

**Gardner Waterford Elementary School
School Building Committee
Meeting Minutes
April 8, 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 Elizabeth Kazinskas, 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

Chief Richard Ares, Gardner Fire Department; Chief Richard Braks. Gardner Police Department; Joshua Cormier, Purchasing Director, City of Gardner.

Call to order

Superintendent Pellegrino called the meeting to order at 2:10 p.m.

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the School Building Committee Meeting on March 25, 2020 at 2:11 P.M.

Seconded by Ms. Jennifer Pelavin.

Vote - so voted.

Approve Bills & Orders

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #2020014, dated March 20, 2020; in the amount of \$395,252.00

Ms. April Yu moved to approve Invoice #2020014 from Colliers International.

Seconded by Mr. David Fredette

Vote - so voted.

Motion to **change** Colliers bill to Jones –Whitsett Architects, Invoice # 2020014, in the amount of \$395,252.00

- Jones-Whitsett Architects, Invoice #2020014, dated March 20, 2020; in the amount of \$395,252.00

Dr. Catherine Goguen moved to approve Invoice #2020014 from Jones-Whitsett Architects.

Seconded by Ms. Joyce West

Vote - so voted.

Report from OPM

Updates:

Mr. Minkus, informed committee we are still tracking on time, 60% construction cost estimate reconciliation is scheduled. 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.

Dr. Catherine Goguen moved to approve 60% Construction Document Package to MSBA \$70,834,600

Seconded by Ms. Jennifer Pelavin

Vote - so voted.

Mr. Alex informed the committee we needed to start the process of a Pre-Qualification Committee, made up of representative from Chair of Building Committee., School Committee and City Council. To select Sub-contractors and General Contractors to be viewed and scored before allowing to put in bid.

Superintendent Pellegrino, Ms. Pelavin and Acting Mayor, Elizabeth Kazinskas volunteered to be officially on the committee. They will be joined by, a representative from the Design & OPM team.

This committee will attend 3-4 meetings to discuss process and scoring of each Sub-contractor & Contractors to bid on the project. To see if they qualify to bid.

Report from Architects

Updates:

Mr. Whitsett brought to the committee's attention that the Charmian of the SBC, signed forms, to MA DEPE, MA Army Corp. of Engineers, for wetland permitting that will be done on the site.

Mr. Whitsett explained to the committee the estimated construction cost over time, we are tracking at a 60% level, we reconciled numbers where we are standing. We are in a good position to keep moving forward.

The Architects reviewed and discussed the need to go over and review the priority of "Add Alternates" eight, at this time that we need to list in exact order, he does not need the complete list at this time but needs an idea on where we will stand. Here is what the committee came up with at this time, we will review at a later date,

Recommended Order:

- Oak Knoll Playfield
- Add A/C in Cafeteria
- Poured in Place Rubber ILO Wood Fiber
- Natural Playground Equipment Increase
- Additional Scope at Summit Garden
- Add Radiant Heating – C Wing
- Additional Plantings
- Concrete Unit Pavers ILO Asphalt/ Concrete

Mr. Whitsett addressed the committee of the MSBA Must Do's, before the 90% submission.

- **School Name:** Superintendent Pellegrino said there should be a process. It will go on the next School Committee Agenda for discussion. Dr. Goguen said, there is a policy in place that the School Committee will need to review first. We will add it to the agenda for the next SBC meeting to update.
- **SBC: To vote on exact order of Alternates**

- **Proprietary Items:** Superintendent Pellegrino noted we would add this to our next School Committee agenda as well to Vote.
"The School Committee votes to list the following items for the proposed Elementary School as proprietary:
 - Network Hardware:
 - **Wireless Internet Access:** Extreme Networks
 - **Access Control & Video Management:** Genetec

These proprietary specifications are in the best interest of the public because they will allow the new school to function with other City and District buildings and existing I/T systems."

Mr. Robert Swartz moved to approve the three Proprietary Items with the SBC.

Seconded by Dr. Catherine Goguen

Vote - so voted.

- **Independent Structural Engineer Review**
MSBA requires Plan to reach out to three Structural Engineers to get three different quotes.
- **Logo at Center floor in Gym:** Superintendent Pellegrino addressed the committee that we already have the Wildcat logo. Architects will reach out to district for art work.

Mr. Whitsett reviewed the Door Hardware with the committee, that was highly recommended. Doors will be locked from the outside at all times, never locks from inside classroom. classrooms, between classroom doors, faculty bathrooms and student bathrooms' will use locksets, No lock - passage function only in Pre- K/Kinder Bathrooms. Teachers will have fobs and keys on them at all times. Select Doors will be programed, and set up with generators and fire alarms.

Site plan updates:

Mr. Whitsett updated everyone on the goal of connecting the new school to the Middle School with a fiber optic cable and ductbank. This cost likely to decrease as we are now planning on using existing conduit from the High School track to the Middle School.

No other outreach efforts have been conducted.

Old Business

New Business

Meeting dates for future Building Committee meetings; June 17, 2020 And will be a "Go To Meeting" at 2:00 PM

MSBA – Gardner Project Scope and Budget Agreement

Next Meeting

The next meeting is a " Go-To-Meeting" scheduled for Wed, May 20, 2020 2:00 PM - 3:30 PM (EDT)

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

<https://global.gotomeeting.com/join/331452149>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3412

- One-touch: tel:+18722403412,,331452149#

Access Code: 331-452-149

Executive Session

No Executive Session

Adjourn

A motion was made by Mr. Ronald Cormier and seconded by Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 3:40 p.m.