

Tyngsborough Middle School Building Committee Meeting Minutes
October 19, 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]*

Committee Member	Present	Absent	Late [time arrived]
Colin Loiselle	✓		
Hillari Wennerstrom		✓	
Matthew Hanson		✓	
Rebecca Stanton			✓ [6:45pm]
Anthony Tinnirella	✓		
Michael Flanagan	✓		
Dominic Sementelli	✓		
Chris Pollet	✓		
Michael Woodlock	✓		
Ron Schneider	✓		
Burt Buchman	✓		
Amy Pozerski	✓		
Paul Mitchell	✓		
Todd Goodrich	✓		
Karen Cavanagh	✓		
Joseph Messina	✓		

Guests: David Saindon [Leftfield], Hamdi Cobanoglu [Leftfield], Doug Roberts [JC], Rob Day [FBI], Chad L'Ecuyer [FBI]

1. Call to order

Mr. Tinnirella called the Building Committee [BC] meeting to order at 6:30 PM. The meeting was held at Tyngsborough High School Professional Development Center.

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Mr. Tinnirella requested everyone to introduce themselves. He also indicated that the meeting was being audio and video recorded. Everyone introduced themselves.

2. Approval of Meeting Minutes from September 21st

The meeting minutes from the September 21st Building Committee Meetings was distributed to the Building Committee on October 18th. No comments were received from any committee members.

MOTION

Ms. Cavanagh made a motion to approve the meeting minutes dated 9/21/2022. The motion was seconded by Ms. Pozerski and approved 12-0-3-1 (yes-no-absent-abstained). Mr. Mitchell abstained.

3. Review project budget, approve invoices & commitments

Mr. Saindon presented the updated budget and invoices for the period ending September 31, 2022, to the committee. The invoice package included one Leftfield invoice for the OPM services, one JCJ invoice for the design services, including services from the design consultants, one Fontaine invoice for the CM preconstruction services, one Petrini & Associates invoice for legal services, and one invoice for the relocation of the district office from the gymnasium building to the high school building. The total value of the invoices presented was \$454,853.95.

MOTION

Ms. Cavanagh made a motion to approve the project invoices for the period ending September 31, 2022, as presented. The motion was seconded by Mr. Buchman and approved 13-0-3-0 (yes-no-absent-abstained) unanimously by those present.

4. Designer/OPM Update

i. Design Development Phase Update

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Mr. Roberts updated the committee with the latest floor plans of the design development phase. The design team received minor comments regarding the room data sheet from the middle school faculty/staff and incorporated those comments into the floor plans. One of the changes was related to the isolation/de-escalation room in the special education classroom. A 63-sf room is transformed from the bridges classroom into the de-escalation room, which will have access both from the classroom and corridor sides. The door from the classroom side will also have a vision lite in it so the room can be supervised by the special education teacher. The second change was related to the nurse's office area. A vestibule is added between the isolation room and the toilet. This will add privacy if a student requires assistance while using the space. The last change was related to the kitchen area. The servery line was redesigned to provide two equal lines with a shared cold, self-serve unit between two point-of-sale stations. A stacked washer and dryer unit have been added in the custodial area. The walk-in cooler and freezer area was redesigned, which would be reviewed again with the Food Service Director.

ii. Security Scope Review with First Responders

Mr. Roberts updated the committee with the project review meeting with the first responders. The project team met with the Police and Fire Departments on October 4, 2022, and reviewed the project DD phase design. It was made sure that the current design meets their needs, and feedback was received regarding the video surveillance system, intrusion system, emergency communication system, doors, windows, etc. The only proprietary item will be the Kingfish emergency communication system. The next review meeting will be held in February 2023 to review 60% construction documents.

iii. Permitting Schedule Review

Mr. Saindon updated the committee with the project permitting schedule. JCJ, Samiotes, and Leftfield will meet with the Town Departments and start the

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conversation about the permitting requirements. Mr. Saindon indicated that the Notice of Submissions (NOI) to the Conservation Committee and Planning Board would be done in November, and there would be a series of hearings until the end of March 2023. The approval of the permit is anticipated at the end of March or the beginning of April 2023. He also added that the construction activities would be commencing in April 2023.

iv. CM Update / Site Logistics Review

Mr. Day presented the site logistics plan for each phase of the project to the committee. The construction fencing works will start in late Fall before the ground is frozen. He showed the locations of the driven fence with and without scrim, gates, jersey barriers, protected walkways, etc.

Mr. Goodrich asked if there would be any access to the field through the courtyard between the High School and Middle School. Mr. Day responded that the building footprint of the new middle school would be taking over the existing courtyard. Therefore, there will be no access for the students, staff, or the public through the courtyard during construction. Dr. Flanagan commented that this issue was discussed before with the team and district. There will be signages to direct people to the stadium field. Mr. Rob also indicated that the traffic pattern on the campus would stay the same, and the emergency vehicles could access the service way around the middle school and high school through the construction gates.

Mr. Mitchell asked if the parking spaces inside the construction site could be used by the school for special events such as graduation and town elections. Dr. Flanagan responded that shuttle services could be provided for dedicated off-site parking areas.

v. Trade Contractors Pre-Qualifications

Mr. Saindon presented the trade contractors pre-qualification process to the committee. He explained the difference between the trade contractor and subcontractor and the requirement by statute to establish a trade pre-

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qualification committee, which must be comprised of a representative from the designer, a representative from the construction manager, and two representatives from the Owner. The RFQ packages for the trade pre-qualifications will be prepared and posted according to the statute in January or February 2023. Once bidding documents are available, only the pre-qualified trade contractors will be allowed to provide a bid.

Mr. Saindon recommended that the trade pre-qualification committee be comprised of Doug Roberts of JCJ, Rob Day of Fontaine, David Saindon of Leftfield, and Colin Loiselle of the Town.

MOTION

Dr. Flanagan made a motion to approve the trade pre-qualification committee as recommended by Mr. Saindon. The motion was seconded by Ms. Cavanagh and approved 14-0-2-0 (yes-no-absent-abstained) unanimously by those present.

5. Public Comment

None.

6. Future Meeting Dates

The next meeting will be held on November 30, 2022.

7. Adjourn

MOTION

Mr. Buchman made a motion to adjourn the meeting. The motion was seconded by Ms. Cavanagh and approved 14-0-2-0 (yes-no-absent-abstained) unanimously by those present at 7:25 PM.