



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: January 13, 2022

Location: Town Hall, Main Hall

Members & Staff present: Anne Marie Stronach, Jonathan Ciampa, Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Brenda Regan, Eric Ryder and Maria Cutelis, secretary

Others Present: Peter Collins – CBRE | Heery Inc.
Vincent Dube - Flansburgh
Andrew MacNeil, Tony Serrano - Consigli

The meeting was called to order at 6:01 pm by Anne Marie Stronach.

Meeting Motions / Actions and Summary of Discussion

Brenda Regan made a motion, seconded by Jonathan Ciampa, to approve the minutes from December 9, 2021. The motion passed by unanimous vote.

Peter Collins reviewed the Project Schedule. There have not been a lot of changes to the schedule, the project is staying on course. FF&E is the next phase. Three packages for procurement went out this week for technology – wireless land, voice over IP and AV. The wireless decision will be made at the next ESBC meeting on February 10th. Dave Libby stated everything was going well and was pleased with the preferred selection of vendors. Stefura has been putting together FF&E packages. There was a meeting today to look at furniture. Brenda Regan stated some decisions were made, and some were narrowed down. They are still waiting for more samples.

Anne Marie Stronach asked about the tour of the building with the teachers. Brenda Regan stated that 2 teachers went on the tour and it was opened up to other staff members. They didn't get the teacher input they had hoped for but it was still helpful.

Chris Malone asked the construction team if there were any issues with snow removal. Andrew MacNeil stated there were none. There was enough area to move the snow. Jonathan Ciampa asked if the spike in COVID cases had an impact on the manpower on site. Andrew MacNeil responded that there were 7-8 cases but haven't lost any time to the schedule.

Peter Collins reviewed the project budget. There is no change, the budget remains as originally approved. He stated that some categories may be over budgeted but the funds can be reallocated. MSBA allocates \$1200 per student for FF&E. Through experience the OPM and designer know that is not enough. They usually spend \$1700 per student. There may be some shifting of money or a budget revision.

The OPM dashboard was discussed. Total construction days have been 827 days, with 288 days until substantial completion. 62% of days have elapsed since GMP was approved. There have been 12 approved change orders to date. The Owners Construction contingency has 54% remaining. The Owners contingency remains unchanged with 99% remaining.

Andrew MacNeil reviewed the Consigli Owner Monthly Dashboard. Exterior storefront installation is ongoing, glass has been installed at the interior curtain wall, the finishes continue in the North classrooms, interior framing continues at the cafeteria soffits, drywall activities are ongoing at Art/Admin and gymnasium and exterior metal panel installation is ongoing at the classroom bump-outs and courtyard. The elevator arrived today and installation is scheduled to begin on January 18th. Photos of the progress were shown.

Jonathan Ciampa asked about the transformer that was leaking. Andrew MacNeil is expecting a new transformer to arrive tomorrow.

Peter Collins informed the committee Local Inspectional Services from the Building Commissioner and Fire Department raised a concern regarding workable dimensional clearances or Ready Access around three Heat Recovery Units (HRU's) within the building. Currently there are ongoing discussions, site visits and exchange of information among all parties to include interpretation of building and mechanical codes.

Dave Libby asked about language in the FF&E packet about the clause for furniture delivery and the availability of an elevator vs. carrying the furniture up flights of stairs. If the elevator is available, there could be a potential savings on installation via the use of the elevator.

OPM continues to work on an RFP for Move Manager Services for the purpose of on-site management of the delivery and installation of FF&E, Technology, and relocation of items from the North St and Trahan Schools.

Peter Collins stated the project is moving along smoothly. He asked the designer and construction manager if they had anything to add. Vince Dube, Flansburgh Architects, had nothing to add but stated it is exciting to get classrooms finished with casework. Andrew MacNeil and Tony Serrano, from Consigli, had nothing to add.

Brenda Regan gave an update on the history wall. She will be meeting with Nancy Reed on January 20th at the library to discuss content. Nancy Reed will present the plan for the wall cabinet to the Historical Commission at their meeting on January 24th.

Peter Collins presented Change Order #13. The change order has been reviewed by the Change Order Committee. The change order includes 4 change requests totaling \$23,313.46. The change order has been reviewed by the OPM, construction manager and designer and is presented to this committee for approval. Anne Marie Stronach is pleased that the Change Order includes the resident request for more trees.

Jonathan Ciampa made a motion, seconded by Richard Montuori to approve Change Order #13 in the amount of \$23,313.46. The motion passed by unanimous vote.

There is ongoing discussion of relocating the Center School staff. The actual date is dependent upon the Fire Department moving into the new fire station. Dave Libby has been meeting with

contractors to start work in the old fire station. Food Services, IT and the Math coaches have already relocated from the Center School to TMHS.

Anne Marie Stronach asked how demolition of the Center School, which is scheduled for April, will impact the residents and traffic. Peter Collins explained that the site will be self-contained. The Ryan School bus loop will remain active. Once school is dismissed, the site will be closed to the public so contractors can move forward. Andrew MacNeil explained that abatement and removal of items will happen first, utilities will be disconnected. The timeline is approximately 2 weeks for abatement and 3-4 weeks for demolition. Jonathan Ciampa suggested some sort of community outreach for residents before demolition.

Chris Malone asked about bus and parent access when the new school opens. Andrew MacNeil stated the bus loop will be complete for the start of school. The Ryan School parking lot will be impacted, which will limit access to the fieldhouse during the summer. Andrew MacNeil will work with the Athletic Director on a schedule.

The final building plaque was presented. Brenda Regan made a motion, seconded by Jay Harding, to accept the design of the Building School plaque as presented. The motion passed by unanimous vote.

Invoices were reviewed and recommended for payment by the OPM.

Shannon Demos made a motion, seconded by Eric Ryder, to approve invoice #32581 for Flansburgh Architects in the amount of \$87,771.26 for December 2021. The motion passed by unanimous vote.

Jonathan Ciampa made a motion, seconded by Eric Ryder, to approve Consigli Application #20 for December 2021 in the amount of \$2,591,989.57. The motion passed by unanimous vote.

Eric Ryder made a motion, seconded by Jay Harding, to approve CBRE Heery Invoice #PJIN0027879 in the amount of \$69,216.00. The motion passed by unanimous vote.

Jonathan Ciampa made a motion, seconded by Eric Ryder, to approve VHB invoice #361473 (December 2021) in the amount of \$562.50. The motion passed by unanimous vote.

Jonathan Ciampa made a motion, seconded by Brenda Regan, to approve Eagle Leasing invoice R12364675 for December 2021 in the amount of \$99.00. The motion passed.

There is no unanticipated business. There is no new business.

The next meeting is scheduled for February 10, 2022 at 6:00 pm at the Town Hall.

Jay Harding made a motion, seconded by Eric Ryder, to adjourn the meeting. The motion passed by unanimous vote and the meeting was adjourned at 7:04 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 2-10-2022
(Date)