

# MEETING NOTICE

## Town of Tewksbury Elementary School Building Committee

Date: Thursday, January 12, 2023  
Time of Meeting: 6:00pm  
Location: Tewksbury Town Hall, 1<sup>st</sup> Floor Small Conference Room  
1009 Main Street, Tewksbury, MA 01876

2023 JAN -9 AM 7:25  
TOWN CLERK  
BOARD OF REGISTRARS  
TEWKSBURY, MA

## AGENDA

## OPM REPORT

Item No.	Item
1	<b><u>Call Meeting to Order</u></b> <ul style="list-style-type: none"><li>a) Roll Call</li><li>b) Chairperson informs committee and audience this is a public meeting</li></ul>
2	<b><u>Review and Approve Previous Meeting Minutes</u></b> <ul style="list-style-type: none"><li>a) December 08, 2022</li></ul>
3	<b><u>Project Schedules:</u></b> <ul style="list-style-type: none"><li>a) <u>Schedules:</u><ul style="list-style-type: none"><li>i. OPM Milestone Project Schedule – January 2023</li><li>ii. CM Construction Schedule – January 2023</li></ul></li></ul>
4	<b><u>Project Budget:</u></b> <ul style="list-style-type: none"><li>a) <u>Budgets:</u><ul style="list-style-type: none"><li>i. Project Budget – January 2023</li><li>ii. OPM Project Dashboard – January 2023</li><li>iii. CM GMP Dashboard – January 2023</li></ul></li></ul>
5	<b><u>Project Updates:</u></b> <ul style="list-style-type: none"><li>a) <u>OPM (CBRE Heery)</u><ul style="list-style-type: none"><li>i. Overview of project activities this period with look ahead</li></ul></li><li>b) <u>Designer (Flansburgh)</u><ul style="list-style-type: none"><li>i. Overview of Designer activities with look ahead</li><li>ii. Update on FF&amp;E and Technology Delivery and Installation and Move Management</li></ul></li><li>c) <u>Construction Manager (Consigli)</u><ul style="list-style-type: none"><li>i. Overview of Construction Closeout Activities with Look Ahead, including Spring Activities</li><li>ii. Site Logistics / Photographs / Progress</li></ul></li><li>d) <u>Owner (Tewksbury)</u><ul style="list-style-type: none"><li>i. Update on Existing School Department and Center School Moves (STV)</li></ul></li></ul>
6	<b><u>Review and Discuss Motions to Approve:</u></b> <ul style="list-style-type: none"><li>a) Review for consideration to approve Construction Change Order #25. See item #7 below.</li><li>b) Review Tewksbury Historic Commission Plaque at salvaged wall cabinet. See Item #9 below</li></ul>
7	<b><u>Project Contracts: Change Orders / Amendments / Purchase Orders:</u></b> <ul style="list-style-type: none"><li>a) Construction Change Order #25</li></ul>

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8	<b><u>Previous Business:</u></b> a) Ribbon Cutting Ceremony 02/03/23 at 9:30am																																								
9	<b><u>New Business:</u></b> a) Discuss Tewksbury Historic Commission Plaque at salvaged wall cabinet																																								
10	<b><u>General Project Discussion:</u></b> a) Community / Neighborhood Outreach / Project Information / Web Site <a href="https://sites.google.com/tewksbury.k12.ma.us/esbc/home">https://sites.google.com/tewksbury.k12.ma.us/esbc/home</a>																																								
11	<b><u>Project Meetings:</u></b> a)																																								
12	<b><u>Project Invoices</u></b> <table border="1"><thead><tr><th>No</th><th>Company</th><th>Invoice Number</th><th>Amount</th></tr></thead><tbody><tr><td>1</td><td>Flansburgh Architects (Dec'22)</td><td>32921</td><td>\$51,050.00</td></tr><tr><td>2</td><td>Flansburgh Architects (Dec'22)</td><td>32914</td><td>\$15,950.00</td></tr><tr><td>3</td><td><b>Consigli (Dec'22)</b></td><td><b>Application #32 - DRAFT</b></td><td><b>\$384,063.27</b></td></tr><tr><td>4</td><td>CBRE Heery (Nov'22)</td><td>PJIN0033935</td><td>\$69,216.00</td></tr><tr><td>5</td><td>VHB (Dec'22)</td><td>393402</td><td>\$150.00</td></tr><tr><td>6</td><td>Eagle Leasing (Dec'22)</td><td>RI2502950</td><td>\$109.00</td></tr><tr><td>7</td><td>STV (Dec'22)</td><td>90026579</td><td>\$13,093.35</td></tr><tr><td>8</td><td>Graybar</td><td>9329655893</td><td>\$ 3,105.00</td></tr><tr><td>9</td><td>Worcester Elevator Co.</td><td>92998</td><td>\$ 1,026.00</td></tr></tbody></table>	No	Company	Invoice Number	Amount	1	Flansburgh Architects (Dec'22)	32921	\$51,050.00	2	Flansburgh Architects (Dec'22)	32914	\$15,950.00	3	<b>Consigli (Dec'22)</b>	<b>Application #32 - DRAFT</b>	<b>\$384,063.27</b>	4	CBRE Heery (Nov'22)	PJIN0033935	\$69,216.00	5	VHB (Dec'22)	393402	\$150.00	6	Eagle Leasing (Dec'22)	RI2502950	\$109.00	7	STV (Dec'22)	90026579	\$13,093.35	8	Graybar	9329655893	\$ 3,105.00	9	Worcester Elevator Co.	92998	\$ 1,026.00
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13	<b><u>Other Business Not Reasonably Anticipated within 48 Hours of Meeting</u></b>																																								
14	<b><u>Look Ahead Project Meeting(s) and Agenda Topics</u></b> a) Next Building Committee Meeting Scheduled for <b>01/12/23 at 6:00PM</b> at Tewksbury Town Hall																																								
15	<b><u>Public Comments</u></b>																																								
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## AGENDA

17 **Attachments**

- a) ESBC Meeting Minutes – December 08, 2022
- b) OPM Milestone Schedule – January 2023
- c) Project Budget – January 2023
- d) OPM Dashboard – January 2023
- e) CM Dashboard – January 2023
- f) Construction Change Order #25