

**Tyngsborough Middle School Building Committee Meeting Minutes**  
**June 26, 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]*

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>	<b>Late [time arrived]</b>
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]

**1. Call to order**

Ms. Wennerstorm called the Building Committee [BC] meeting to order at 6:30 PM at the Tyngsborough High School Professional Development Center. She requested that everyone introduce themselves and informed them that the meeting was being audio and video recorded. All attendees complied with the introductions.

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**2. Approval of Meeting Minutes from May 15<sup>th</sup>**

The meeting minutes from the May 15<sup>th</sup> Building Committee Meeting were distributed to the Building Committee on June 25, 2024. No comments were received from any committee members.

**MOTION**

Ms. Cavanagh made a motion to approve the meeting minutes dated 05/15/2024, seconded by Mr. Tinnirella. The motion passed with a vote of 11-0-5-0 (yes-no-absent-abstained).

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

Mr. Saindon presented the updated budget and invoices for the period ending May 31, 2024, to the Committee. The total value of the invoices presented was \$4,157,622.00, including invoices from:

Leftfield: OPM Services

JCJ Architecture: Design Services

Fontaine Brothers: Construction Services

Yankee Engineering: Testing & Inspection Services

Re-Stream: Recycling Cost Related to the Existing MS (Move Cost)

**MOTION**

Ms. Cavanagh made a motion to approve the project invoices for the period ending May 31, 2024, as presented. The motion was seconded by Mr. Tinnirella and unanimously approved by all present, with a vote of 11-0-5-0 (yes-no-absent-abstained).

**i. Review and Approve Owner Change Order #4**

Mr. Saindon presented the change order #5 package to the committee. The package included change orders, which were added to the project for various

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reasons such as owner added items, design errors/omissions, or differing conditions in the project. Mr. Saindon explained each scope individually and the values of the change orders are shown below:

Change Order #4			
PCO #	Description		Value
FBI PCO #001	MVRA Credit	\$	(68,340.00)
FBI PCO #004	Mag Hold Open Changes	\$	27,759.00
FBI PCO #010	Added Ice Maker	\$	10,417.00
FBI PCO #011	Door Type Modifications	\$	7,586.00
FBI PCO #016	Media Arts Room Modifications	\$	126,224.00
FBI PCO #020	Chases for EES Relocation	\$	17,387.00
FBI PCO #023	Solid Interceptors	\$	2,547.00
<b>Total Value of CO #4</b>		<b>\$</b>	<b>123,580.00</b>

Ms. Cavanagh asked if the reasons for the change orders are being tracked and whether the Owner should compensate the Designer for design-related change orders. She also inquired about what measures are being taken to mitigate these costs. Mr. Saindon responded that LeftField is tracking the reasons for the change orders and will share this information with the committee at a later date. He also noted that designers are held to a “standard of care” and that some Architect/Engineer errors and omissions are common in the industry as long as they are within a certain percentage.

**MOTION**

Mr. Tinnirella made a motion to approve Owner Change Order #4 in the amount of \$123,580.00 as issued and presented. The motion was seconded by Mr. Buchman and approved with a vote of 10-1-5-0 (yes-no-absent-abstained). Ms. Cavanagh opposed.

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**4. Designer/OPM/CM Update**

**i. Review FFE and Technology Procurement Process**

Mr. Saindon updated the committee on the procurement of Furniture, Fixtures, and Equipment (FFE) and Technology Equipment. He mentioned that JCJ would proceed with the procurement documents this summer, and the committee had no objections. Mr. Saindon also presented the FFE and Technology Equipment budget forecast, showing an underrun of approximately \$425,000, though this is subject to change as the project progresses with finalized pricing and procurement.

**ii. 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 brickwork is completed on Building A as well as the upper walls of Building B. The brick veneer on Building C is about 75% complete, and work on finishing the brick at the main entrance is ongoing. Painting, including primer and finish, has started on the second floor of Building A. Drywall taping and finishing on the first floor of Building A is about 90% complete. Drywall installation on the second floor of Building C is around 50% complete. Electrical and plumbing rough-ins are finished in Building C, with work continuing on finalizing the HVAC and fire protection rough-ins. Interior framing in Building B is nearing completion, with MEP (Mechanical, Electrical, and Plumbing) rough-ins ongoing. Parking lot work has begun, with the main priority being the installation of the underground infiltration system.

Mr. L'Ecuyer also mentioned that the ceiling grid installation on the second floor of Building A is expected to start around the middle of July. The masonry work on the lower exterior walls of Building B will be completed after the work at the front entrance and gymnasium is finished. Efforts are ongoing to

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secure delivery dates for the remaining rooftop curbs and rooftop units to ensure their installation is completed.

**5. Correspondence**

None.

**6. Public Comment**

None.

**7. Future Meeting Dates**

August 21, 2024

September 18, 2024

October 16, 2024

**8. Adjourn**

MOTION

Ms. Cavanagh made a motion to adjourn the meeting, seconded by Mr. Messina. The motion passed unanimously with a vote of 11-0-5-0 at 6:52 PM.