

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, February 17, 2021**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; Wayne Anderson, Facilities, Director; Jennifer Pelavin, School Committee Vice Chair; Robert Hankinson Gardner Citizen & Former City Engineer; Joshua Cormier, Purchasing Director, City of Gardner.

Also Present

Alternate member, Robert Swartz, School Committee Member; Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Alan Minkus, OPM; Colliers International; Tim Alix, Project Manager; Matthew Dunn, Sr. Construction Representative, Colliers International; Kristian Whitsett, Architect, Jones-Whitsett Architects; Colin Smith, Executive Aide to the Mayor, City of Gardner; Margo Jones, Designer, Jones-Whitsett Architects; Steve Rockwood, Jennifer Vickrey, Payroll/Human Resources Coordinator, Gardner Public Schools, Recording Secretary.

Regrets

Mayor Michael Nicholson, City of Gardner; Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary.

Call to order

Superintendent Pellegrino called the meeting to order at 4:03 p.m.

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the Financial Subcommittee Meeting on January 6, 2021 at 4:00 P.M.

Seconded by Ms. Jennifer Pelavin

Vote – so voted

Approve Bills & Orders

The following invoices were presented to the committee:

No Bills or Orders to approve.

Report from OPM

Schedule:

Mr. Matthew Dunn gave a site report; Informed the committee, at this time the Contractor left the construction site due to the winter weather. Snow is helping insulate the ground.

Budget Update

Mr. Alix reviewed the budget and how they are tracking, he shared the screen with the committee to show the budget in MSBA format. Discussed the individual columns in detail, he explained why and how we could move money from one line to another when/if needed. At this time a few revisions will need to be looked at. We budgeted \$35,000.00 for Insurance, (Builders Risk Ins. Policy) but, it's going to be \$75, 000.00, we will need to move \$45, 000.00 from other

admin costs to cover the deficit. Budget revision request sent to MSBA to move the money. Advertising budget is also over \$400.00 and we will do a revision for this as well.

Report from Architects

Updates:

Mr. Kristian Whitsett discussed the waterline/hydrant pco to look at, and the need to add a fire hydrant to the east side of the building, presently talking with the City. Waterline may be able to go under the building, presently talking with DPW. Fire department questioned the contractor and those were addressed. Building permits should be approved soon.

New Business

Mr. Alix discussed the tracking issues on site, he shared his screen with the committee to show the issues and costs. no vote needed today, we are tracking potential recommendations not to exceed approval for these items.

Ms. Pelavin asked to explain the changes. Mr. Alix explained a new water line is needed to tie into the school near the football field, there is no line there. Changes are higher than bid work. The Civil Engineer had a drawing showing this line, but it was not there. Miscommunication from DPW and Plumbing Contractor. Confusion as to what the road is named likely caused the confusion.

Mr. Alix will put the list in the next meeting.

Wayne Anderson motioned to approve items to be brought to the full Building Committee on Wednesday, February 24, 2021.

Ms. Jennifer Pelavin seconded the motion Vote - all voted

Mr. Wayne Anderson motioned to adding hydrant work to be approved and not to exceed \$289.162.22 to approve and send to full Building Committee on Wednesday, February 24, 2021

Seconded by Mr. Robert Swartz Vote - all voted

Traffic sign on Pearl Street;

Mr. Swartz brought to the committee about the traffic on Pearl St. there is no one observing speed limits. Is it possible to put out a construction sign in addition to speed limit signs in both directions? Can we propose to the Traffic Commissioner before there is an incident? Mr. Dunn said, we can look into putting a temporary sign up from the contractor at this time.

Next Meeting

Meeting dates for future **GES Financial Subcommittee meetings;**
Wednesday, March 3, 2021 @ 4:00

Executive Session

No Executive Session

Adjourn

A motion was made by Mr. Hankinson and seconded by Ms. Pelavin to adjourn the meeting. The meeting adjourned at 5:07p.m.