

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, September 21, 2022**

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

**Members Present**

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; Wayne Anderson, Facilities Director; Jennifer Pelavin, School Committee Vice Chair.

**Also Present**

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Kristian Whitsett, Architect, Jones-Whitsett Architects; Matthew Dunn, Sr. Construction Representative, Colliers International; Alan Minkus, OPM; Colliers International; Henry Albin, Jones-Whitsett Architects; Joshua Cormier, Purchasing Director, City of Gardner; Steve Rockwood, Community Member; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary

**Regrets**

Mayor Michael Nicholson, City of Gardner; Robert Hankinson, Gardner Citizen & Former City Engineer; Robert Swartz, School Committee Member; Tim Alix, Senior Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects, Aviva Galaski, Jones-Whitsett Architects; Colin Smith, Executive Aide to the Mayor, City of Gardner.

**Call to order**

Dr. Mark Pellegrino, called the meeting to order at 4:00 p.m.

**Approve Minutes**

Mr. Mark Hawke moved to approve the minutes from the Financial Subcommittee Meeting on August 17, 2022 at 4:01 P.M.

Seconded by Mr. Wayne Anderson

Vote – so voted

**Approve Bills & Orders**

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000781064, dated August 31, 2022; in the amount of \$103,513.70

Mr. Wayne Anderson moved to approve Invoice #0000781064 from Colliers International.

Seconded by Mr. Mark Hawke

Vote - so voted

- Jones-Whitsett Architects, Invoice #2022074 dated August 31, 2022; in the amount of \$110,096.00

Mr. Wayne Anderson moved to approve Invoice #2022074 from Jones-Whitsett Architects.

Seconded by Mr. Mark Hawke

Vote - so voted

- Bacon Construction Co, Inc. Invoice #21 dated August 31, 2022; in the amount of \$4,007,414.02

Mr. Wayne Anderson moved to approve Invoice #21 from Bacon Construction Co, Inc.

Seconded by, Mr. Mark Hawke

Vote - so voted

- Rentacrate Enterprises, LLC Invoice #605664-0 dated September 12, 2022 in the amount of \$1,152.00

Mr. Wayne Anderson moved to approve Invoice #605664-0 from Rentacrate Enterprises, LLC.

**Report from OPM**

**Budget Updates** – Mr. Matthew Dunn informed the committee that we are still in good shape with the budget. He reviewed the financial status report with a lot of change orders to discuss today. Mr. Alan Minkus followed up with explaining the Construction contingency to make it clear to the committee.

**Construction Updates** –

Mr. Dunn started out with, “Congratulations your school is Open”. Bacon construction is still working with first & second shifts contractors finishing up the interior and exterior punch list. Bacon Construction is very confident they are making great progress and will be completed soon.

**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 was approved 9.1.2021
- Change Order 8 - \$133,047.02 was approved 9.15.2021
- Change Order 9 - \$120,300.04 was approved 10.6.2021
- Change Order 10 - \$83,985.00 was approved 11.17.2021
- Change Order 11 - \$297,156.00 was approved 12.1.21
- Change Order 12 - \$99,701.46 was approved 1.5.2022
- Change Order 13 - \$93,616.00 was approved 2.2.2022
- Change Order 14 - \$71,237.00 was approved 3.2.2022
- Change Order 15 – \$96,285.00 was approved 4.6.2022
- Change Order 16 - \$149,468.00 was approved 5.4.2022
- Change Order 17 - \$130,434.59 was approved 6.1.2022
- Change Order 18 - \$47,242.00 was approved 7.6.2022
- Change Order 19 - \$51,367.00 was approved 8.3.22
- Change Order 20 - \$27,056.00 proposed on 9.21.2022

**Report from Architects**

Mr. Kristian Whitsett, reviewed Change Order #20 with the committee in detail.

**Summary of Requests** –

CO# 305 Reduce height of storefront STF-B9	\$2,408.00
CO# 310 Vertical roof on east elevations	\$8,609.00
CO# 334 Added signage per GFD walkthrough	\$6,509.00
CO# 358 Connector soffit	\$1,915.00
CO# 359 Change HC buttons to narrow units	<b>Recommend not-to-exceed</b> \$1,103.00
CO# 361 Transition in BC connector at 1 <sup>st</sup> floor ceiling	\$3,355.00
CO# 352 Adjustment to canopy light locations	\$1,354.00
CO# 360 Six no smoking signs	\$1,803.00
<b>TOTAL</b>	<b>\$27,056.00</b>

Mr. Mark Hawke motioned to recommend approval of Change Order #20 in the amount of \$27,056.00

Dr. Steven Hemman informed the committee that Bacon Construction asked to increase Change Order #19, onetime change due to being \$23.00 off on the last CO#19 amount.

Mr. Mark Hawke made a motion to increase Change Order#19 to \$175,931.00

Seconded by Mr. Wayne Anderson

Vote - so voted

**New Business:**

Mr. Matthew Dunn brought up a safety issue at stair 5, he recommends the school does something with netting to prevent anyone from going up there where its unsafe. Dr. Pellegrino asked Mr. Dunn, why is that our responsibility it should be the Contractors to address this situation right away this solution needs to be addressed immediately tomorrow morning. Mr. Whitsett agreed, we will follow up and thanked Dr. Pellegrino for making that clear.

**Public Comment:**

No comments

**Executive Session:**

No Executive Session

**Next Meetings**

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

Wednesday, October 5, 2022 @ 4:00 by Zoom

Meeting date for next **GES New Building Committee Meeting;**

Wednesday, October 19, 2022 @ 4:00PM by Zoom

**Adjourn**

A motion was made by Mr. Mark Hawke and seconded by Mr. Wayne Anderson to adjourn the meeting. The meeting adjourned at 4:26 p.m.