

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, December 7, 2022**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; Jennifer Pelavin, School Committee Vice Chair; Robert Hankinson, Gardner Citizen & Former City Engineer; Robert Swartz, School Committee Member.

Also Present

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

Regrets

Wayne Anderson, Facilities Director; Mayor Michael Nicholson, City of Gardner; Margo Jones, Designer, Jones-Whitsett Architects, Aviva Galaski, Jones-Whitsett Architects; Henry Albin, 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 4:01 p.m.

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the Financial Subcommittee Meeting on November 2, 2022 at 4:01 P.M.

Seconded by Mr. Mark Hawke

Vote – so voted

Approve Bills & Orders

- W.B. Mason Co., Inc. Invoice #234389541 dated November 30, 2022, in the amount of \$18,572.50

Mr. Mark Hawke moved to approve Invoice # 234389541, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin

Vote – so voted

- Red Thread, Invoice #898157 dated September 27, 2022; in the amount of \$1,004.31

Mr. Mark Hawke moved to approve Invoice #898157 from Red Thread.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- School Furnishings,

Invoice # 1818492 dated November 17, 2022; in the amount of \$3,415.95

Invoice # 1818498 dated November 17, 2022; in the amount of \$622.93

Invoice # 1818850 dated November 17, 2022; in the amount of \$2,187.98

Invoice # 1818851 dated November 17, 2022; in the amount of \$116.23

Invoice # 1818687 dated November 17,2022; in the amount of \$13,877.50

Invoice # 1818852 dated November 17, 2022; in the amount of \$1,876.91

Invoice # 1818492-2 dated November 17, 2022; in the amount of \$11,824.83

Invoice # 1818498-2 dated November 17, 2022; in the amount of \$1,738.04

Invoice # 1818852-2 dated November 17, 2022; in the amount of \$8,645.52

Mr. Mark Hawke moved to approve all above Invoices from School Furnishings.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- W.B. Mason Co., Inc. Invoice #233843990 dated November 18, 2022, in the amount of \$72,518.00

Mr. Mark Hawke moved to approve Invoice # 233843990, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin

Vote – so voted

- W.B. Mason Co., Inc. Invoice #233809353 dated November 11, 2022, in the amount of \$31,074.00

Mr. Mark Hawke moved to approve Invoice # 233809353, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin

Vote – so voted

- Robert H. Lord Company, Invoice #34743b dated November 16, 2022; in the amount of \$1,159.52

Mr. Mark Hawke moved to approve Invoice #34743b from Robert H. Lord Company.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- Jones-Whitsett Architects, Invoice #2022110 dated November 30, 2022; in the amount of \$44,425.00

Mr. Mark Hawke moved to approve Invoice #2022098 from Jones-Whitsett Architects.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- FM Generator Inc., Invoice #152043-1, dated December 6, 2022 in the amount of \$595.94

Mr. Mark Hawke moved to approve Invoice #15243-1, FM Generator Inc.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

Total Bills

\$199,777.64

Report from OPM

Budget Updates – Mr. Timothy Alix reviewed the Project Budget Report, overall doing good financially, right where we expect to be.

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 was approved 9.21.2022 with updated items \$40,298.00
- Change Order 21 - \$-18,017.00 was approved on 10.5.22
- Change Order 21 – \$-7,206.00 was approved on 11.2.22

- Change Order 22 - \$0 – 59 days added to completion date of Substantial Completion 9.12.22
- Change Order 23 – 114, 140.00 was approved on 10.19.22
- Change Order 23R- \$115,359.00 was approved on 11.16.22
- Change Order 24 - \$224,178.42 was proposed on 12.7.22

Report from Architects

Mr. Kristian Whitsett, reviewed Change Order #24 with the committee in detail.

Summary of Requests

CO# 302 Tackable Diffuser Panels	Not – to - exceed	\$129,896.00
CO# 346.2 C-Wing Entry Ceiling Panel		\$ 2,003.00
CO# 375.1 Owner Cleaners Invoice for Cleaning FFE Portion	Credit	\$ 6,952.00
CO# 379 Re-grading at south side of A-wing		\$ 5,855.00
CO# 380 Add edge to lower cafeteria wood ceilings		\$ 2,945.00
CO# 386 Add Plexiglas guard to stair 5		\$ 24,181.00
CO# 381 Infill slab at second floor stair 2		\$ 1,405.00
CO# 394 Remove additional trees per revised swing footprint		\$ 1,976.00
CO# 395 Drainage between canopy and B-wing		\$ 5,884.00
CO# 396 Reverse wardrobe casework in B208		\$ 2,934.00
CO# 397 Additional slide drainage modification		\$ 42,687.00
CO# 398 Temp fence and rubber mulch at playgrounds		\$ 47,716.00
CO# 400 Credit for electrical consumption up to turnover	Credit	\$ 9,225.58
TOTAL		\$224,178.42

Mr. Mark Hawke asked a question on #400 splitting after turnover? We need to have a conversation. Mr. Alix replied, water balancing is still testing and will be ongoing. Mr. Matthew Dunn will look into this further to establish a value.

Mr. Robert Hankinson had a concern on CO# 398. Why temporary rubber mulch it's so expensive for something we are going to throw away in the spring. Dr. Pellegrino explained in order to put in wood mulch the beds need to be thicker. They would need to dig down and it would change landscape in order to use, that would have increased cost as well, landscape stays the same large price for temporary fence and fix but does make it useable until end of school year for the children for recess/outdoor play. Mr. Hankinson responded, thank you, very good explanation Dr. Pellegrino. I support your explanation and decision.

Mr. Robert Swartz motioned to recommend approval of Change Order #24 in the amount of \$115,359.00

Seconded by Mr. Robert Hankinson

Vote - so voted

Old Business: None

New Business: None

Public Comment:

Executive Session:

No Executive Session

Next Meetings

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

Committee has decided at this time as the project is coming to an end that only one meeting a month is necessary. If bills need to be approved immediately a date can be set within 48 hours.

Meeting date for next **GES New Building Committee Meeting;**
Wednesday, December 21 2022 @ 4:00PM 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 4:28PM.