

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, June 30, 2021**

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

**Members Present**

Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Wayne Anderson, Facilities, Director; Robert Hankinson Gardner Citizen & Former City Engineer; Joshua Cormier, Purchasing Director, City of Gardner;

**Also Present**

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

**Regrets**

Dr. Mark Pellegrino, Superintendent of Schools; Margo Jones, Designer, Jones-Whitsett Architects, Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner; Dr. Catherine Goguen, Chief Academic Officer, Gardner Public Schools;

**Call to order**

Jennifer Pelavin, called the meeting to order at 4:01 p.m.

**Approve Minutes**

Mr. Robert Hankinson asked for a modification to the minutes, minutes did not express the level of concerns that I tried to show at the meeting with change orders especially in the structure realm. Correction to sentence should be.

“Mr. Hankinson expressed significant concern over the number of structural steel change orders requested so far.”

Mr. Robert Hankinson moved to amend the minutes from the Financial Subcommittee Meeting on June 2, 2021 at 4:02 P.M.

Seconded by Mr. Robert Swartz

Vote – 4 yes

Mark Hawke abstained from voting

Mr. Robert Swartz moved to approve the minutes as amended from the Financial Subcommittee Meeting on June 2, 2021 at 4:02 P.M.

Seconded by Mr. Robert Hankinson

Vote – 4 yes

Mark Hawke abstained from voting

**Approve Bills & Orders,**

The following invoices were presented to the Financial Subcommittee:

- Allied Testing Laboratories, Inc. Invoice # 22664, dated June 19, 2021, in the amount of \$5,035.00

Mr. Swartz moved to approve Invoice #22664, from Allied Testing Laboratories., Inc.

Seconded by Mr. Hankinson

Vote - so voted

- Jones-Whitsett Architects, Invoice #2021057, dated June 30, 2021; in the amount of \$118,186.50

Mr. Robert Swartz moved to approve Invoice #2021057 from Jones-Whitsett Architects.

Seconded by Mr. Robert Hankinson.

Vote - so voted

- Bacon Construction Co., Inc. Invoice #7, dated June 30, 2021; in the amount of \$2,502,683.39

Mr. Whitesett shared that he had a few minor items under discussion that this amount might come down a little, can we have it approved not to exceed the current amount \$2,502, 683.39

Mr. Swartz moved to except the invoices of payment not to exceed \$2,502.683.39 on Bacon Invoice and the other Invoices will stand as presented.

Seconded for reason of discussion by Mr. Hankinson.

Vote – so voted

Mr. Robert Hankinson said, in my mind for this committee to have validity. “This committee needs more time to review bills ahead of time, not getting an email five minutes before a meeting”. I spend time studying these and go over each and everyone one. I will vote based on recommendation of the team, but would like more time to review.

Dr. Steve Hemman, assured him he will, this was due to the early meeting of June 30, in the future you will get them ahead of time.

## **Report from OPM**

### **Updates**

Mr. Tim Alix wanted to explain how we track the finances a little more than how we have in the past in the propay system, and that we are on track with MSBA. A summary was shared with the committee and details of the financial status report was reviewed and explained as to what was paid and projected to be paid, but, not contracted yet. We track it all and submit for reimbursement each month.

Mr. Hawke asked for confirmation on financial side, what’s talked about between the Architect, OPM & Contractor, need to have a log of everything in case it comes up. Mr. Alix said, potential exposure is all tracked, some is real some is rejected. We wanted to share with you the financial discussions side after all the change orders that have come up, so all understand where we stand and how we go about it.

Mr. Alix, reviewed and discussed the change orders list for change order number 5. Mr. Alix explained how we tracked on the project this month that hadn’t showed up on the list. Design issue or miscellaneous item in order to show how we get reimbursed or pay.

- 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 - \$38,095.56 was approved 6.2.2021
- Change Order 5 - \$84,860.00 presented 6.30.2021
  - CO#24 A Wing Mesh Platform \$ 12,674.00
  - CO#51 Joist Substitute at AG \$ 4,859.00
  - CO#52 Art Wall Floor Lighting \$ 13,329.00
  - CO#63 A-Wing Eave and Rake Support \$ 17,092.00
  - CO#64 C-Wing Eave and Rake Support \$ 7,797.00
  - CO#73 Change B Wing Admin Window \$ 2,182.00

- CO#74 Change lighting in C204 \$ 2,594.00
- CO#79 Thicker Sun Control Devices \$ 7,530.00
- CO#80 Furred out wall at Stair 5 \$ 1,262.00
- CO#87 Material for Kitchen Hood Duct \$ 1,464.00
- CO#89 A Wing Bathroom Heaters \$ 956.00
- CO#92 Changes to Handrail \$ 13,121.00
- CO#95 Credit Fire Alarm Hoist Way Vents \$ - 958.66 (credit)
- **Total for Change Order #5** **\$ 84,860.00**

Mr. Whitsett just wanted to point out the items on the shared document, the items that have lines through them have been officially rejected. Money to increase structural steel issues that have come up we need to review; we don't agree with at this time. We want the committee to be aware of this, we will meet with them next week and keep you posted.

Mr. Hankinson asked to make two comments;

#1 Thank you for looking out for our interests, don't take anything I say as criticism.

#2 Tim, please explain, you used the three remaining structural items out there necessary, because what was carried vs what was required resulted in change order? Expand upon that, who decided what was carried vs what is required in the construction document?

Mr. Tim Alix, responded, the structural engineer we rely on for that, and a couple of these, what was happening was in the drawing process the distances between the joist may be different in certain areas to be able to carry cross over spans and still get the support.

Mr. Hankinson, so the supplier is questioning the structural engineer? Mr. Alix responded, there is always a give and take, need to move things around for coordination, adjustment in the pitch of the roof, allowances of mechanical some of those things some aren't defined in the design, roof top unit's, basis for design from one manufacture, submit something that was different, and some modification, there's coordination that needs to take place. Mr. Hankinson, I really appreciated that explanation Tim, and the notes on the side explaining it, I appreciate that.

Dr. Hemman brought up the change in doors from – Wood to Maple? Natural Birch was specified. Some of these doors look great, some that have hardwood are very “stripey” We asked for a change to maple and were told that this is the price difference. We would prefer maple, but defer to the committee. White birch is even more than maple for some reason, with the current building materials shortage. All options are higher than maple. Any difference in longevity of doors was asked, no, both hardwood. There is a 16 week lead time on doors so need to get the order in. Committee agrees to stay with the original Natural birch wood.

Mr. Robert Hankinson moved to authorize Change Order #5 not to exceed the amount of \$84,860.00

Seconded by Mr. Mark Hawke

Vote - so voted

### **Report from Architects**

**Updates:** Mr. Whitsett updated the committee on the fantastic drone sites, very excited to share at Full Committee meeting.

### **Other Business**

Mr. Hankinson would like to thank Wayne Anderson, on all the work done in getting the beam signed.

Mr. Swartz would like to Thank Matt Dunn, for the weekly reports and pictures, he takes the right picture at the right time, very impressed gives a good sense on what's going on at the school site.

### **Public Comment**

**Executive Session**

No Executive Session

**Next Meetings**

Meeting dates for future **GES Financial Subcommittee meetings**;

Wednesday, August 4, 2021 @ 4:00 by Zoom

**Adjourn**

A motion was made by Mr. Robert Swartz and seconded by Mr. Mark Hawke to adjourn the meeting. The meeting adjourned at 5:04 p.m.