

**Gardner Waterford Elementary School
School Building Committee
Meeting Minutes
January 22, 2020
Gardner Middle School 4:30 pm**

Members Present

Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Mark Pellegrino, Superintendent of Schools; Wayne Anderson, Director of Facilities; Steve Hemman, Special Projects Assistant to the Superintendent; Chief Richard Braks, Gardner Police Department; April Yu, Business Administrator; Dr. Catherine Goguen, Chief Academic Officer; Joyce West, Director of Pupil Personnel Service; Ashley Chicoine, Teacher (Elm Street School); Christina Thomas, Teacher (Waterford Street School); Heidi Jandris, Engineer; Robert Hankinson Gardner Citizen & Former Engineer; Ronald Cormier, City Council; Alan Minkus, OPM; Tim Alix, Project Manager, Colliers International; Dorrie Brooks, Architect, Jones-Whitsett Architects; and Kristian Whitsett, Architect, Jones-Whitsett Architects.

Also Present

Steve Rockwood, Member of the Public

Regrets

Mayor Mark Hawke, City of Gardner; David Fredette, Principal (Elm Street School); Earl Martin, Principal (Waterford Street School); Chief Richard Ares, Gardner Fire Department; Captain, Gregory Lagoy, Gardner Fire Department; Deputy Chief, James Trifiro, Gardner Police Department

Call to order

Superintendent Pellegrino called the meeting to order at 4:00 p.m.

Approve Minutes

Dr. Goguen moved to approve the minutes from the School Building Committee Meeting on November 20, 2019 at 4:00 P.M.

Seconded by Ms. Pelavin

Vote - so voted.

Approve Bills & Orders

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #004422, dated November, 30 2019; in the amount of \$9,508.00
- Strategic Building Solutions, LLC, dba Colliers International, Invoice #004675, dated December, 31 2019; in the amount of \$9,746.00

Joyce West moved to approve Invoice #004422 and Invoice #004675 from Colliers International.

Seconded by Mr. Swartz

Vote - so voted

- Jones-Whitsett Architects, Invoice #2019153, dated November 30, 2019; in the amount of \$418,861.14
- Jones-Whitsett Architects, Invoice # 2019160, Dated December 31, 2019, in the amount of \$460,463.14.

Robert Swartz moved to approve Invoice #2019153 and Invoice #2019160 from Colliers International.

Seconded by Ms. Pelavin

Vote - so voted.

Report from OPM

Updates:

Mr. Minkus reported that the OPM is securing MSBA funding. The project is on target, having completed two estimates, and will likely have all estimates completed by early March.

Budget Updates-DD Cost Estimates

Update:

Mr. Alix reported that design development estimates are accurate, and were submitted to the MSBA right on target, on January 23, 2020. Mr. Alix noted, that construction numbers may increase from these numbers during the process. The building permit fees will be waived by the city, but utilities permit fees must be paid.

Sub Committee Design Dec 10, 2019 Approve minutes

Dr. Goguen moved to approve the minutes from the School Building Subcommittee Meeting on December 10, 2019 at 10:15, Central Office

Seconded by Ms. Pelavin

Report from Architects

Updates: Meeting with City Department Heads 12-12-19

Mr. Whitsett gave the committee an update on the discussion with department heads for the city. The following were in attendance, Building Department, Department of Public Works, Health Department, Fire Department, Police Department, & Purchasing Department.

Mr. Whitsett also gave detailed discussions from the Crime Prevention through Environment Workshop held 12-13-19.

Report from Architects

Ms. Brooks explained the color & finish design, and shared a discussion on colors. Ms. Brooks showed the first tour of interior building design, including wall, flooring, and lighting. Mr. Swartz brought attention to the light in the gym and daylighting impacts. Mr. Whitsett agreed they would further research daylighting studies.

Mr. Whitsett also advised, that the committee consider school name options in preparation for the next meeting.

Mr. Whitsett gave updates regarding the delineation, site entry, parking and building layout.

Architects met with National Grid regarding MA SAVE. A follow up meeting is needed to determine design incentives.

Two (2) electric vehicle charging stations are also planned for.

No other outreach efforts have been conducted.

Mr. Hemman discussed the OPM and Architect contracting information, which has been provided to the committee.

Ms. Goguen motioned to approve the Design Development Package Submittal to MSBA
Seconded by Ms. Pelavin

VOTE – so voted

Old Business

Meeting dates for future Building Committee meetings Feb 26, March 18, April 8, May 20, June 17. And will be held in the GMS Library @ 4:00

New Business

The Building Committee requested to have the student memorial plaque from Waterford Street School and bench from Elm Street School moved to the new school grounds.

Contracts – Attachments F

Mr. Hemman presented amendments to the contracts, and would like to process them sooner. (Project funding agreement).

Other Business

Mayor Mark Hawke resigned effective January 21, 2020. Change in Mayor: Effective January 22, 2020. File New Building Committee Document Naming Acting Mayor, James Walsh. Member of Building Committee, has to be listed in (3) places. Mark Pellegrino, Chair of the Building Committee and Mr. Ronald Cormier as the Vice Chair of the Building Committee.

Adding non-voting member, Richard Ares, Chief Gardner Fire Department; Richard Braks, Chief Gardner Police Department; Joshua Cormier, Purchasing Director, City of Gardner.

Mr. Pellegrino motioned to approve these actions.
Seconded by Dr. Goguen.

VOTE – so voted

Next Meeting Dates

Next Meeting will take place the First Week of the Month on Wednesdays. The next meeting is scheduled for February 26, 2020 and will begin at 4:00 p.m., this meeting will take place at Gardner Middle School.

Executive Session

No Executive Session

Adjourn

A motion was made by Mr. Pellegrino and seconded by Mr. Swartz to adjourn the meeting. The meeting adjourned at 5:05 p.m.

Enclosures:

School Building Committee Packet