



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: October 13, 2022

Location: Town Hall, Conference Room

Members & Staff present: Anne Marie Stronach, Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Jayne Wellman and Maria Cutelis, secretary

Others Present: Peter Collins, Mike Ensminger, Chris Tremblay – CBRE | Heery Inc.
Andrew MacNeil – Consigli
Bill Beatrice, Vince Dube – Flansburgh
Eva Hamori – STV
Lauren O'Brien – Stefura

The meeting was called to order at 6:04 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 September 8, 2022. The motion passed.

Peter Collins reviewed the project schedule. The project is closing on the contractual substantial completion date of October 28th. Technology and FF&E fabrication and installation is underway. Stefura and Flansburgh are managing the furniture installation concurrently with technology. Brenda Regan stated there was a preinstallation meeting with vendors this morning. Lauren O'Brien from Stefura will update and distribute a new schedule tomorrow.

Andrew MacNeil presented an updated construction schedule. The project is still tracking for a substantial completion date of October 28th. The punch list for the building is about 90% complete, currently working on the cafeteria. Punch list commissioning is going well, the closeout process is ongoing. Anne Marie Stronach inquired about commission agent reports for the next meeting. Chris Tremblay stated he would create a shared drive for all commissioning report minutes.

Peter Collins reviewed the project budget which remains intact. The overall budget reflects invoices that have been processed this month. The OPM dashboard shows 15 days until substantial completion, 872 total contract days, 60 days remaining until final completion and 93% of days have elapsed since the GMP was approved. The Owners Construction Contingency budget was reviewed. The approved budget was \$3.9 million, Change Order #22 is pending approval this evening in the amount of \$159,353.95, which will leave a balance of \$1.6 million or 40% of the budget remaining. The Owners Contingency budget has 88% remaining or a balance of

\$1,629,522.04. The OPM contract is 84% complete. OPM is focusing on closing activities and commissioning is underway. Overall, the project is in good shape.

Andrew MacNeil reviewed Consigli's dashboard. Holds, allowances and contingencies remain a focus for the closeout process. Final inspections are ongoing with Town departments, CBRE, Flansburgh and consultants. Anne Marie Stronach asked if there are any items that he was worried about. Andrew MacNewil stated that they are tracking a few items that should be resolved next week. 12 exterior doors will be replaced in December. All other doors have locks and hardware to secure the building. Final cleaners are going through the building, the parking lot final pavement and striping should be completed this week. Jayne Wellman asked for an update on the site's drainage retention basin. Andrew MacNeil stated the work has been completed, the fence was installed and it is draining.

Bill Beatrice gave an update from the Designers. 98% of the project is complete, the building looks good. They are working on punching out the building and work is still ongoing on the history wall. Everything's coming together.

Dave Libby presented an update on the Move Manager. There's a tentative move schedule. There were site visits with the 3 moving companies. Eva Hamori for STV reviewed the 3 movers and compared their costs. Total move estimates were received from Meyer (\$75,258.00), Sterling (\$91,259.99) and Wakefield (\$68,680.00) moving companies. The lowest bid was from Wakefield Movers. Eva Hamori is very comfortable recommending Wakefield Movers. She has recently worked with them and they did a great job. She is confident Wakefield understands the scope of the work based on the total hours estimated.

Dave Libby made a motion, seconded by Keith Sullivan, to approve the bid from Wakefield Movers in the amount of \$68,680.00 as the moving company for the move to the new school. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Eva Hamori reviewed the move schedule. The District Admin, Special Education and Food Services are scheduled to move on November 28th. The move is planned to take one day. The move for the schools will start in December. Libraries are scheduled to move on December 19th, schools are scheduled to move December 27th through December 30th. The move should be completed with crates and supplies removed by January 12th. Brenda Regan stated the staff is aware of the move schedule. Jay Harding said there was a virtual meeting for staff explaining the tentative schedule, packing, etc. There has been daily information given to staff. Jay Harding stated that during the week of October 24th the staff that are moving to the new school will be able to see the space. Jayne Wellman had a question about prevailing wage vs. regular wage. Eva Hamori explained that non-student spaces are charged at prevailing wage and student based spaces are regular wage. Jayne Wellman asked about furniture that is not being used. Brenda Regan stated the furniture will be offered to the other schools first. Dave Libby stated Wakefield also repurposes the furniture to send to Africa and Haiti.

Peter Collins presented Change Order #22 in the amount of \$159,353.95. The change order represents 8 items. The Change Order Review Committee has reviewed and recommended the change order.

Eric Ryder made a motion, seconded by Richard Montuori to approve Change Order #22 in the amount of \$159,353.95. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Brenda Regan presented an update on the History Wall. She read an email from Chief Tom Libby from GLICA. He reviewed both images and thinks they look great. Professor Strobel is in agreement with whatever Tom Libby approves. Brenda Regan stated that one of the pictures in the Line of March panel needs to be replaced. She will consult with Nancy Reed. Jayne Wellman thanked the team and thinks the revisions are great!

Peter Collins updated the committee on the Pleasant Street crosswalk. Discussion continues to improve the crosswalks along Pleasant Street. The improvements will take place next Spring. The improvements this Fall will be refreshed line striping at Roper Estates and Summer Street. A New School Zone sign will be installed with 2 flashing crosswalk signs at the existing location. Jay Harding asked that the loop road around the building be striped for 2 lanes – one for drop off and one for passing so staff members do not get stuck in the drop off lines.

Anne Marie Stronach asked if there was a cost for the crosswalk improvements. Richard Montuori hasn't seen the cost yet but his opinion that it should come out of the project budget has not changed.

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.

Jayne Wellman made a motion, seconded by Keith Sullivan, to approve invoices #32825, #32467, #32468, #32570 and #32621 for Flansburgh Architects in the amounts of \$87,771.25, \$225.83, \$834.13, \$ 7,209.93, and \$495.66. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Keith Sullivan made a motion, seconded by Jay Harding, to approve Consigli Application #29 for September 2022 in the amount of \$1,258,563.07. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve CBRE|Heery invoice # PJIN0032449 (August 2022) in the amount of \$69,216.00. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve VHB invoice #384632 (September 2022) in the amount of \$501.31. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Keith Sullivan made a motion, seconded by Jayne Wellman, to approve UTS invoice #101713 (August 2022) in the amount of \$2,110.005. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Keith Sullivan made a motion, seconded by Jayne Wellman, to approve Eagle Leasing invoice RI2468333 for August 2022 in the amount of \$109.00. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve Pro AV application #4 (September 2022) in the amount of \$998.00. A roll call vote was taken. Jamey Cutelis, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Keith Sullivan, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Brenda Regan made a motion to adjourn the meeting, seconded by Jayne Wellman. The motion passed the meeting was adjourned at 7:05 pm. The next meeting will be Thursday, November 10, 2022 at 6:00 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 11/10/2022
(Date)