

**Gardner Elementary School
School Building Committee
Meeting Minutes
Wednesday, July 21, 2021**

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

Members Present

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

Also Present

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Matthew Dunn, Sr. Construction Representative, Colliers International; Alan Minkus, OPM; Colliers International; Kristian Whitsett, Architect, Jones-Whitsett Architects; Colin Smith, Executive Aide to the Mayor, City of Gardner; Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary.

Regrets

Dr. Mark Pellegrino, Superintendent of Schools; Mayor Michael Nicholson, City of Gardner; David Fredette, Principal (Elm Street School); Earl Martin, Principal (Waterford Street School); Ashley Chicoine, Teacher (Elm Street School); Chief Richard Braks, Gardner Police Department; Craig DiCarlo, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Aviva Galaski, Jones-Whitsett Architects; Tim Alix, Project Manager; Steve Rockwood, Community Member.

Call to order

Ronald Cormier called the meeting to order at 4:02 PM.

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the School Building Committee Meeting on June 16, 2021 at 4:03 PM.

Seconded by Mr. Mark Hawke

Vote - so voted

Approve Bills & Orders

The following invoices were presented to the committee:

- BidDocs ONLINE, Invoice #0203-0200 dated July 6, 2021; in the amount of \$14,550.50

Mr. Robert Hankinson moved to approve Invoice #0203-0200 from BidDocs ONLINE.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- Allied Testing Laboratories, Inc. Invoice # 22748 dated July 3, 2021, in the amount of \$6,093.25

Mr. Robert Hankinson moved to approve Invoice #22748, from Allied Testing Laboratories., Inc.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

Report from OPM:

Change Orders Recommendations this far:

Mr. Alan Minkus informed the Committee that this was all reviewed in detail with Finance Subcommittee as well already.

Mr. Kristian Whitsett explained the change order requests that have been made to date and reviewed change order #5 with the Full Committee today. Some items the Finance Committee gave a Not to Exceed amount.

- 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 5.5.2021
- Change Order 4 - \$\$83,955.56 was approved 6.2.2021
- Change Order 5 - \$81,046.34 not to exceed 7.14.2021
 - CO# 24 A Wing Mech Platform \$12,674.00
 - CO# 51.1 Joist Substitute at AG \$ 4,859.00
 - CO# 52 Art Wall Floor Lighting \$13,329.00
 - CO# 53.1 Joist Substitutes - C Wing \$13,623.00
 - CO# 64.1 C-Wing Eave and Rake Support \$ 7,797.00
 - CO# 72 A102 Ceiling and Chase changes \$ 614.00
 - CO# 73 Change B Wing Admin window \$ 2,182.00
 - CO# 74 Changes to Handrail \$13,121.00
 - CO# 95 (Credit) Fire Alarm Hoist way Vents - \$ 958.66

Mr. Robert Hankinson noted, speaking on behalf of the Finance Subcommittee, we went over this in great detail with the Finance Committee, and support the amount of \$81,046.34.

Ms. Jennifer Pelavin motioned to approve Change Order #5 in the total amount of \$81,046.34
Seconded by Mr. Robert Hankinson Vote – So voted

Budget Update:

Mr. Alan Minkus shared and reviewed the Financial Status Report. Contingency Status Report was also reviewed. The project is in good financial shape.

We are on schedule, nine months into construction a 20-month project with approximately thirteen months left to go. Schedule holding occupancy for August, 2022 and all tracking well. No need to adjust the schedule at this time.

Site Update:

Mr. Matthew Dunn reviewed the recent site activity with the committee. The last requisition received in June we were 19% complete on contract.

- Building up the grade of access road toward Catherine Street is ongoing.
- Construction of retaining walls is ongoing.
- Installed communication duct-bank in field along the side of the middle school

Building A, B & C are coming along with great progress and moving ahead quickly. Mr. Dunn shared some pictures of the progress being made.

Mr. Dunn brought up that Allied testing does everyday testing on site for us, in addition to that we have more specialized testing needed that specializes in vapor barrier pressure and negative pressure making sure everything works properly. We are checking on prices then looking for final approval, on a budget line item that's already encumbered. Intertek testing does this kind of testing, and it's very important for us to have.

Mr. Dunn discussed the unsuitable materials we have been talking about the past month, to remove the minimal amount of material and rocks that is not suitable material for us to use. We will need to replace this with new material that will be about \$50,000.00 This unsuitable material can be trucked to a city owned sand bank.

Mr. Mark Hawke made a motion to go through with the disposal of the unsuitable material, using time and materials not to exceed \$50,000.00.

Seconded by Ms. Jennifer Pelavin

Vote so-voted

Report from Architects:

Updates:

Mr. Kristian Whitsett discussed one other change order needed that was sent over today. New Fire Protection Main (fire protection engineer recommended) not to exceed change order of \$25,000.00

Mr. Hankinson made a motion to not exceed change order of \$25,000.00 for New Fire Protection Main

Seconded by Mr. Robert Swartz

Vote so-voted

Mr. Whitsett shared the drone pictures with the committee from the end of June, committee was impressed with the changes. Committee could also see in the video the beam that everyone had signed up on the building.

Commissioning process-

MSBA assigns two Commission Agents that split tasks to assist in the buildings for testing mechanical. Building Envelope Commission Agent – long process. 10 months after building is complete a follow up is required to work out any problems we have, all under warranty. MSBA contracts and pays all commission costs – independent.

Old Business:

New Business:

Other Business:

Public Comment:

Next Meeting

Meeting date for future Building Committee meeting;
Wednesday, August 18, 2021 @ 4:00PM and will be held by Zoom.

Executive Session

No Executive Session

Adjourn

A motion was made by Ms. Jennifer Pelavin and seconded by Mr. Robert Swartz to adjourn the meeting. The meeting adjourned at 4:50PM