

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, September 1, 2021**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; 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.

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; Joshua Cormier, Purchasing Director, City of Gardner; Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary.

Regrets

Wayne Anderson, Facilities Director; Margo Jones, Designer, Jones-Whitsett Architects, Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner; Steve Rockwood, Community Member; Andy, EDA.

Call to order

Dr. Mark Pellefrino, called the meeting to order at 4:04 p.m.

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the Financial Subcommittee Meeting on July 14, 2021 at 4:04 P.M.

Seconded by Mr. Robert Swartz

Vote – so voted

Approve Bills & Orders,

The following invoices were presented to the committee:

- Allied Testing Laboratories, Inc. Invoice #22958, dated August 14, 2021, in the amount of \$4,554.37

Mr. Robert Hankinson moved to approve Invoice #22958, from Allied Testing Laboratories., Inc.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

Report from OPM

Updates

Mr. Matthew Dunn updated the committee on the site work, project is going well, they have paved the access road and it looks great. Steels up in all buildings only decking left to do. Roofing getting started at A & C buildings, sheathed all around end of building and window blocking around windows are ongoing. Roughing of plumbing & electrical ongoing. Currently extending the water main., with retaining walls ongoing as well.

Mr. Timothy Alix shared the construction of the building is ongoing. Their working towards getting roof on as soon as possible.

Mr Alix reviewed Summary of the Budget - Financially at 82.3 million which had been reduced because of the lower bid 89.6 amendment from MSBA.

Mr. Alix, went over the National Grid letter, it was \$20-25,000.00 more than expected. What's important is it would be 4-6 weeks from when we pay the fee for them to schedule us for service. Without temporary power contractors can't work. Contractors are going to rent a small generator for this month that we will see a bill for. The Gardner Fire Department also has a generator on wheels to use, so hopefully they will let us hold on to this until we get our power up and running.

Mr. Anderson has been working along with Mr. Lumbar on this for quite some time, he is aware it's a municipality. Not sure why the letter is made out to the Contractor and not the City of Gardner. We will modify this and have them make the changes. Then have it signed by the Mayor.

Mr. Robert Hankinson motion to approve the Service Agreement of Temp Power Authorization amount requested of \$106,660.26 for National Grid, minus no tax's involved.

Seconded by Mr. Robert Swartz

Vote - so – voted

Report from Architects:

Mr. Kristian Whitsett reviewed the latest Summary of Requests, change orders with the committee that was reviewed with the Financial Subcommittee earlier this month:

Change Orders to date:

- 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 for approval 9.1.2021

Summary of Requests-

○ CO#18	C Wing Windows	\$(3,402.00)
○ CO#40	B Wing Window Changes	\$ 0
○ CO#62	Changes to doors	\$ 683.00
○ CO#88.1	Second FP Main in C-Wing	\$ 25,000.00
○ CO#114.1	C-Wing CMU Wall Bracing	\$ 14,714.00
○ CO#115	Water Flow test	\$ 5,075.00
○ CO#130	Change door A305	\$ 1,698.00
○ CO#132	Repair Broken Conduit	\$ 538.00
○ CO#137	Changed to Wall Alignment	\$ 696.00
○ CO#XXX	Full membrane under metal roof	\$ 20,000.00

Total

\$ 65,002.00

Mr. Robert Swartz moved to authorize the Summary of Requests, for Change Order#7 of \$65,002.00

Seconded by Ms. Jennifer Pelavin

Vote - so voted

Updates:

Mr. Kristian Whitsett shared a recent drone video from August 17, 2021 with the committee. The buildings are coming along nicely; everyone was impressed.

New Business:

Public Comment:

Executive Session:

No Executive Session

Next Meetings

Meeting dates for future **GES Financial Subcommittee meetings;**
Wednesday, October 6, 2021 @ 4:00 by Zoom

Adjourn

A motion was made by Mr. Robert Swartz and seconded by Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 4:39 p.m.