

GARDNER PUBLIC SCHOOLS

70 Waterford Street, Gardner, MA 01440

Finance Sub-Committee Meeting

Monday, September 7, 2021

In-Person and Zoom meeting at 12:30pm

Minutes

Members Present: Mr. LaFreniere (Chair), Mrs. Pelavin, Mr. Swartz

Members Absent: None

Others Present: Dr. Pellegrino, Superintendent; Mr. Mark Hawke, Director of Finance & Operations

Mr. LaFreniere called the meeting to order at 12:32 p.m.

A motion was made by Mrs. Pelavin and seconded by Mr. Swartz to approve the minutes of the June 7, 2021 Finance Subcommittee meeting. So moved.

Expense Report Review:

The Committee reviewed the Finance packet for the month of April. Mr. Hawke responded to the following inquiries made by Subcommittee members as follows:

1. Mrs. Pelavin asked about the difference between the encumbered amount for custodial services at GHS and the budgeted amount. Mr. Hawke stated that there are some expenses still expected due to COVID cleaning procedures that need to be added.
2. Mrs. Pelavin asked about the accounts where the encumbrance exceeded the budgeted amount and resulted in a negative line item balance. Mr. Hawke stated that these were minor in nature and would be taken care in a year-end cleanup of the accounts.

Projects Update:

Mr. Hawke gave an update on some of the major summer projects to include:

- The newly painted GHS gym which also had the floor refinished and painted with the new wildcat logo.
- The replacement of the National Grid 15 Kv line running from GMS to GHS.
- The field survey work being performed by Tighe & Bond which will look to consolidate Stone Field into the grounds at GHS as well as lay out all of the fields to optimize space.
- The GHS Landry Auditorium project which will reupholster all the seats, paint the seats, floor and walls and replace the carpeting. Scheduled to be completed by the end of the calendar year.
- The GMS lockers which we are trying to get on the schedule for, but they are booked through December so we are hopeful for January.

School Lunch Update:

Mr. Hawke stated that all breakfast and lunches are free again this year. Whitsons is operating in a close to normal manner. They are offering multiple lunch choices and students are eating in the cafeteria. GMS moved to six (6) lunches instead of three (3). This has reduced the number

of people in the cafeteria at one time and allows for distancing. GHS is offering dining outside, weather permitting.

Declaration of Surplus Property:

Mr. Hawke explained that Prospect Street School has not been used for school purposes for more than a year and was most recently used by the City for a COVID vaccination center.

Therefore, a motion was made by Mrs. Pelavin and seconded by Mr. Swartz to:

Declare Surplus to the School Department's needs, Prospect Street School, located at 75 East Broadway.

So voted 3-0.

Mr. Hawke explained that Principal Bolger has a Powermatic Wood Lathe, model 45, serial #545289 in Room A-1 and a Powermatic Surface Grinder, model 1275, serial #7554 in Room A-3 that are unsafe, unused and in need of repair. Newer equipment was purchased previously to replace these items.

Therefore, a motion was made by Mrs. Pelavin and seconded by Mr. Swartz to:

Declare the Powermatic Wood Lathe (model 45, serial #545289) and Surface Grinder (model 1275, serial #7554) surplus to the School Department's needs.

So voted 3-0.

There were no donations to report:

A motion was made by Mr. Swartz and seconded by Mrs. Pelavin to adjourn the meeting.

So voted 3-0.

The meeting adjourned at 12:47 p.m.