

**Gardner Waterford Elementary School
School Building Committee
Meeting Agenda
December 16, 2020
Virtual (On-Line) Meeting -- Zoom Meeting
4:00 pm**

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the City of Gardner School Building Committee will be conducted via remote participation to the greatest extent possible. *For this meeting, members of the public who wish to watch the meeting may do so in the following manner: watching on the City of Gardner YouTube page.* No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the City's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

The matters listed are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent by law.

1. Call to order and attendance
2. Approve Minutes
 - a. Nov. 19, 2020
3. Approve Bills and orders
 - a. Colliers's Invoices
 1. November 2020
 - b. Jones Whitsett's Invoices
 1. November 2020
4. Report from OPM
 - a. Budget and schedule update
 - b. Weekly job reports from OPM
 - c. Updates
5. Report from Architects
 - a. Updates
 - b.
6. Old Business
 - a.
7. New Business
 - a. Change Order Procedure
 1. Appointment of Financial Sub Committee
 - b. Process for approving invoices when Building Committee does not meet
 1. Authorize Financial Sub Committee to approve payment on invoices
 - c. Process of handling suggestions during construction
8. Other Business to come before the Building Committee
9. Public Comment
10. Next meeting dates: Sub Committee first Wednesday of the Month at 4 pm
Building Committee Meeting third Wednesday of the Month at 4pm
11. Executive Session
12. Adjourn

Attachments:

Minutes Nov. 19, 2020

Invoice Colliers

Invoice Jones Whitsett

Change Order Procedures

Join Zoom Meeting

<https://us02web.zoom.us/j/83347110249?pwd=MXV4aWJyOVJIZEQ1NXN2RmdmblZdz09>