

## MEETING NOTICE

TOWN CLERK  
BOARD OF REGISTRARS  
TEWKSBURY, MA

### Town of Tewksbury Elementary School Building Committee

2023 AUG 15 AM 7:29

Date: Thursday, August 17, 2023

Time of Meeting: 4:00pm

Location: Center Elementary School, 1<sup>st</sup> Floor, Room #165 – Music Room off Cafe  
139 Pleasant 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) ESBC Minutes from 06/22/23</li></ul>
3	<b><u>Project Schedules:</u></b> <ul style="list-style-type: none"><li>a) OPM Milestone Project Schedule – August 2023</li></ul>
4	<b><u>Project Budget:</u></b> <ul style="list-style-type: none"><li>a) Project Budget – August 2023</li><li>b) OPM Project Dashboard – August 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 (board replaced 07/06/23)</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><li>ii. FF&amp;E Student Desk Update</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>• Gym Floor</li></ul></li><li>iv. Terrazzo Floor Repair</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 with exception of invoices</li></ul>

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7	<b><u>Project Contracts: Change Orders / Amendments / Purchase Orders:</u></b> a) None currently																																																
8	<b><u>Previous Business:</u></b> a) See project updates item #5 above.																																																
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) Punch list and Project Closeout Meetings (weekly) b) Commissioning Agent 10-Month Walk Thru 08/02/23. c) Conservation Commission and Landscape Walk Through Meeting 07/12/23.																																																
12	<b><u>Project Invoices</u></b> <table border="1" style="width: 100%;"><thead><tr><th>No</th><th>Company</th><th>Invoice Number</th><th>Amount</th></tr></thead><tbody><tr><td colspan="4" style="text-align: center;"><b>Construction Phase</b></td></tr><tr><td>1</td><td>VHB (June 2023)</td><td>0412015</td><td>\$80.00</td></tr><tr><td>2</td><td>VHB (July 2023)</td><td>0414237</td><td>\$160.00</td></tr><tr><td>3</td><td>Brickman Consulting (Aug. 2023)</td><td>203</td><td>\$3,500.00</td></tr><tr><td colspan="4" style="text-align: center;"><b>Fixtures Furniture &amp; Equipment / Technology</b></td></tr><tr><td>1</td><td>Blue Spruce (Oct. 2022)</td><td>3846</td><td>\$5,933.85</td></tr><tr><td>2</td><td>Singer Kittredge (Nov. 2022)</td><td>402994-01</td><td>\$3,706.56</td></tr><tr><td>3</td><td>Singer Kittredge (Nov. 2022)</td><td>403453-01</td><td>\$65.08</td></tr><tr><td>4</td><td>Singer Kittredge (Feb. 2023)</td><td>408964-01</td><td>\$7.36</td></tr><tr><td>5</td><td>RH Lord (Nov. 2022)</td><td>34774b-01</td><td>\$33,728.19</td></tr><tr><td>6</td><td>RH Lord (Nov. 2022)</td><td>34774c-01</td><td>\$32,322.75</td></tr></tbody></table>	No	Company	Invoice Number	Amount	<b>Construction Phase</b>				1	VHB (June 2023)	0412015	\$80.00	2	VHB (July 2023)	0414237	\$160.00	3	Brickman Consulting (Aug. 2023)	203	\$3,500.00	<b>Fixtures Furniture &amp; Equipment / Technology</b>				1	Blue Spruce (Oct. 2022)	3846	\$5,933.85	2	Singer Kittredge (Nov. 2022)	402994-01	\$3,706.56	3	Singer Kittredge (Nov. 2022)	403453-01	\$65.08	4	Singer Kittredge (Feb. 2023)	408964-01	\$7.36	5	RH Lord (Nov. 2022)	34774b-01	\$33,728.19	6	RH Lord (Nov. 2022)	34774c-01	\$32,322.75
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13	<b><u>Other Business Not Reasonably Anticipated within 48 Hours of Meeting</u></b>																																																

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**AGENDA**

14	<b><u>Look Ahead Project Meeting(s) and Agenda Topics</u></b> a) Next Building Committee Meeting Scheduled for ___/___/23 (TBD) at ___pm and will be held at the Center Elementary School in the front Music Room.
15	<b><u>Public Comments</u></b>
16	<b><u>Adjourn</u></b>