

Tyngsborough Middle School Building Committee Meeting Minutes
March 20, 2024
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]
Hillari Wennerstrom		✓	
Colin Loiselle	✓		
Rebecca Stanton	✓		
Anthony Tinnirella	✓		
Michael Flanagan	✓		
Dominic Sementelli	✓		
Chris Pollet	✓		
Michael Woodlock	✓		
Ron Schneider	✓		
Burt Buchman	✓		
Amy Pozerski	✓		
Paul Mitchell	✓		
Todd Goodrich	✓		
Karen Cavanagh		✓	
Katharine Foster	✓		
Joseph Messina	✓		

Guests: David Saindon [Leftfield], Hamdi Cobanoglu [Leftfield], Doug Roberts [JC], Emily Czarnecki [JC], Nikki Snellinger [JC], Chad L'Ecuyer [FBI]

1. Call to order

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

Tyngsborough Middle School Building Committee Meeting Minutes
March 20, 2024

everyone introduce themselves and informed them that the meeting was being audio and video recorded. All attendees complied with the introductions.

2. Approval of Meeting Minutes from February 28th

The meeting minutes from the February 28th Building Committee Meeting were distributed to the Building Committee on March 19, 2024. No comments were received from any committee members.

MOTION

Mr. Messina made a motion to approve the meeting minutes dated 02/28/2024, seconded by Ms. Stanton. The motion passed with a vote of 14-0-2-0 (yes-no-absent-abstained).

3. Review Project Budget, Approve Invoices & Commitments (vote required)

Mr. Cobanoglu presented the updated budget and invoices for the period ending February 29, 2024, to the Committee. The total value of the invoices presented was \$2,278,841.00, including invoices from:

Leftfield: OPM Services

JCJ Architecture: Design Services

Fontaine Brothers: Construction Services

MOTION

Mr. Buchman made a motion to approve the project invoices for the period ending February 29, 2024, as presented. The motion was seconded by Mr. Schneider and unanimously approved by all present, with a vote of 14-0-2-0 (yes-no-absent-abstained).

Mr. Cobanoglu presented JCJ contract amendment #5 to the committee. This amendment encompassed additional design services for the media arts room changes, as well as alterations to the motorized bleachers in the flexible performance

Tyngsborough Middle School Building Committee Meeting Minutes
March 20, 2024

room and the motorized stage curtain. These changes had been approved at the previous meeting by the Building Committee. Leftfield prepared contract amendment #5 to integrate the additional design services into the contract. Upon approval, the Town will execute the contract. The total value of the additional design services is \$14,120.

MOTION

Mr. Messina made a motion to approve JCJ Designer Contract Amendment #5 in the amount of \$14,120 as issued and presented. The motion was seconded by Mr. Schneider and unanimously approved by all present, with a vote of 14-0-2-0 (yes-no-absent-abstained).

Mr. Cobanoglu also presented Budget Revision Relocation [BRR] #9 to the committee, explaining that it was necessary to fund the approved JCJ contract amendment #5 from the soft contingency. Following this revision, the remaining balance in the soft contingency would be \$408,344.00.

MOTION

Mr. Messina made a motion to approve BRR #9 as issued and presented. The motion was seconded by Mr. Buchman and unanimously approved by all present, with a vote of 14-0-2-0 (yes-no-absent-abstained).

4. Designer/OPM/CM Update

i. Update on the Approved and Potential Change Orders

Mr. Cobanoglu provided the committee with an update on approved and potential change orders. He informed the committee that Fontaine had prepared official pricing with its subcontractor for the granite curbing change order. Pricing for the motorized bleachers, stage curtain, and media arts room changes will be prepared after the design is completed. Additionally, Mr.

**Tyngsborough Middle School Building Committee Meeting Minutes
March 20, 2024**

Cobanoglu presented another change order related to lighting fixture changes, which arose during the material submittal review process. Mr. Roberts pointed out that JCJ had overlooked specific dimming and finish features for certain lighting fixture types. This discrepancy was identified during the submittal review process and subsequently rectified, resulting in additional costs from the subcontractor.

The values of the change orders are shown below:

Change Order #1		
PCO #	Description	Value
FBI PCO #007	Light Fixture Changes	\$ 16,161.00
FBI PCO #008	Vertical Granite Curbing	\$ 168,456.00
Total CO #1 Value		\$ 184,617.00

Mr. Mitchell requested that each change order be voted on separately.

MOTION

Ms. Stanton made a motion to approve FBI PCO #007 Lighting Fixture Change Order in the amount of \$16,161.00 as issued and presented. The motion was seconded by Mr. Schneider and unanimously approved by all present, with a vote of 14-0-2-0 (yes-no-absent-abstained).

MOTION

Mr. Buchman made a motion to approve FBI PCO #008 Vertical Granite Curbing Change Order in the amount of \$168,456.00 as issued and presented. The motion was seconded by Ms. Stanton and approved with a vote of 13-1-2-0 (yes-no-absent-abstained). Mr. Mitchell opposed.

Tyngsborough Middle School Building Committee Meeting Minutes
March 20, 2024

ii. Review FFE and Technology Procurement Process

Mr. Roberts provided the committee with an update on the procurement of the Furniture, Fixture, Equipment [FFE] and Technology Equipment. A kick-off meeting was held with the District on February 8th, and furniture for the trial classroom was delivered the week of February 19th. The programming meetings with the faculty and staff were completed on March 20th. Mr. Roberts indicated that as the next steps, JCJ would complete the design phase, including preliminary budgets, through May 2024, and present them to the committee at the June meeting.

Additionally, Ms. Czarnecki presented the furniture options to the committee.

iii. Construction Progress and Look-Ahead

Mr. L'Ecuyer provided the committee with an update on the ongoing construction activities and the look-ahead schedule. He reported that spray fireproofing is completed in A building, with C building wrapping up by the end of this week. Additionally, interior framing on the first floor of A building is 95% completed, and MEP in-wall rough work is ongoing. Gym slab preparation is also ongoing, with placement scheduled for the week of March 25th. The roofs of A and C buildings are completed, and Air Vapor Barrier [AVB] installation has commenced in A building.

Furthermore, Mr. L'Ecuyer mentioned that exterior framing of B building will commence in the next couple of weeks following the completion of spray fireproofing on the perimeter steel members. Exterior brickwork is also scheduled to start towards the end of March.

5. Correspondence

None.

**Tyngsborough Middle School Building Committee Meeting Minutes
March 20, 2024**

6. Public Comment

None.

7. Future Meeting Dates

April 24, 2024

May 15, 2024

8. Adjourn

MOTION

Mr. Messina made a motion to adjourn the meeting, seconded by Ms. Stanton. The motion passed unanimously with a vote of 14-0-2-0 at 6:55 PM.