

# MEETING NOTICE

## Town of Tewksbury Elementary School Building Committee

Date: Thursday, June 22, 2023

Time of Meeting: 6:00pm

Location: Center Elementary School, 1<sup>st</sup> Floor, Room #165 – Music Room off Cafe  
139 Pleasant Street, Tewksbury, MA 01876

## AGENDA

<u>Item No.</u>	<u>Item</u>
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) ESBC Minutes from 04/27/23</li></ul>
3	<b><u>Project Schedules:</u></b> <ul style="list-style-type: none"><li>a) OPM Milestone Project Schedule – June 2023</li></ul>
4	<b><u>Project Budget:</u></b> <ul style="list-style-type: none"><li>a) Project Budget – June 2023</li><li>b) OPM Project Dashboard – June 2023</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 closeout activities this period with look ahead on remaining work</li><li>ii. Building Security System Update</li><li>iii. Public Announcement System Update</li><li>iv. Gym Flooring Update</li></ul></li><li>b) <u>Designer (Flansburgh)</u><ul style="list-style-type: none"><li>i. Project Status Report</li></ul></li><li>c) <u>Construction Manager (Consigli)</u><ul style="list-style-type: none"><li>i. Project Punchlist Status</li><li>ii. Project Closeout</li><li>iii. Project Warranty<ul style="list-style-type: none"><li>• HVAC VRF System</li><li>• HVAC RTU-2</li><li>• Gym Floor</li></ul></li></ul></li><li>d) <u>Owner (Tewksbury)</u><ul style="list-style-type: none"><li>i. FFE Update</li><li>ii. Status of "Owner's Fit up List"</li></ul></li></ul>
6	<b><u>Review and Discuss Motions to Approve:</u></b> <ul style="list-style-type: none"><li>a) None currently</li></ul>
7	<b><u>Project Contracts: Change Orders / Amendments / Purchase Orders:</u></b> <ul style="list-style-type: none"><li>a) None currently</li></ul>

2023 JUN 20 AM 7:45  
TOWN CLERK  
BOARD OF REGISTRARS  
TEWKSBURY, MA

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2023 JUN 20 AM 7:46  
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8	<b><u>Previous Business:</u></b> a)																																								
9	<b><u>New Business:</u></b> a)																																								
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) Tewksbury Conservation Commission Meeting 05/10/23 Order of Conditions Extension until 05/23/24 b) Gym Floor Meetings with Consultant and Contractor c) Several HVAC Meetings on VRF System and RTU-2 d) Punch list and Project Closeout Meetings e) Commissioning Agent Final Report Meetings f) Town Accountant Project Financial Meetings g) National Grid Transformer Repair Meeting h) LEED-S Certification Meetings																																								
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>CBRE Heery (Jan.-May 2023)</td><td>PJIN0036755</td><td>\$126,630.07</td></tr><tr><td>2</td><td>National Grid (transformer repair)</td><td>800469544</td><td>\$3,000.00</td></tr><tr><td>3</td><td>WB Mason (Mar. 2022)</td><td>237445660</td><td>\$1,957.21</td></tr><tr><td>4</td><td>WB Mason (Mar. 2023)</td><td>237331660</td><td>\$4,084.43</td></tr><tr><td>5</td><td>WB Mason (May 2023)</td><td>238414560</td><td>\$2,690.00</td></tr><tr><td>6</td><td>Pro Fence (May 2023)</td><td>2795</td><td>\$1,200.00</td></tr><tr><td>7</td><td>VHB (May 2023)</td><td>0408798</td><td>\$75.00</td></tr><tr><td>8</td><td>Eagle Leasing (May 2023)</td><td>RI2554078</td><td>\$109.00</td></tr><tr><td>9</td><td>Eagle Leasing (June 2023)</td><td>RI2565203</td><td>\$109.00</td></tr></tbody></table>	No	Company	Invoice Number	Amount	1	CBRE Heery (Jan.-May 2023)	PJIN0036755	\$126,630.07	2	National Grid (transformer repair)	800469544	\$3,000.00	3	WB Mason (Mar. 2022)	237445660	\$1,957.21	4	WB Mason (Mar. 2023)	237331660	\$4,084.43	5	WB Mason (May 2023)	238414560	\$2,690.00	6	Pro Fence (May 2023)	2795	\$1,200.00	7	VHB (May 2023)	0408798	\$75.00	8	Eagle Leasing (May 2023)	RI2554078	\$109.00	9	Eagle Leasing (June 2023)	RI2565203	\$109.00
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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 ___/___/23 at 6:00pm and will be held at the Center Elementary School in the front Music Room.																																								
15	<b><u>Public Comments</u></b>																																								
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