



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: February 9, 2023

Location: Town Hall, Conference Room

Members & Staff present: Anne Marie Stronach, Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Maria Cutelis, secretary

Others Present: Peter Collins, Michael Ensminger – CBRE | Heery Inc.
Vince Dube – Flansburgh
Andrew MacNeil – Consigli

Meeting Motions / Actions and Summary of Discussion

The meeting was called to order at 6:03 pm by Anne Marie Stronach.

There are no minutes to approve.

Peter Collins reviewed the OPM Milestone schedule. There have been so significant changes since last month. The project is in the closeout and punch list phase. We're in the process of preparing final submissions to DCAMM offices and final reports. Also, closing out documents with the MSBA. The MSBA audit begins when all invoices are submitted and paid, usually about a year from now.

Peter Collins reviewed the project budget and OPM dashboard. There will be activity throughout the building during February vacation to address punch list items. Change order #26 which will be presented tonight is for a credit to the Owner Construction Contingency budget. The OPM continues to work with the entire project team to address issues regarding the gym floor and heating system. Since the building is now being used, more items are being requested.

Vince Dube stated the designer is following through with the punch list and close out documents. Andrew MacNeil stated there are 25 items on the punch list, 21 items will be done over February vacation. The goal is to be done by the end of the month. The lockers will be addressed over February vacation. There was training on the HVAC system today. Close outs are 99% complete, still waiting for a few pieces of paper.

Peter Collins explained the issue with the gym floor. The flooring contractor will be in during February vacation to remove the glue filler and to introduce more humidity to allow the floor to absorb moisture and expand. The floor seasons over 12 months and should self-correct. Eric Ryder questioned the product used for a 2nd floor gymnasium. Peter Collins is working on

language to provide financial security to the Town. Keith Sullivan is not satisfied with a wait and see approach. He would like to look at solutions and ensure that students safety is first. Jay Harding stated that PE classes are being held in the gym and no one has been injured due to the present condition of the floor. Richard Montuori stated that there has been no decision on a wait and see approach. It has not been determined if it is a designer problem or an installation problem. The Town Manager recommends that no payments be made to the designer or the contractor until the problem is resolved. Nothing has been decided or agreed upon. The Town Manager continues to work with the OPM, Contractor and Designer to determine the next steps. Anne Marie Stronach suggested holding payments to the Project Manager as well. She stated that it is important to everyone that we get this right. Information is still needed to make the right decision. She stated that if information comes up for the next meeting, she will reconvene the committee. Jay Harding stated that there are similar issues with the stage.

Additional furniture pricing is on the agenda to be discussed at this meeting. Keith Sullivan made a motion, seconded by Eric Ryder, to table discussion on additional furniture pricing. The motion passed.

Jay Harding expressed a very high level of frustration with some of the punch list items that he and the staff are finding. Although he appreciates the help, he doesn't understand why some of these items were not discovered before they moved in. Anne Marie Stronach asked Peter Collins to take another walk through the building. Andrew MacNeil explained that constant communication is a big part of getting things done. He said most of the punch list items will get done over February vacation. Peter Collins reiterated that it's a team approach.

Peter Collins presented Change Order #26, a credit of \$198.51. Keith Sullivan made a motion, seconded by Jayne Wellman, to accept Change Order #26, a credit of \$198.51, and add the amount back to the budget. The motion passed.

Brenda Regan updated the committee on the Ribbon Cutting Ceremony that was held on Friday, February 4th. She was very pleased that all the students were able to attend the entire ceremony. Jayne Wellman stated everything was very well done. Jay Harding added that there were about 500 people who attended the Community Open House on Saturday, February 4th.

Anne Marie Stronach had planned to mention vice chair Jamey Cutelis in her speech at the Ribbon Cutting Ceremony but had to make some changes after the Superintendent's opening remarks. Anne Marie Stronach stated that Jamey Cutelis is the reason we have these new schools. He has been working for many years to get these schools and is as enthusiastic about the opening of this school as he was for the opening of the Ryan School in 1999. He was the chair of the Wynn Middle School and High School Building Committees. She had many kind words to say of Jamey Cutelis and the many years he has been involved.

Invoices were reviewed and recommended for payment by the OPM, with the exception of the invoice from CBRE.

Richard Montuori made a motion, seconded by Jayne Wellman, to hold payment for Consigli Application #33 for January 2023 in the amount of \$884,217.67 pending approval from the Town

Manager. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Richard Montuori made a motion, seconded by Jayne Wellman, to hold payment for CBRE|Heery invoice #PJIN0034620 (December 2022) in the amount of \$69,216.00 pending approval from the Town Manager. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Eric Ryder made a motion, seconded by Keith Sullivan, to approve Eagle Leasing invoice #RI2514412 (January 2023) in the amount of \$109.00 and invoice #RI12520305 (February 2023) in the amount of \$109.00. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve VHB invoice #396109 (December 2022) in the amount of \$630.94.00. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jayne Wellman made a motion, seconded by Keith Sullivan to approve 3 invoices for WB Mason totalling \$347,116.33 pending the approval of the District and the Superintendent – invoice #233669548 (\$11,729.58), #235265300 (\$45,708.75), #234389670 (\$289,678.00). A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Shannon Demos made a motion, seconded by Jayne Wellman, to approve 2 invoices for Red Thread for a total of \$253,611.35 pending the approval of the District and the Superintendent – invoice # 904017 (\$53,544.40) and # 905791 (\$200,066.95). A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Eric Ryder made a motion, seconded by Jayne Wellman, to approve Tucker Libraries inv. # 9311 in the amount of \$69,296.50 pending the approval of the District and the Superintendent. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve Pro AV Systems invoice Application # 5 in the amount of \$20,470.00. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder,

Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jayne Wellman made a motion, seconded by Jay Harding, to approve Creative Library Concepts invoice dated 1/4/2023 in the amount of \$18,675.00 pending the approval of the District and the Superintendent. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Jonathan Ciampa made a motion, seconded by Jayne Wellman, to approve Integration Partners invoice PRJ0057222B in the amount of \$17,300.00. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Shannon Demos made a motion, seconded by Jonathan Ciampa, to approve Wenger invoice # 838171 in the amount of \$40,429.76 pending the approval of the District and the Superintendent. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Shannon Demos made a motion, seconded by Jonathan Ciampa to approve Blue Spruce invoice #3906 in the amount of \$23,831.71. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

Eric Ryder made a motion, seconded by Keith Sullivan to approve STV invoice # 90026790 in the amount of \$6,030.98. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Jay Harding, Lori McDermott, Richard Montuori, Brenda Regan, Eric Ryder, Keith Sullivan, Lori Sustek, Jayne Wellman and Anne Marie Stronach voted in favor of the motion. The motion passed.

There is no other business to discuss and no public comments.

The next meeting is scheduled for Thursday, March 9, 2023 at 6:00 pm.

Jonathan Ciampa made a motion to adjourn the meeting, seconded by Jayne Wellman. The motion passed the meeting was adjourned at 7:30 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: 3/9/2023
(Date)