

**Tyngsborough Middle School Building Committee Meeting Minutes**  
**June 22, 2022**  
**Tyngsborough High School PDC (Professional Development Center)**  
**36 Norris Road, Tyngsborough, MA 01879**

**Building Committee Members Present/Absent** *[8 voting members required for a quorum]*

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>	<b>Late [time arrived]</b>
Colin Loiselle	✓		
Hillari Wennerstrom	✓		
Matthew Hanson	✓		
Rebecca Stanton	✓		
Anthony Tinnirella	✓		
Michael Flanagan	✓		
Dominic Sementelli		✓	
Chris Pollet	✓		
Mark Branco		✓	
Burt Buchman	✓		
Amy Pozerski	✓		
Paul Mitchell	✓		
Todd Goodrich		✓	
Karen Cavanagh	✓		
Joseph Messina	✓		

**Guests:** David Saindon [Leftfield], Hamdi Cobanoglu [Leftfield], Doug Roberts [JC]

**1. Call to order**

Ms. Wennerstrom called the Building Committee [BC] meeting to order at 6:30 PM. The meeting was held at Tyngsborough High School Professional Development Center. Ms. Wennerstrom requested everyone to introduce themselves. She also indicated that the meeting was being audio and video recorded. Everyone introduced themselves.

**Tyngsborough Middle School Building Committee Meeting Minutes**  
**June 22, 2022**

**2. Approval of Meeting Minutes from May 25<sup>th</sup> and 31<sup>st</sup>**

The meeting minutes from the May 25<sup>th</sup> and 31<sup>st</sup> Building Committee Meetings could not be distributed before the meeting. The approval of the meeting minutes was deferred to the next Building Committee Meeting, which is scheduled for July 27, 2022.

**3. Review project budget, approve invoices & commitments**

There were no project invoices for this period. Mr. Saindon presented the updated budget to the committee. The total savings from the feasibility study are \$53,619, which will not be utilized during the project. The Owner's soft contingency was also increased by \$175,000. \$75,000 came from the Designer's contract negotiation, and \$100,000 moved from the OPM services fee. As the project moves forward and contracts are awarded, the soft and construction contingencies will increase or decrease.

**4. Designer/OPM Update**

**i. MSBA Project Scope and Budget Agreement Update**

Mr. Saindon updated the committee regarding the MSBA project scope and budget agreement [PSBA] and project funding agreement [PFA]. He noted that the MSBA executed the PSBA on June 13, 2022, and sent a copy of the PSBA to the Town. The next step is the execution of the PFA. Mr. Saindon indicated that the MSBA was drafting the PFA and would send it to the Town for execution by June 24, 2022.

**ii. Approve MSBA Budget Revision Request [BRR] #5 and 6**

Mr. Saindon presented the MSBA Budget Revision Request [BRR] #5 and 6 to the committee. The reason to transfer money for BRR #5 is that \$75,000 savings need to be returned to the Owner's contingency due to JCJ contract amendment #4.

**Tyngsborough Middle School Building Committee Meeting Minutes**  
**June 22, 2022**

Mr. Saindon also presented BRR #6 to the committee. Similar to BRR #5, \$100,000 savings from the OPM contract amendment #2 need to be returned to the Owner's contingency, and BRR #6 will realign the MSBA 3011 Project Budget.

MOTION

Mr. Tinnirella made a motion to approve BRR #5 and 6 as presented. The motion was seconded by Mr. Messina and approved 12-0-3-0 (yes-no-absent-abstained) unanimously by those present.

**iii. CM-at-Risk Procurement Update**

Mr. Saindon updated the committee on the CM selection process. He showed the procurement schedule, which had been presented at the previous Building Committee Meetings. According to the schedule, the CM selection committee met the schedule and completed its task on time. The CM Selection Committee received 9 proposals, and 3 of them withdrew their application before the interviews. The CM Selection Committee interviewed 6 CM firms on June 7<sup>th</sup> and 10<sup>th</sup>. The committee reviewed each firm after the interviews and filled out a scorecard as per the categories shown in the CM RFP package. According to the scorecard, Fontaine Bros., Inc. ranked in the top. They are also \$412,461 under the budget. Below is the ranking of the CM firms:

1. Fontaine [4.66]
2. Walsh Bros [3.86]
3. Shawmut Design & Construction [3.71]
4. WT Rich [3.56]
5. Commodore [3.40]
6. Consigli[2.76]

Leftfield also conducted reference checks via a survey through email, and eleven references were received. All responses were excellent, and Mr. Saindon shared some of the excerpts from the references with the committee.

**Tyngsborough Middle School Building Committee Meeting Minutes**  
**June 22, 2022**

Other CM Selection Committee members also shared their positive comments about Fontaine, and they recommended moving forward with Fontaine Bros., Inc.

**iv. Vote to Authorize Contract Negotiations with the First Ranked CM Firm**  
**MOTION**

Mr. Tinnirella made a motion to accept the CM ranking as presented and authorize Leftfield, on behalf of the Town of Tyngsborough, to finalize the CM Agreement/ Contract with the Fontaine, subject to review with Mr. Hanson. Upon acceptance and approval of the contract, said contract will be executed at a not to exceed amount of \$5,966,410. The motion was seconded by Mr. Buchman and approved 12-0-3-0 (yes-no-absent-abstained) unanimously by those present.

**v. Look-Ahead Project Schedule**

Mr. Roberts presented the look-ahead schedule for the design development phase. The dates are subject to change, but below is the schedule for the design development phase:

- CMAAward/Notice to Proceed on or about July 7, 2022
- CMArSD Design Estimate Review on or about July 29, 2022
- First Responders Security Review on or about July 29, 2022
- Additional Hazardous Material Survey on or about August 26, 2022
- Additional Survey (Softball Field) on or about August 26, 2022
- Update Program Data Sheets on or about September 9, 2022
- Exterior Finish Materials Presentation on or about September 25, 2022
- Interior Finish Materials Presentation on or about September 25, 2022
- Identify Proprietary Items on or about September 25, 2022
- DD Estimate/CXaReview Package on or about October 5, 2022
- Community Forum to be determined
- Faculty/Staff Presentation to be determined

**Tyngsborough Middle School Building Committee Meeting Minutes**  
**June 22, 2022**

- MSBA DD Submittal on or about December 1, 2022

**5. Public Comment**

None.

**6. Adjourn**

MOTION

Mr. Tinnirella made a motion to adjourn the meeting. The motion was seconded by Ms. Cavanagh and approved 12-0-3-0 (yes-no-absent-abstained) unanimously by those present at 7:03 PM.