Committee: **Elementary School Building Committee**

Date: June 10, 2021

Location: Virtual Meeting

Members & Staff present: Anne Marie Stronach, Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Maria Cutelis, secretary


The remote meeting was called to order at 6:03 pm by Anne Marie Stronach. Roll call attendance was taken. A roll call vote will be necessary for all motions.

**Meeting Motions / Actions and Summary of Discussion**


Anne Marie Stronach explained that the agenda for tonight’s meeting will be taken out of order to accommodate any necessary votes before the Town Manager has to leave.

Change Order #6 and discussion of the Athletic Fieldhouse flooring and equipment will be moved up in the agenda.

The Change Order Review Committee has reviewed the change order request in the amount of $219,249.48. Bill Beatrice explained there are 2 items included in the change order. Tall storage cabinets for each classroom to be purchased through FF&E to match the general contract and the installation of sod on the side of the visitor stone bleachers instead of the original design of planting grass seed. This is in an effort to turn over the field on time with grass. Sod in this area will grow faster and have better wear and tear. Both items have been reviewed and recommend approval. Chris Malone stated the stone bleachers look fabulous. He is concerned about the ability to get water to the sod area. Dave Libby asked about the change order off-setting the FF&E budget.

Richard Montuori made a motion, seconded by Chris Malone, to approve Change Order #6. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone,
Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed by unanimous vote.

Peter Collins notified the committee that 4 requests for proposals related to the 2nd floor flooring were issued. Price quotes were asked from 4 companies, only one proposal was submitted. The quote from Gronk Flooring is $59,067.10, the quote from Pavilion Flooring is $70,655.30. The Gronk proposal less the credit from the other flooring ($35,455.30) equals $23,611.77 which would come from the Owner’s Contingency. It is recommended that the committee make a decision to move forward tonight. Richard Montuori stated that he appreciated the amount of time that has been spent on the flooring. Gronk flooring has been used at other locations with positive results.

Richard Montuori made a motion, seconded by Dave Libby, to move forward with the Gronk Flooring proposal and using the money from the Owner’s Contingency. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed by unanimous vote.

Dave Libby stated the maintenance department will be very happy to change from tile to a roll out flooring.

The Athletic Field Subcommittee reviewed the fitness equipment needed for the 2nd floor Fitness Room. The proposal from Gronk Fitness for the fitness equipment is $118,351.21. Richard Montuori stated the Athletic Field Subcommittee also had another proposal that came in much higher.

Richard Montuori made a motion, seconded by Jamey Cutelis, to approve the proposal from Gronk Fitness in the amount $118,351.21 and approve the funds come from the FF&E budget. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed by unanimous vote.

Anne Marie Stronach will let the Athletic Field Subcommittee Chair know that both proposals have been approved.

Anne Marie Stronach discussed future ESBC meetings being in-person since the Governor has lifted all restrictions. Beginning next month, we will be meeting in the small conference room in the Town Hall.

Richard Montuori stated any discussion or meetings with abutters of the project will be led by Jamey Cutelis. Anne Marie Stronach will recuse herself since she is a direct abutter.

Jamey Cutelis asked Peter Collins for a brief update of the abutter situation. Peter Collins stated discussion with abutters currently involves residents of Debra Drive and Pillsbury Ave. Many trees have been cut down, as well as, level grading. Three properties, 51 Debra Drive, 41 Debra Drive and 14 Pillsbury Ave. have a direct view with no screening. Residents have asked what will be done for a buffer. These locations have been identified and $25,000 has been set aside as an
allowance for additional plantings. Jamey Cutelis and Richard Montuori would be happy to meet with residents of Debra Drive and Pillsbury Ave. Peter Collins will make arrangements.

After discussion, Jamey Cutelis turned the meeting over to Anne Marie Stronach. She noted that her husband will attend any abutter meetings.

Peter Collins reviewed the OPM Milestone Project schedule. There is no change in the construction schedule. The next milestone will be the completion and delivery of the Athletic fieldhouse and field on August 27, 2021.

The project budget was reviewed and has been updated to include invoices to be approved tonight.

The Design Team has met with the School Department regarding FF&E and Technology. The technology for the building was reviewed. The next step is to outline all technology and develop a budget for the next meeting on July 19, 2021. The FF&E kick off meeting was held on May 19th. The administration area, teacher rooms, team meeting rooms and media center were reviewed to discuss types of furnishings envisioned for the space. The next meeting will review art, music and PE spaces.

The OPM Construction Dashboard was discussed showing the construction timeline of 505 days until substantial completion scheduled for October 28, 2022. There is 65% remaining in the Construction GMP budget and a balance of $2.7 million in the Owner’s Construction contingency. The fieldhouse flooring was approved tonight from the Owner’s contingency leaving 99% of the budget remaining.

No pending change orders.

Andrew MacNeil from Consigli, updated the committee on the progress of construction activities, reviewed the CM Dashboard and the site logistics. There has been increased manpower on site since last month. The exterior seething has been installed, the north classrooms have been framed, the field turf is being installed, bleachers are nearing completion and bathrooms at the fieldhouse are being tiled and painted. Beginning June 21st, Ryan School parking lot construction will begin -- repaving, site lighting and fencing will be installed. All materials for the roof are on site and installation will begin.

Jamey Cutelis made a motion, seconded by Jay Harding, to approve invoice #32436 for Flansburgh Architects in the amount of $87,771.25 for May 2021. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed.

Jamey Cutelis made a motion, seconded by Jay Harding, to approve invoice #32411 for Flansburgh Architects (Geotech) in the amount of $998.58. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed.

Jamey Cutelis made a motion, seconded by Jay Harding, to approve Consigli Application #13 for May 2021 in the amount of $4,989,737.51. A roll call vote was taken. Jamey Cutelis, Shannon
Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed.

Jamey Cutelis made a motion, seconded by Jay Harding, to approve CBRE Heery Invoice #PJIN0024317 in the amount of $69,216.00. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed.

Jamey Cutelis made a motion, seconded by Jay Harding, to approve UTS invoice #94153 (May 2021) in the amount of $3,804.00. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed.

Jamey Cutelis made a motion, seconded by Jay Harding, to approve VHB invoice #342723 (May 2021) in the amount of $1,029.90. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed.

Jamey Cutelis made a motion, seconded by Jay Harding, to approve Eagle Leasing invoice R12292466 for May 2021 in the amount of $99.00. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Richard Montuori, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The motion passed.

Anne Marie Stronach checked for any callers. There were none.

There is no unanticipated business.

Peter Collins met with the Tewksbury Historical Commission. They are in the process of collecting photos and images for the historic wall and are working on content. They also discussed salvaging the cabinet from Community Services in the Center School and using it as a display cabinet on the 2nd floor of the new school. The Historic Commission has a sketch and would be excited if that can happen.

Outreach to the abutters was discussed. Chris Malone will meet with the Athletic Director about any night games planned for the Fall. Abutters are encouraged to call the Town Manager’s office to be added to the abutter’s email list.

Consigli personnel update: Anthony Serrano introduced himself to the committee. He has replaced Christian Riordan. Anne Marie Stronach is impressed with the way Consigli handled the transition.

Final update: The OPM is meeting with the DPW on Monday, June 14, 2021 to discuss the project.

Anne Marie Stronach would like the committee to tour the site before the next committee meeting. The date will be determined based on the availability of committee members.
Jamey Cutelis made a motion, seconded by Jay Harding, to adjourn the meeting. A roll call vote was taken. Jamey Cutelis, Shannon Demos, Jay Harding, Dave Libby, Chris Malone, Jacquelyn Simione, John Stadtman, Lori Sustek and Anne Marie Stronach voted in favor. The meeting was adjourned at 7:30 pm.

List of Documents reviewed at the Meeting:
- OPM Report

Minutes approved by Committee on: 7/22/2021 (Date)