



Town of Tewksbury

MINUTES

Committee: **Elementary School Building Committee**

Date: August 17, 2023

Location: Center Elementary School, Meeting Room

Members & Staff present: Jonathan Ciampa, Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Lori McDermott, Richard Montuori, Brenda Regan, Rich Russo, and Maria Cutelis, secretary

Others Present: Peter Collins – Turner & Townsend | Heery Inc.
Vincent Dube – Flansburgh
Casey Wilcox – Consigli Construction

Meeting Motions / Actions and Summary of Discussion

The meeting was called to order at 4:06 pm by Jamey Cutelis.

Brenda Regan made a motion, seconded by Jonathan Ciampa, to approve the minutes from June 22, 2023. Jamey Cutelis, who did not attend the meeting, abstained from voting. The motion passed.

Peter Collins reviewed the project closeout phase and closeout punch list items. The audit phase takes about a year and will probably start late fall or the beginning of the year. The MSBA Board meeting will be in June or July of next year. The final 5% of the reimbursement will be released at the Board meeting. They are in the process of reconciling the final numbers of the budget and cleaning up surplus values of budget line items. Some money will be returned. Consigli is in the process of reconciling the GMP rebates from the utility companies. The budget remains intact with surplus monies. Jonathan Ciampa asked about the rebate money. Richard Montuori explained the money will be put into a revolving account and will offset the final borrowing amount.

Peter Collins reviewed the OPM Dashboard. Change order #28 will be discussed at this meeting. The Designer's contract is 99% complete and the OPM's contract is 97% complete.

Peter Collins updated the committee on the following ongoing issues:

Building Security System – the problem has been rectified with reprogramming. Jay Harding stated the system has been tested. There are still some glitches and will be retested this weekend. The School Dept. is working closely with Annese electrical to secure the building.

PA System – Jay Harding stated the board has been replaced. There have been no issues since.

Gym floor – some repairs were made, overseen by the installer. At this point, the gym floor is acceptable. Final report from the consultant is that the gym floor should self-repair. There will be some fluctuations in the floor with the heat. The School Dept. did some refinishing of the floor. There has been conversation with the construction manager and the installer regarding the warranty.

Student desk glides – temporary glides have been installed by the School Dept. There was discussion about how much labor there would be to install the permanent glides. Dave Libby stated it will be a bit of a project. Brenda Regan would like to test the glides before all of them are changed.

Vince Dube updated the committee on the punchlist. They are working on closing out the list. Some items are coming off and some new items are being added.

Casey Wilcox presented updates from Consigli. He agreed with the summary of the gym floor as presented by Peter Collins. The LG HVAC system is running as intended. All 3 systems are up and running. Terrazzo floor – Everyone is 100% happy with the design and pricing. They are meeting next week to resolve the flooring. The flooring design has been approved and should take about 5 days to complete. There are 7-8 items left on their punch list.

Peter Collins is working with the Commissioning and Mechanical Agents for the final walkthrough which should be done by the end of August.

Dave Libby stated the “Fit Up” list is progressing. Some things are being taken off the list if over the estimate. There’s been some give and take to reach the \$185,000 goal. 25% of the projects are done, and 50% are still in process.

Jay Harding would like to recognize Casey & Isabelle from Consigli. He stated they have gone above and beyond to get things done.

Rich Russo expressed some concern with the timeline. Dave Libby stated some bids are coming in higher than expected. Jonathan Ciampa said there should be a list of must haves if the budget falls short. Richard Montuori reminded the committee that \$185,000 has already been allocated for the Owner “Fit Up” list.

Peter Collins presented Change Order #28 in the amount of \$12,347.81.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve Change Order #28 in the amount of \$12,347.81. The motion passed by unanimous vote.

The committee discussed discontinuing future Building Committee meetings.

Brenda Regan made a motion, seconded by Rich Russo, stating that future project invoices, change orders and contract amendments will be approved and reviewed by the Change Order Review Committee. ESBC meetings will be discontinued unless needed and the CO Review Committee will close out the balance of the project. The motion passed by unanimous vote.

Invoices presented at tonight's meeting were reviewed and recommended for payment by the OPM.

Jonathan Ciampa made a motion, seconded by Shannon Demos, to approve VHB invoice #0412015 (June 2023) in the amount of \$80.00 and invoice #0414237 (July 2023) in the amount of \$160.00 for a total amount of \$240.00. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Rich Russo, Dave Libby, Richard Montuori, Brenda Regan, Lori McDermott, Jay Harding and Jamey Cutelis voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Shannon Demos, to approve Brickman Consulting invoice #203 in the amount of \$3,500.00. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Rich Russo, Dave Libby, Richard Montuori, Brenda Regan, Lori McDermott, Jay Harding and Jamey Cutelis voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Brenda Regan, to approve Blue Spruce invoice #3846 in the amount of \$5,933.85. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Rich Russo, Dave Libby, Richard Montuori, Brenda Regan, Lori McDermott, Jay Harding and Jamey Cutelis voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve 3 invoices from Singer Kittredge (# 402994-01, 403453-01, 408964-01) for a total amount of \$3,779.00. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Rich Russo, Dave Libby, Richard Montuori, Brenda Regan, Lori McDermott, Jay Harding and Jamey Cutelis voted in favor. The motion passed.

Jonathan Ciampa made a motion, seconded by Jay Harding, to approve 2 invoices from RH Lord (#34774b-01, 34774c-01) for a total amount of \$66,050.94. A roll call vote was taken. Jonathan Ciampa, Shannon Demos, Rich Russo, Dave Libby, Richard Montuori, Brenda Regan, Lori McDermott, Jay Harding and Jamey Cutelis voted in favor. The motion passed.

Jonathan Ciampa asked if there were any neighbor complaints about flooding with all the excessive rain this summer. Richard Montuori said there were none.

Rich Russo made a motion to adjourn the meeting, seconded by Jay Harding. The motion passed and the meeting was adjourned at 4:50 pm.

List of Documents reviewed at the Meeting:

- OPM Report

Minutes approved by Committee on: _____
(Date)