

**Gardner Waterford Elementary School
School Building Committee
Meeting Minutes
March 25, 2020
Go to Meeting
2:00 p.m.**

Members Present

Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Mark Pellegrino, Superintendent of Schools; Acting Mayor James Walsh, City of Gardner; Wayne Anderson, Director of Facilities; Steve Hemman, Special Projects Assistant to the Superintendent; April Yu, Business Administrator; Dr. Catherine Goguen, Chief Academic Officer; David Fredette, Principal (Elm Street School); Christina Thomas, Teacher (Waterford Street School); Ronald Cormier, City Council; Joyce West, Director of Pupil Personnel Service; Earl Martin, Principal (Waterford Street School); Ashley Chicoine, Teacher (Elm Street School); Robert Hankinson Gardner Citizen & Former Engineer; Alan Minkus, OPM; Tim Alix, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Kristian Whitsett, Architect, Jones-Whitsett Architects.

Also Present

Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary.

Regrets

Anne Hurst, School Committee Member; Chief Richard Ares, Gardner Fire Department; Captain, Gregory Lagoy, Gardner Fire Department; Deputy Chief, James Trifiro, Gardner Police Department; Joshua Cormier, Purchasing Director, City of Gardner; Chief Richard Braks, Gardner Police Department.

Call to order

Superintendent Pellegrino called the meeting to order at 2:03 p.m.

Approve Minutes

Mr. Wayne Anderson moved to approve the minutes from the School Building Committee Meeting on February 26, 2019 at 2:03 P.M.

Seconded by Dr. Catherine Goguen.

Vote - so voted.

Approve Bills & Orders

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #19045-A, dated February, 28 2020; in the amount of \$19,700.00

Ms. Jennifer Pelavin moved to approve Invoice #19045-A from Colliers International.

Seconded by Dr. Catherine Goguen

Vote - so voted.

- Jones-Whitsett Architects, Invoice #2020011, dated February 29, 2020; in the amount of \$377,415.50

Mr. Robert Hankinson moved to approve Invoice #2020011 from Jones-Whitsett Architects.

Seconded by Ms. Ashley Chicoine
voted.

Vote - so

Report from OPM

Updates:

Mr. Minkus, informed committee we are still tracking on time, 60% cost estimate reconciliation is scheduled for April 1, 2020. School Building vote for the 60% package will be on April 8, 2020. Then we will submit the 60% package to MSBA on April 9, 2020. Still targeting Bid Documents for July 27, 2020.

Report from Architects

Updates:

Mr. Whitsett gave the committee an update on the progress from 02-14-2020 meeting with furniture consultant' (Stefura), Micaela & Katie (from JWA). Insight on furniture;

PreK & Kindergarten

- Tables, half-moon tables, teacher desks (similar in all grades)
- Stations
- Dutch doors to bathrooms
- No changing tables in kindergarten

1st & 2nd Grade

- Mix of tables and student desks
- Teacher desk
- Half-moon tables

3rd & 4th Grade

- Student desks
- Some standing desks
- (1) Half-moon & (1) rectangular table

Music Room

- Standard student chairs with book storage
- Risers, (1) conductor stand & upright piano on stage
- Keyboard for each Music classroom
- Flip tables with castors in classroom
- 25 Music stands

Art Room

- Epoxy top tables and stools with backs

Gymnasium

- No elaborate scorekeepers table
- No stackable chairs
- Court divider, scoreboard, low climbing wall

Cafeteria

- Tables with individual stools
- Stackable chairs (160)

Bathroom Finishes - A & B Wing

Mr. Whitsett followed up from the last building committee meeting showing a more open bathroom concept, with no doors, and larger openings. Sinks are open to view from the corridor, with proposed trough type sinks for each bathroom. With (2) faucet's in each sink (4 fixtures) total. Three hand dryers installed. Water filling station and bubbler. Thought this concept would be a lot easier for the students. Committee liked Option B in both A & B Wing bathrooms with some suggestions that JWA will take into account.

Mr. Whitsett had a discussion on ceramic tile and color finishes. Vinyl cutouts to label Boys & Girls rooms. Two types of tile in the bathroom. More to finalize in the month to come.

Mr. Whitsett shared an Interior Perspective views update,

- B - Wing Cafeteria, With LED lights, café furniture of round tables with attached stools. Porcelain floor tile with a mix of natural stone shades. Committee commented views look very impressive
- B – Wing Gymnasium, Discussed looking into colorful flexible ceiling ducts. Applying covering to windows to help with glare. Gym bathrooms located across the hall, and also in coaches’ offices.
- A – Wing Classroom facing north, discussion was talked about space for projectors, white boards. Windows with wood sills. Second floor hallway view, nice daylight flooding through. The committee was impressed.
- A – Wing Second Floor Hallway, Cubbies for backpacks, boots & coats. Concerns on wood base at cubbies used at base for wear with winter boots damaging it. Architects to discuss and what material to use and will discuss going forward.

Graphic Walls – C Wing Hallway and Student Art Tile Wall Discussion

- Tile project to fill in blank space under stairs. The Committee agreed to move ahead and to incorporate as many grades as possible. Share between both schools WSS & ESS. Discuss with Art teachers. Kindergarten could do background and upper grade students could draw/paint an animal on a tile. School will be responsible for purchasing tile, treat as necessary (firing) and giving to the General Contractor for installation. Areas for student tile projects will be more defined and discussed in the next few months.

Air conditioning in Cafeteria/Rooms

- Displacement air system throughout will provide dehumidified and temperate air.

Mr. Whitsett discussed air conditioning in only one classroom and one Special Ed Classroom per grade. With allowances in all admin, conference rooms, nurse and IT. After the committee's discussion, changed to have adjacent classrooms be air conditioned. Submit to cost estimators to have AC in the Cafeteria as an add alternate.

Site plan updates:

Mr. Whitsett gave a summary of changes from DD to 60%. Site changes to the Natural Play area are being reduced, driveway width has been reduced from 28’ to 24’, and they are eliminating some retaining walls.

No other outreach efforts have been conducted.

Old Business

New Business

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

MSBA – Gardner Project Scope and Budget Agreement

Next Meeting

The next meeting is a “Go to Meeting” scheduled for April 8, 2020 and will begin at 2:00 p.m.

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/134650909>

You can also dial in using your phone.

United States: +1 (646) 749-3112

Access Code 134-650-909

Executive Session

No Executive Session

Adjourn

A motion was made by Dr. Catherine Goguen and seconded by Ms. April Yu to adjourn the meeting. The meeting adjourned at 3:22 p.m.