek commented that the entrance to the Ryan School looks great. Brenda Regan reviewed the process for parents dropping off students on the side of the Ryan School and stated that its working fine. Traffic on Pleasant Street is still not ideal but better than it used to be. There are too many parents that drive. We're hoping that the new bus app will entice parents to use the bus. There are some issues with the bus loop. Dave Libby stated the buses go in and out on the construction side until there is access to the full bus loop.

Jonathan Ciampa asked about the submittal response status. Andrew MacNeil stated there are very minor issues with closeouts. Flansburgh and Consigli are working closely and haven't had an issue. There is a process, but nothing affecting construction.

Jayne Wellman inquired about the stormwater retention on the site since there has not been a lot of rain this summer. Mike Ensminger stated he checked the basin after the heavy rain and it was draining. He checked it again and it was dry. It is certainly an improvement. The underground drainage seems to be working fine, no issues to date.

Tom Cooke asked for a follow-up to the temporary "silt sacks" for filtering out and preventing construction sedimentation and debris prior to final pavement. Andrew MacNeil stated the filters have been monitored and they will be removed entirely upon completion of the project.

Peter Collins continued with project updates. The project is moving along well. There is coordination from all team participants. Discussion and communication with town agencies, DPW, Police and Fire is ongoing.

Jorge Cruz presented the Designer update. Work continues on any outstanding items with Consigli and CBRE. Waiting on final inspection of elevators and fire alarms and sign off substantial completion. A draft of the History wall, to be installed on the long wall outside of the cafeteria, was presented. The designer worked with the Historic Commission for access to photos. Outlines of greenhouses are used to depict the history of the Town. Jayne Wellman expressed her concerns about the Wamesit tribe. It may be a technicality but she wants to be respectful of what is documented. Brenda Regan stated we can reach out to GLICA to verify language. Jayne Wellman stated the work is tremendous, just want to be sensitive to the wording.

Peter Collins asked if there were any updates from the owners' side of the project. Dave Libby explained he is accelerating the move schedule and selection of a moving company on the advice of the Move Manager who stated moving company schedules are filling up quickly. Dave Libby stated STV has a good feel for our needs and has met with all departments that are moving. Because we are not tearing down the old school buildings, there can be access back into the buildings if needed.

Peter Collins presented Change Order #21. The Change Order Review committee reviewed and discussed the change order request for the addition of removable mullions at doors 106 and 107 at a cost of \$1,389.08. The Change Order Review committee recommends approval. Jonathan Ciampa explained that the piece of metal between the doors needed to be added.

Jonathan Ciampa made a motion, seconded by Richard Montuori, to approve Change Order #21 in the amount of \$1,389.08. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Peter Collins presented an update on the crosswalks on Pleasant Street. There have been recent discussions to enhance the crosswalks on Pleasant St. on both sides of the school with signage. The DPW and the Town Engineer have been discussing improvements for the crosswalks and are still working on the details for an overall safe school zone. The DPW has a rendering from a consultant with improvements to the pavement and crosswalks around the school. Jayne Wellman stated there is a resident here to address this concern. Richard Montuori stated that there has been discussion for the funding of this work. He recommended to the committee that any costs addressing sidewalks, crosswalks and school safety come from the school project budget. This work is related to the work being done on this campus. When the pricing is finalized, the Town Manager will recommend the funding come from the project.

Resident, Dr. Katelynn Bugda-Gwilt of 18 Concrete Rd., read a prepared statement regarding the silent removal of the crosswalk, and the high volume of traffic on Pleasant St. She asked for an achievable solution as soon as possible. She is concerned about the safety on this road and would like increased pedestrian signage.

Anne Marie Stronach stated the "for the record", the committee does not comment on public participation and thanked her.

Tom Cooke endorses the Town Manager's recommendation to have the funding for this come out from the construction budget.

Anne Marie Stronach would like the topic to be added to next month's agenda. Jayne Wellman had a few questions and asked if consideration had been given for a raised crosswalk. Anne Marie Stronach stated the DPW and Town Manager are looking into options, doing their due diligence, as well as the Superintendent.

There is no new Community outreach to report. Emails continue to be sent to community members when needed.

Project meetings that have been held during the last month were reviewed.

Invoices were reviewed and recommended for payment by the OPM, with the exception of the invoice from CBRE.

Brenda Regan made a motion, seconded by Jayne Wellman, to approve invoice #32786 for Flansburgh Architects in the amount of \$87,771.26 for August 2022. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jayne Wellman made a motion, seconded by Jonathan Ciampa, to approve Consigli Application #28 for August 2022 in the amount of \$1,451,733.38. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jayne Wellman made a motion, seconded by Jonathan Ciampa, to approve CBRE|Heery invoice # PJIN0032021 (July 2022) in the amount of \$69,216.00. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve VHB invoice #383682 (August 2022) in the amount of \$428.25. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Brenda Regan made a motion, seconded by Tom Cooke, to approve UTS invoice #101235 (August 2022) in the amount of \$3,588.75. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jonathan Ciampa made a motion, seconded by Shannon Demos, to approve Eagle Leasing invoice RI2456296 for August 2022 in the amount of \$109.00. A roll call vote was taken. Jonathan Ciampa, Tom Cooke, Shannon Demos, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Anne Marie Stronach asked committee members if there was any other business to discuss. Brenda Regan stated she would like the committee to see the video that Andrew MacNeil put together for the staff's first day back. The staff enjoyed seeing the new school. She thanked Consigli for making the video.

Brenda Regan made a motion to adjourn the meeting, seconded by Shannon Demos. The motion passed the meeting was adjourned at 6:28 pm. The next meeting will be Thursday, October 13, 2022 at 6:00 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 10/13/2022  
(Date)