

**Gardner Elementary School
School Building Committee
Meeting Minutes
Wednesday, October 18, 2023**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; Ronald Cormier, City Council; Jennifer Pelavin, School Committee Vice Chair; Dr. Catherine Goguen, Chief Academic Officer; Ashley Chicoine, Teacher (Gardner Elementary School); Robert Hankinson, Gardner Citizen & Former City Engineer; Christina Thomas, Teacher, (Gardner Elementary School); Wayne Anderson, Facilities Director; Robert Swartz, School Committee Member; Joshua Cormier, Purchasing Director, City of Gardner.

Also Present

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Kristian Whitsett, Architect, Jones-Whitsett Architects; Alan Minkus, OPM; Colliers International; Tim Alix, Project Manager; Matthew Dunn, Sr. Construction Representative, Colliers International; Steve Rockwood, Community Member; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

Regrets

Joyce West, Director of Pupil Personnel Service; Earl Martin, Principal (Gardner Elementary School) Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner; Ms. Katie Craig, Designer with Jones Whitsett; Heidi Jandris, Engineer; Craig DiCarlo, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Aviva Galaski, Jones-Whitsett Architects; Officer Ryan Spain, Gardner Police Department.

Call to order:

Dr. Mark Pellegrino called the meeting to order at 4:04 PM.

Approve Minutes:

Mr. Robert Swartz moved to approve the minutes from the School Building Committee Meeting on June 21, 2023 at 4:01 PM.

Seconded by Mr. Robert Hankinson

Vote - so voted

Approve Minutes:

Ms. Jennifer Pelavin moved to approve the minutes from the Financial Subcommittee Meeting on September 20, 2023 at 4:02 PM.

Seconded by Mr. Robert Swartz

Vote - so voted

Approve Bills & Orders:

The following invoices were presented to the committee:

- Jones-Whitsett Architects, Invoice #2023094 dated September 30, 2023; in the amount of \$11,543.75

Mr. Robert Swartz moved to approve Invoice #2023094 from Jones-Whitsett Architects.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Bacon Construction Co, Inc. Invoice #34 dated September 30, 2023; in the amount of \$252,204.95

Mr. Robert Swartz moved to approve Invoice #34 from Bacon Construction Co, Inc.

Seconded by, Mr. Robert Hankinson Vote - so voted

- Grainger. Invoice # 9862708212, dated October 6, 2023, in the amount of \$378.18

Mr. Robert Swartz moved to approve Invoice 9862708212, from Grainger.

Seconded by, Mr. Robert Hankinson Vote - so voted

- Grainger. Invoice # 9862135499, dated October 5, 2023, in the amount of \$1,982.03

Mr. Robert Swartz moved to approve Invoice 9862135499, from Grainger.

Seconded by, Mr. Robert Hankinson Vote - so voted

- Grainger. Invoice # 9860188797, dated October 4, 2023, in the amount of \$524.78

Mr. Robert Swartz moved to approve Invoice 9860188797, from Grainger.

Seconded by, Mr. Robert Hankinson Vote - so voted

- Grainger. Invoice # 9864866950, dated October 10, 2023, in the amount of \$6,492.92

Mr. Robert Swartz moved to approve Invoice 9864866950, from Grainger.

Seconded by, Mr. Robert Hankinson Vote - so voted

Total Invoices \$273,126.61

Report from OPM:

Mr. Tim Alex gave the committee an update on the financials to date. We are looking good to finish things up with no issues.

We are working with the contractors to close up some loose ends. It is important to have the commissioning agent close out all their things before we can do the final reimbursement to MSBA working on getting these things done. Meeting with Bacon Construction today, we will be jumping on those items.

One item is the wetland replication area; re-plantings can't be completed until the spring. We will have a plan to move forward with this.

Report from Architects:

Mr. Kristian Whitsett reviewed Change Order #33 PCO's with the committee.

Change Orders Recommendations this far:

- 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 10.20.2021
- Change Order 10 - \$83,985.00 was approved 11.17.2021
- Change Order 11 - \$374,391.00 was approved 12.15.2021
- Change Order 12 - \$99,701.46 was approved 1.19.2022
- Change Order 13 - \$164,774.00 was approved 2.16.2022
- Change Order 14 - \$71,237.00 was approved 3.2.2022
- Change Order 15 - \$110,452.00 was approved 4.27.22
- Change Order 16 - \$105,655.00 was approved 5.18.22
- Change Order 17 - \$111,077.71 was approved 6.15.22
- Change Order 18 - \$47,242.00 was approved 7.6.2022

- Change Order 19 -\$51,367.00 8.3.22 upgraded w/additional CO's to \$199,629.00 proposed on 09.7.2022
- Change Order 20 – (\$18,017.00) credit was approved Oct 5, 2022
- Change Order 21 - \$1,175.00 was proposed on 10.19, 2022 was approved 11.2.22
- Change Order 22- \$0 – 59 days added to Confirmed Date of Substantial 9.12.22 Completion on 11.2.22
- Change Order 23 - \$ 114,140.00 was approved on 11.17.22
- Change Order 24 -\$87,947.00 was approved on 12.21.22
- Change Order 25 \$ 85,215.58 was approved on 1.18.2023
- Change Order 26 \$4,357.00 was approved on 2.15.23
- Change Order 27 \$93,104.00 was approved on 3.15.23
- Change Order 28 \$73,548.00 was approved on 4.26.23
- Change Order 28 adding additional \$27,169.00 bringing the total to \$100,717.00 on 5.17.23
- Change Order 29 was approved on 6.21.23 \$388,802.00
- Change Order 33 was proposed on 10.18.23 \$13,128.00
- Change Order 34 was proposed on 10.18.23 \$94,276.50

Summary of Requests -

CO# 440 Security Change for Stair Doors	\$ 8,583.00
CO# 446 Canopy Concrete for Drainage	\$ 5,445.00
CO# 447 CREDIT GPD Workstation	+ \$ 900.00
TOTAL	\$ 13,128.00

Mr. Mark Hawke made a motion to approve Change Orders #33 for the amounts of \$13,128.00
 Seconded by Mr. Ronald Hankinson Vote-so Voted

Mr. Kristian Whitsett also reviewed Change Order #34 with the committee that was completed just this morning.

Summary of Requests -

CO# 128 Temporary Electric	\$50,000.00
CO# 210 Window Testing costs	\$18,000.00
CO# 265 B303 Ceiling change	\$ 985.00
CO# 278 Playground Surface Color	\$11,921.50
CO# 285 Edging at Summit Gardner Ellipse	\$ 2,401.00
CO# 325 Soffit at Elevator Lobby	\$ 3,454.00
CO# 342 Gyp Enclosure at B002 Column	\$ 3,046.00
CO# 400 Credit Permanent Electrical at Turnover	\$(12,319.00)
CO# 428 Reseed Wetland Area	\$14,355.00
CO# 434 PR 130 Misc. Site Items	\$ 2,433.00
TOTAL	\$94,276.50

Mr. Robert Swartz made a motion to approve Change Orders #34 for the amounts of \$94,276.50
 Seconded by Mr. Ronald Cormier Vote-so Voted

Other Business: Dr. Steve Hemman wanted to thank the full Building Committee for the past 4-5 years for all the time they have given to this committee. Moving forward we will just need the Finance Subcommittee meeting to review bills no need for everyone, thank you again.

Dr. Pellegrino also thanked everyone on the committee for the time put into this project and appreciates everyone's commitment. We are almost done. Thank you!

New Business:

Public Comment:

Mr. Steve Rockwood wondered about the flashing lights on Pearl Street they are not working in the morning or afternoon. Anyone know why? Mr. Anderson noted they will be fixed by the end of the week.

Next Meeting:

Meeting date for future Building Committee Meeting; was changed to the **Finance Subcommittee Meeting** for the remaining following dates;

Wednesday, November 15, 2023 @4:00PM by Zoom

Wednesday, December 20, 2023 @4:00PM by Zoom

Executive Session:

No Executive Session

Adjourn:

A motion was made by Mr. Robert Swartz and seconded by Mr. Mark Hawke to adjourn the meeting. The meeting adjourned at 4:29PM