

## MEETING NOTICE

TOWN CLERK  
BOARD OF REGISTRARS  
TEWKSBURY, MA

### Town of Tewksbury Elementary School Building Committee

2022 MAY -5 PM 4: 12

Date: Thursday, May 12, 2022

Time of Meeting: 6:00pm

Location: Tewksbury Town Hall, 1<sup>st</sup> Floor Small Conference Room  
1009 Main Street, Tewksbury, MA 01876

## AGENDA

| 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) April 14, 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 – May 06, 2022</li><li>ii. CM Construction Schedule – May 2022</li></ul></li></ul>  |
| 4        | <b><u>Project Budget:</u></b> <ul style="list-style-type: none"><li>a) Budgets:<ul style="list-style-type: none"><li>i. Project Budget – May 05, 2022</li><li>ii. OPM Project Dashboard – May 2022</li><li>iii. CM GMP Dashboard – May 2022</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><li>ii. Update on procurement of Move Manager &amp; Moving Company</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></ul></li><li>c) <u>Construction Manager (Consigli)</u><ul style="list-style-type: none"><li>i. Overview of Construction Activities with Look Ahead<ul style="list-style-type: none"><li>➤ Site Logistics / Photographs / Progress</li></ul></li></ul></li><li>d) <u>Owner (Tewksbury)</u><ul style="list-style-type: none"><li>i.</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 #17. See item #7 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 #17</li></ul>  |

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| 8  | <b><u>Previous Business:</u></b><br>a) Review Building Committee Membership  |                         |                |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
|----|--|-------------------------|----------------|----------------|--------|---|----------------------------------|---------|-------------|---|---------------------|-------------------------|----------------|---|-----------------------|----------|-------------|---|----------------|---------|----------|---|------------------------|-----------|---------|---|--------------------------|-------|-------------|
| 9  | <b><u>New Business:</u></b>  |                         |                |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 10 | <b><u>General Project Discussion:</u></b><br>a) Community / Neighborhood Outreach / Project Information / Web Site<br><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><br>a) April 22, 2022 – School Facilities Site Walkthrough<br>b) April 28, 2022 – MEP Commissioning Progress Meeting<br>c) May 04, 2022 – Change Order Review Committee<br>d) May 05, 2022 – Keying Meeting   |                         |                |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 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 (April'22)</td><td>0032672</td><td>\$87,771.26</td></tr><tr><td>2</td><td>Consigli (April'22)</td><td>Application #24 (DRAFT)</td><td>\$2,460,757.86</td></tr><tr><td>3</td><td>CBRE Heery (April'22)</td><td>PJIN00XX</td><td>\$69,216.00</td></tr><tr><td>6</td><td>VHB (April'22)</td><td>0372830</td><td>\$663.81</td></tr><tr><td>7</td><td>Eagle Leasing (May'22)</td><td>RI2416111</td><td>\$99.00</td></tr><tr><td>8</td><td>ProAV Systems (April'22)</td><td>38205</td><td>\$52,652.00</td></tr></tbody></table> | No                      | Company        | Invoice Number | Amount | 1 | Flansburgh Architects (April'22) | 0032672 | \$87,771.26 | 2 | Consigli (April'22) | Application #24 (DRAFT) | \$2,460,757.86 | 3 | CBRE Heery (April'22) | PJIN00XX | \$69,216.00 | 6 | VHB (April'22) | 0372830 | \$663.81 | 7 | Eagle Leasing (May'22) | RI2416111 | \$99.00 | 8 | ProAV Systems (April'22) | 38205 | \$52,652.00 |
| No | Company  | Invoice Number          | Amount         |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 1  | Flansburgh Architects (April'22)   | 0032672                 | \$87,771.26    |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 2  | Consigli (April'22)  | Application #24 (DRAFT) | \$2,460,757.86 |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 3  | CBRE Heery (April'22)  | PJIN00XX                | \$69,216.00    |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 6  | VHB (April'22)   | 0372830                 | \$663.81       |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 7  | Eagle Leasing (May'22)   | RI2416111               | \$99.00        |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 8  | ProAV Systems (April'22)   | 38205                   | \$52,652.00    |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 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><br>a) Next Building Committee Meeting Scheduled for 06/09/22 at 6:00pm at Tewksbury Town Hall  |                         |                |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 15 | <b><u>Public Comments</u></b>  |                         |                |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |
| 16 | <b><u>Adjourn</u></b>  |                         |                |                |        |   |                                  |         |             |   |                     |                         |                |   |                       |          |             |   |                |         |          |   |                        |           |         |   |                          |       |             |