

**Gardner Waterford Elementary School
School Building Committee
Meeting Minutes
September 23, 2020
Zoom Meeting
4:00 p.m.**

Members Present

Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Mark Pellegrino, Superintendent of Schools; Mayor Michael Nicholson, City of Gardner; Steve Hemman, Special Projects Assistant to the Superintendent; Dr. Catherine Goguen, Chief Academic Officer; David Fredette, Principal (Elm Street School); April Yu, Business Administrator; Wayne Anderson, Facilities, Director; Earl Martin, Principal (Waterford Street School); Ronald Cormier, City Council; Heidi Jandris, Engineer; Joyce West, Director of Pupil Personnel Service; Alan Minkus, OPM; Tim Alix, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Aviva Galaski, Jones-Whitsett Architects; Kristian Whitsett, Architect, Jones-Whitsett Architects.

Also Present

Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary; Joshua Cormier, Purchasing Director, City of Gardner; Steve Rockwood, Community Member;

Regrets

Ashley Chicoine, Teacher (Elm Street School); Robert Hankinson Gardner Citizen & Former Engineer; Christina Thomas, Teacher (Waterford Street School); Chief Richard Ares, Gardner Fire Department; Richard Braks, Gardner Police Department; Jennifer Dymek, Treasure/Collector;

Call to order

Superintendent Pellegrino called the meeting to order at 4:02 p.m.

Approve Minutes

Dr. Catherine Goguen moved to approve the minutes from the School Building Committee Meeting on August 5, 2020 at 4:03 P.M.

Seconded by. Mr. Ronald Cormier

Vote - so voted.

Approve Bills & Orders

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #006850, dated July 31, 2020; in the amount of \$33,384.25

Ms. Jennifer Pelavin moved to approve Invoice #006850 from Colliers International.

Seconded by Ms. April Yu.

Vote - so voted.

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #007109, dated August 31, 2020; in the amount of \$24,619.40

Ms. Jennifer Pelavin moved to approve Invoice #007109 from Colliers International.

Seconded by Ms. April Yu.

Vote - so voted.

- Jones-Whitsett Architects, Invoice #2020043, dated August 31, 2020; in the amount of \$314,152.10

Ms. Jennifer Pelavin moved to approve Invoice #2020043 from Jones-Whitsett Architects.

Seconded by Ms. April Yu

Vote - so voted

Report from OPM

Schedule:

Mr. Whitsett informed the committee that the General Contractor bids are due in by October 6, 2020. We will review and make a recommendation with notice to proceed. It will take about a month. There is 15 Contracts in all.

Awarding Contract- and then we meet after bid comes. There are procedures we will need to follow with the City. Anyone can go to bids.com to look at the bids.

The fees by the City, with the City Ordinance the Mayor & the Building Commissioner noted, all fees will be waived.

Report from Architects

Updates:

Addenda Process, curtain walls dimensions. CHPS Collaborative for High Performance Schools. Categories broke down. With prerequisite targeting 147 points need to have a score of 110 that's needed for construction.

Integration - District level commitment. School Board resolution that mandates compliance with CHPs for New Schools

- School Master Plan – Submit master plan covering 10-15 years of school operation.
- Educational Integration – Submit educational plan and letter of commitment

Operations & Metrics- Performance Benchmarking:

- School district policy committing to benchmark
- School district policy committing to post occupancy analysis
- Letter stating who will gather energy data.

High Performance Operations-

- Letter from the Superintendent designating the Resources Manager.

Energy Star Equipment

- School Board resolution

Indoor Environ Quality- Pollutant & Chemical Source Control

- Letter from Superintendent prohibiting mobile fossil fuel burning equipment
- Letter from district regarding equipment purchasing

Sites – Joint Use of Facilities

- District Policy regarding Community use of the building

Site plan updates:

Comments- Mr. Swartz added that all have been very busy. Great job, Thank you!

Old Business

New Business

New School Name: Survey will go out next week, chosen name by next meeting, Wednesday, October 14, 2020

Steve Hemman will inform the committee of formal updates after October 14, 2020 meeting. Will update School Committee, City Council, Elementary Staff and Public. Will present a PowerPoint to them to keep everyone informed on New School.

MSBA – Gardner Project Scope and Budget Agreement

Public Comments:

Next Meeting

Meeting dates for future Building Committee meetings;

Executive Session

No Executive Session

Adjourn

A motion was made by Mr. Robert Swartz and seconded by Mayor Nicholson to adjourn the meeting. The meeting adjourned at 4:36p.m.