

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, August 4, 2021**

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

**Members Present**

Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Mark Hawke, Director of Finance and Operations; Wayne Anderson, Facilities Director; Robert Hankinson, Gardner Citizen & Former City Engineer.

**Also Present**

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Tim Alix, Project Manager; Alan Minkus, OPM; Colliers International; Matthew Dunn, Sr. Construction Representative, Colliers International; Kristian Whitsett, Architect, Jones-Whitsett Architects; 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; Joshua Cormier, Purchasing Director, City of Gardner; Andy, EDA.

**Call to order**

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

**Approve Minutes**

Mr. Robert Swartz moved to approve the minutes from the Financial Subcommittee Meeting on July 14, 2021 at 4:01 P.M.

Seconded by Mr. Robert Hankinson

Vote – so voted

**Approve Bills & Orders,**

The following invoices were presented to the committee:

- Allied Testing Laboratories, Inc. Invoice #22810, dated July 17, 2021, in the amount of \$3,055.00

Mr. Robert Hankinson moved to approve Invoice #22810, from Allied Testing Laboratories., Inc.

Seconded by Mr. Robert Swartz

Vote - so voted

**Report from Architects**

**Updates:**

Mr. Kristian Whitsett reviewed Change Order #6 in great detail, there were a lot of change orders related to structural issues. Architects and OPM's did a thorough review and explained it's a process in order to keep the job going. Mr. Wayne Anderson agreed 100%.

Dr. Stephen Hemman brought up an email he and Mr. Anderson received on July 26, 2021 from the Contractor, Bacon Construction, in regards to the rejected CO#66 & #90, Dr. Hemman thought it was very inappropriate to be receiving a letter from them and wanted the committee to be aware.

Mr. Anderson noted after discussion with the Architects & OPM's after his experience agreed we can't leave a place holder to assume any contractor is going to carry something, our drawings were lacking something. Mr. Alan Minkus recommends take this \$56,000 settle this and keep moving. Dr. Hemman suggests the Architects, Jones Whitsett & OPM's, Colliers go back and negotiate with Bacon Construction see if they can negotiate a lower number and follow up at next Finance Subcommittee Meeting.

Mr. Mark Hawke made a motion not to exceed \$56,000.00 to keep the project moving forward.

Seconded by Mr. Wayne Anderson

Vote - so - voted

- 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

### Summary of Requests-

○ CO#32.2 – Thermal Breaks	\$ 17,215.00
○ CO#45.1 - Acoustical Decking	\$ 4,393.00
○ CO#63.2 – A-Wing Eaves and Rakes	\$10,862.00
○ CO#85 – Changes to Kiln	\$(1,557.33)
○ CO#86 – PR-29 plumbing changes	\$ 2,079.00
○ CO#91 – <b>Credit</b> for Spray AVB	-\$ (12,000.00)
○ CO#94 – Add Microwave to Admin Suite	\$ 2,142.00
○ CO#96 – Electrical Scope for Pre-Action	\$
○ CO#97 – Increase Elevator Pit Depth	\$ 550.00
○ CO#98 – Ceiling Trim to ACT B300D	\$ 614.00
○ CO#99 – AED Cabinets and Signs	\$ 1,232.00
○ CO#104 – Add Sprinklers to C-Wing soffit	\$ 3,560.00
○ CO#105 – Net add for fixture balancing valves	\$ 3,936.00
○ CO#107 – Stair 2 pourstop placement	\$ 2,240.00
○ CO#109 – Stair 1 Landing Supports	\$ 9,465.00
○ CO#111 – Door Hardware Changes	\$ (4,106.00)
○ CO#114 – C-Wing CMU Wall Bracing	\$15,633.00
○ CO#XXX – Water Flow Test	\$ 5,075.00
● <b>Total</b>	<b>\$ 61,332.67</b>

Mr. Wayne Anderson moved to authorize Summary of Requests, Change Order#6 for \$61,332.67

Seconded by Mr. Mark Hawke

Vote - so voted

### Report from OPM

#### Updates

Mr. Matthew Dunn brought up the unsuitable soils again to the committee, at the top of the access road right at pavement about 100' by width of road, would need to separate rocks from material.

Mr. Wayne Anderson recommended that the committee approves this, bring material and rocks to the city's gravel bank two miles away. From all unforeseen conditions who ever back in 1976 when Gardner High School was built it was dumped there. No good to us, more organic powder, we are not able to screen it on site, no cohesive value to it.

Mr. Mark Hawke motion not to exceed change order #XX for trucking unsuitable material and rocks of \$75,000.00

Seconded by Mr. Wayne Anderson

Vote - so - voted

**New Business:**

**Payment Schedule** - Dr. Hemman brought up to the Committee a change of the meeting dates to go along with the warrant schedule of the City, to work along with payment schedules and get the bills paid on time. I would like to change the Full Gardner Elementary School Committee meetings to the second Wednesday of the month and the Gardner Elementary School Finance Subcommittee meetings to the fourth Wednesday of the month. I will confirm the warrant schedule with the City and get back to the committee at the next meeting.

**Public Comment:**

**Executive Session:**

No Executive Session

**Next Meetings**

Meeting dates for future **GES Financial Subcommittee meetings;**  
Wednesday, September 1, 2021 @ 4:00 by Zoom

**Adjourn**

A motion was made by Mr. Robert Swartz and seconded by Mr. Robert Hankinson to adjourn the meeting. The meeting adjourned at 5:08 p.m.