

**Gardner Elementary School  
School Building Committee  
Meeting Minutes  
Wednesday, February 16, 2022**

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

**Members Present**

Dr. Mark Pellegrino, Superintendent of Schools; Ronald Cormier, City Council; Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Mark Hawke, Director of Finance and Operations; Robert Hankinson, Gardner Citizen & Former City Engineer; Wayne Anderson, Facilities Director; Christina Thomas, Teacher (Waterford Street School); Mayor Michael Nicholson, City of Gardner; Earl Martin, Principal (Waterford Street School); Ashley Chicoine, Teacher (Elm Street School); Joshua Cormier, Purchasing Director, City of Gardner.

**Also Present**

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

**Regrets**

Dr. Catherine Goguen, Chief Academic Officer; Joyce West, Director of Pupil Personnel Service; Ms. Katie Craig, Designer with Jones Whitsett; Chief Richard Braks, Gardner Police Department; Heidi Jandris, Engineer; Craig DiCarlo, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Aviva Galaski, Jones-Whitsett Architects; Colin Smith, Executive Aide to the Mayor, City of Gardner;

**Call to order**

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

**Approve Minutes**

Mr. Robert Hankinson moved to approve the minutes from the School Building Committee Meeting on January 19, 2022 at 4:31 PM.

Seconded by Mr. Mark Hawke

Vote - so voted

**Approve Bills & Orders**

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000728505, dated January 31, 2022; in the amount of \$89,110.84

Mr. Robert Hankinson moved to approve Invoice #0000728505 from Colliers International.

Seconded by Mr. Robert Swartz

Vote - so voted

- Jones-Whitsett Architects, Invoice #2022001 dated January 31, 2022; in the amount of \$110,096.00

Mr. Robert Hankinson moved to approve Invoice #2022001 from Jones-Whitsett Architects.

Seconded by Mr. Robert Swartz

Vote - so voted

- Bacon Construction Co, Inc. Invoice #14 dated January 31, 2022; in the amount of \$2,297,801.48

Mr. Robert Hankinson moved to approve Invoice #14 from Bacon Construction Co, Inc.

Seconded by, Mr. Robert Swartz

Vote - so voted

- Allied Testing Laboratories, Inc. Invoice # 23638 dated December 4, 2021, in the amount of \$775.00

Mr. Robert Hankinson moved to approve Invoice #23638, from Allied Testing Laboratories., Inc.

Seconded by, Mr. Robert Swartz

Vote - so voted

- Allied Testing Laboratories, Inc. Invoice # 23781 dated January 15, 2022, in the amount of \$225.00

Mr. Robert Hankinson moved to approve Invoice #23781, from Allied Testing Laboratories., Inc.

Seconded by, Mr. Robert Swartz

Vote - so voted

### **Report from OPM:**

Mr. Tim Alix updated the committee with the Project Budget Report, we are doing very well financially on the project. We are about 50% complete on construction.

Dr. Hemman wanted to report the City Treasurer and Auditor also get the total Construction Budget Report every month.

Mr. Alix reported the window testing has been working out well with the new caulking, all windows have been reviewed and we are on the right track.

The window testing had slowed down the masons but, they are now moving forward; now that the work has begun they are making up for lost time and we are still on target for July 15. We just had our monthly virtual meeting with MSBA and they are up to date with what is going on in the field. We also shared the drone pictures with them of the site to date. Pleased the schedule is moving along.

Materials and supplies are coming in sooner than had first been told, all is coming together.

### **Site Update:**

Mr. Matthew Dunn reviewed the recent site activity with the committee.

#### **Site**

- Poured the Loading Dock approach slab, getting it ready for the generator.

#### **Building A**

- Soffit framing, insulation, sheet-rocking and taping on second and third floors.
- Prime and finish painting on first floor. Priming on second floor
- Installation of wall and floor tile in the first floor toilets. Started on second floor.
- Conducted the Hydrostatic Test of the Fire Protection system. It passed.
- Completed hanging light fixtures on first and second floors.

#### **Building B**

- Installed flat roof system above the Kitchen, Cafeteria and Gym.
- Installed skylights and skylight security screens on the gym roof.
- Completed installation of windows.
- Completed application of Air Vapor Barrier system.
- Completed majority of interior stud framing on all floors.
- Electrical roughing of second floor.

#### **Building C**

- Completed spray insulation of exterior walls.
- Insulation and sheet-rocking on all floors.
- Fire Protection, Plumbing and Electrical roughing completed on all floors.

## Budget Update:

Mr. Tim Alix reviewed the finance budget with the full committee overall doing really well financially on the project, and are still running on target.

## 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 for approval 2.16.2022

Mr. Kristian Whitsett reviewed Change Order #13, that was already reviewed and discussed in detail with the finance subcommittee, most change orders have been approved at different meetings, but prices might have been updated.

## Summary of Requests -

○ CO#108 Stain to wood paneling	\$ 4,836.00
○ CO#142.1 Change Network switches ( <b>Not to exceed</b> )	\$38,470.00
○ CO#174 C-Wing Soffit Detail – change in AVB	\$ 9,231.00
○ CO#187 Add Caulking at Diffusers in Masonry	\$ 2,265.00
○ CO#191.1 Clerestory Walls & Steel Supports ( <b>Not to exceed</b> )	\$ 6,717.00
○ CO#200 Blocking and power for 2 TV's and Lights	\$ 4,234.00
○ CO#202 Plumbing fixtures in C104	\$ 391.00
○ CO#204 Power for Tablet Charging Stations	\$ 45,242.00
○ CO#205 Trash Units in Bathrooms	\$13,220.00
○ CO#206 Chase Wall in Mechanical Room ( <b>Credit</b> )	\$ 1,707.00
○ CO#211 Unistrut in Kitchen	\$ 2,249.00
○ CO#212 Solar Film	\$15,754.00
○ CO#213 Glass Folding Partition Support ( <b>Not to exceed</b> )	\$14,828.00
○ CO#214 Credit for T-Stat locations ( <b>Credit</b> )	\$ 885.00
○ CO#220 Deck Oven Price Increase	\$ 9,929.00

## TOTAL

**\$164,774.00**

Mr. Mark Hawke made a motion to approve Change Order #13 for the amount of \$164,774.00

Seconded by Ms. Jennifer Pelavin

Vote – So Voted

Mr. Mark Hawke made a motion to approve the Change of Contract Sum bringing the New Contract Sum to \$63,426,918.49

Seconded by Mr. Robert Hankinson

Vote – So Voted

**Report from Architects**

Mr. Kristian Whitsett updated the committee that he was on site February 15, he walked through the building with Mr. Anderson, he noted on the second floor in the B-wing there is a divided workshop room, a room that was to be for the facilities office workroom. Mr. Anderson felt the room is not needed on that floor for facilities.

Mr. Hawke mentioned why not make it into offices now instead of later. Mr. Whitsett will give to team of consultants to see what they can do there and price up. We will follow up at the next meeting.

Mr. Whitsett shared the latest drone footage, school is really beginning to come together.

**New Business**

Dr. Hemman informed the committee that Zoom meetings have been extended from April 2022, to July 2022, so we can continue these meetings by Zoom.

**Next Meeting**

Meeting date for future Building Committee meeting;  
Wednesday, March 16, 2022 @ 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