

**Gardner Elementary School
School Building Committee
Meeting Minutes
Wednesday, February 15, 2023**

**Zoom
4:00 p.m.**

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; Earl Martin, Principal (Gardner Elementary School); Dr. Catherine Goguen, Chief Academic Officer; Ronald Cormier, City Council; Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Robert Hankinson, Gardner Citizen & Former City Engineer; Christina Thomas, Teacher, (Gardner Elementary School); Joshua Cormier, Purchasing Director, City of Gardner; Joyce West, Director of Pupil Personnel Service; Wayne Anderson, Facilities Director.

Also Present

Kristian Whitsett, Architect, Jones-Whitsett Architects; Matthew Dunn, Sr. Construction Representative, Colliers International; Tim Alix, Project Manager; Alan Minkus, OPM; Colliers International; Aviva Galaski, Jones-Whitsett Architects; Steve Rockwood, Community Member; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

Regrets

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner; Ashley Chicoine, Teacher (Gardner Elementary School); Ms. Katie Craig, Designer with Jones Whitsett; Heidi Jandris, Engineer; Craig DiCarlo, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; School Resource Officer, John Lawrence; Officer Ryan Spain, Gardner Police Department.

Call to order:

Dr. Mark Pellegrino called the meeting to order at 4:00 PM.

Approve Minutes:

Mr. Robert Swartz moved to approve the minutes from the Financial Subcommittee meeting December 7, 2022 at 4:01

Seconded by Mr. Robert Hankinson

Vote - so voted

Mr. Robert Swartz moved to approve the minutes from the School Building Committee Meeting on January 18, 2023 at 4:01 PM.

Seconded by Mr. Robert Hankinson

Vote - so voted

Approve Bills & Orders:

The following invoices were presented to the committee:

- Creative Office Resources, Invoice #196553 dated October 6, 2022; in the amount of \$302,688.85

Mr. Wayne Anderson moved to approve Invoice #196553 from Creative Office Resources.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- Creative Office Resources, Invoice #196554 dated October 6, 2022; in the amount of \$107,654.78

Mr. Wayne Anderson moved to approve Invoice #196554 from Creative Office Resources.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- W.B. Mason Co., Inc. Invoice #233809353 dated January 20, 2023, in the amount of \$2,861.00

Mr. Wayne Anderson moved to approve Invoice # 233809353, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin Vote – so voted

- W.B. Mason Co., Inc. Invoice #232077300 dated January 20, 2023, in the amount of \$1,090.00

Mr. Wayne Anderson moved to approve Invoice # 232077300, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin Vote – so voted

- Red Thread, Invoice #897357 dated January 17, 2023, in the amount of \$1,187.56

Mr. Wayne Anderson moved to approve Invoice #897357 from Red Thread.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- Moura’s Cleaning Service Inc., Invoice #52541, dated September 20, 2022; in the amount of \$13,567.50

Mr. Wayne Anderson moved to approve Invoice #52541 from Moura’s Cleaning Service Inc.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- W.B. Mason Co., Inc. Invoice #234389541 dated February 8, 2023, in the amount of \$3,277.50

Mr. Wayne Anderson moved to approve Invoice # 234389541, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin Vote – so voted

- W.B. Mason Co., Inc. Invoice #233843990 dated February 8, 2023, in the amount of \$82,140.00

Mr. Wayne Anderson moved to approve Invoice # 233843990, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin Vote – so voted

- Bacon Construction Co, Inc. Invoice #26 dated January 31, 2023; in the amount of \$803,948.95

Mr. Wayne Anderson moved to approve Invoice #26 from Bacon Construction Co, Inc.

Seconded by, Ms. Jennifer Pelavin Vote - so voted

Mr. Robert Swartz asked a questions in regards to the Surcharge by Stefura Associates. in the amount of \$12,935.42 Invoice# 198196553?

Mr. Tim Alix, explained that Stefura Associates, is hired to look over our bills before they’re paid. It is actually (Creative Office Resources Invoice).

Mark Hawke responded to Mr. Swartz this is part of the bid material surcharge part of the bid process factored in beforehand. Mr. Swartz, thanked the committee.

Report from OPM:

Mr. Tim Alix gave the committee an update on the overall budget. Project is going very well we are just about complete. Punch list is still ongoing, training is ongoing and will continue. Some materials we are still waiting on, railing on third floor replacing with higher railing. A lot of work on lighting will be going on. The goal is to wrap as many of these items as we can over break with the contractor. There will be a large list of contractors coming in to work on the punch list. Some outdoor work won’t be until the spring when the students leave for the summer break.

As far as the bigger picture of closing out the project, the Commissioning agent comes in about 10 months after occupancy and goes through the building and does some spot checking systems throughout the building making sure the systems are all working and functioning properly, this will take place over the summer. They’ll issue a certificate of final completion once this is completed.

Then we will start the close out with the MSBA audit.

SITE update:

Mr. Tim Alix reported punch list items ongoing, and we will finish up playground in the spring.

Report from Architects:

Mr. Kristian Whitsett reviewed Change Order #26, we will be out on site at the end of next week to look at items on the punch list that will be completed during the February break.

Change Orders Recommendations this far:

- Change Order 1- \$222,206.07 was approved 3.17.2021
- Change Order 2 - \$54,350.00 was approved 4.7.2021
- Change Order 3 - \$81,982.23 was approved 5.19.2021
- Change Order 4 - \$83,955.56 was approved 6.2.2021
- Change Order 5 - \$81,046.34 was approved 7.21.2021
- Change Order 6 - \$61,332.67 was approved 8.4.2021
- Change Order 7 - \$65,002.00 was approved 9.1.2021
- Change Order 8 - \$133,047.02 was approved 9.15.2021
- Change Order 9 - \$120,300.04 was approved 10.20.2021
- Change Order 10 - \$83,985.00 was approved 11.17.2021
- Change Order 11 - \$374,391.00 was approved 12.15.2021
- Change Order 12 - \$99,701.46 was approved 1.19.2022
- Change Order 13 - \$164,774.00 was approved 2.16.2022
- Change Order 14 - \$71,237.00 was approved 3.2.2022
- Change Order 15 - \$110,452.00 was approved 4.27.22
- Change Order 16 - \$105,655.00 was approved 5.18.22
- Change Order 17 - \$111,077.71 was approved 6.15.22
- Change Order 18 - \$47,242.00 was approved 7.6.2022
- Change Order 19 -\$51,367.00 8.3.22 upgraded w/additional CO's to \$199,629.00 proposed on 09.7.2022
- Change Order 20 – (\$18,017.00) credit was approved Oct 5, 2022
- Change Order 21 - \$1,175.00 was proposed on 10.19, 2022 was approved 11.2.22
- Change Order 22- \$0 – 59 days added to Confirmed Date of Substantial 9.12.22 Completion on 11.2.22
- Change Order 23 - \$ 114,140.00 was approved on 11.17.22
- Change Order 24 -\$87,947.00 was approved on 12.21.22
- Change Order 25 \$ 85,215.58 was approved on 1.18.2023
- Change Order 26 \$4,357.00 was proposed on 2.15.23

Summary of Requests -

CO# 401 Change to Education Display Sign	\$ 1,511.00
CO# 402 Nurse Faucet with Eyewash and Counters	\$ 9,437.00
CO# 403 Additional Wiring for Stage Curtain	\$ 1,068.00
CO# 408 Add Subgrade Drainage at Trike Track	\$ 26,822.00
CO# 409 Pearl Street Paving – CREDIT	-\$ 36,001.00
CO# 415 Stair 3 Soffit Wall Angle	\$ 536.00
CO# 416 Added Elevator Lights per State Inspector	\$ 984.00
TOTAL	\$ 4,357.00

Mr. Wayne Anderson made a motion to approve Change Order #26 for the amount of \$4,357.00

Seconded by Ms. Christina Thomas

Vote – So Voted

Other Business:

New Business:

Public Comment:

Next Meeting:

Meeting date for future Building Committee Meeting;
Wednesday, March 15, 2023 @4:00PM and will be held by Zoom

Executive Session:

No Executive Session

Adjourn:

A motion was made by Mr. Robert Swartz and seconded by Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 4:45PM