

**Gardner Elementary School
School Building Committee
Meeting Minutes
Wednesday, March 15, 2023**

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

Members Present

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

Also Present

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

Regrets

Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner; Joyce West, Director of Pupil Personnel Service; Ashley Chicoine, Teacher (Gardner Elementary School); Ms. Katie Craig, Designer with Jones Whitsett; Heidi Jandris, Engineer; Craig DiCarlo, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Alan Minkus, OPM; Colliers International; Aviva Galaski, Jones-Whitsett Architects; School Resource Officer, John Lawrence; Officer Ryan Spain, Gardner Police Department; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

Call to order:

Dr. Mark Pellegrino called the meeting to order at 4:00 PM.

Approve Minutes:

Mr. Mark Hawke moved to approve the minutes from the School Building Committee Meeting on February 15, 2023 at 4:01 PM.

Seconded by Mr. Robert Hankinson

Vote - so voted

Approve Bills & Orders:

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000811385, dated December 31, 2022; in the amount of \$45,488.04

Mr. Mark Hawke moved to approve Invoice #0000811385 from Colliers International.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000825534, dated February 28, 2023; in the amount of \$20,535.70

Mr. Mark Hawke moved to approve Invoice #0000825534 from Colliers International.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- MTE Equipment Solutions, Inc., Invoice #03-356241 dated January 26, 2023; in the amount of \$21,265.20

Mr. Mark Hawke moved to approve Invoice #03-356241 from MTE Equipment Solutions, Inc.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- MTE Equipment Solutions, Inc., Invoice #03-356277 dated January 19, 2023; in the amount of \$40,739.60

Mr. Mark Hawke moved to approve Invoice #03-356277 from MTE Equipment Solutions, Inc.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- Grainger, Invoice #9619709331 dated February 23, 2023, in the amount of \$4,936.86

Mr. Mark Hawke moved to approve Invoice #9619709331, from Grainger.

Seconded by Ms. Jennifer Pelavin Vote – so voted

- Grainger, Invoice #9581014694 dated January 20, 2023, in the amount of \$2,245.41

Mr. Mark Hawke moved to approve Invoice #9581014694, from Grainger.

Seconded by Ms. Jennifer Pelavin Vote – so voted

- My Pure Environment –New England, Invoice #150 dated March 5, 2023, in the amount of \$14,458.00

Mr. Mark Hawke moved to approve Invoice #150, from. My Pure Environment –New England,

Seconded by Ms. Jennifer Pelavin Vote – so voted

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000817901, dated January 31, 2023; in the amount of \$20,447.23

Mr. Mark Hawke moved to approve Invoice #0000817901 from Colliers International.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- SHI, Invoice #B15682471 dated August 16, 2022, in the amount of \$328.00

Mr. Mark Hawke moved to approve Invoice #B15682471 from SHI.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- SHI, Invoice #B15494535 dated July 8, 2022, in the amount of \$359.00

Mr. Mark Hawke moved to approve Invoice #B15494535 from SHI.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- SHI, Invoice #B16154569 dated November 22 2022, in the amount of \$51.00

Mr. Mark Hawke moved to approve Invoice #B16154569 from SHI.

Seconded by Ms. Jennifer Pelavin Vote - so voted

- Follett School solutions, LLC., Invoice #1480789, dated July 15, 2022; in the amount of \$3,581.90

Mr. Mark Hawke moved to approve Invoice #1480789 from. Follett School solutions, LLC

Seconded by Ms. Jennifer Pelavin Vote - so voted

- W.B. Mason Co., Inc. Invoice #236419627 dated February 20, 2023, in the amount of \$775.00

Mr. Mark Hawke moved to approve Invoice # 236419627, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin Vote – so voted

- W.B. Mason Co., Inc. Invoice #236700549 dated March 2, 2023, in the amount of \$2,700.00

Mr. Mark Hawke moved to approve Invoice # 236700549, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin Vote – so voted

- Bacon Construction Co, Inc. Invoice #27 dated February 28, 2023; in the amount of \$305,317.16

Mr. Mark Hawke moved to approve Invoice #27 from Bacon Construction Co, Inc.

Seconded by, Ms. Jennifer Pelavin Vote - so voted

Total Invoices paid **\$483,228.30**

Discussion comments or concerns in regards to the bills:

Mr. Robert Hankinson asked a question in regards to purchasing equipment like the tractor, snow blower. Are we following proper procedure with purchasing requirements for items such as the equipment for the new school?

Mr. Hawke responded, yes, we have the funds that’s why we are purchasing them. We are following all purchasing requirements as requested by Mr. Joshua Cormier.

Report from OPM:

Mr. Tim Alix gave the committee an update on the overall budget. The project is going very well. Punch list is still ongoing, training is ongoing and will continue. List of items still to work on during the spring & continue into the summer. Many items have been asked about, we would need to get prices out and agree to these items sooner than later because Bacon Construction will be finishing up as soon as the kids get out of school.

SITE update:

Mr. Tim Alix reported punch list items ongoing, and we will finish up playground in the spring.

Report from Architects:

Mr. Kristian Whitsett reviewed Base contract work outstanding, priced and approved, but not complete. Reviewed what was prices and approved, but not yet completed. Along with reviewed Change Order #27 PCO's.

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 proposed on 3.15.23

Summary of Requests -

CO# 354 Elevator operators for August during furniture delivery	\$ 38,238.00
CO# 399 Card readers & push buttons at Shipping/Receiving & Kitchen	\$ 11,384.00
CO# 405 New faucet model at trough sinks	\$ 29,712.00
CO# 407 Wood wainscot at C-Wing vinyl graphic due to damage	\$ 12,716.00
CO# 417 Building Insp. Request to move heater at stair 1 to new position	\$ 1,054.00

TOTAL

\$93,104.00

Mr. Robert Hankinson asked who selected the faucets that the children destroyed that we are now asked to pay for & replace again. Someone else should be sharing in the cost. Mr. Whitsett said, he will look into this, they were used in other schools and we had no problems. Dr. Pellegrino asked what school? I will look into this I don't mind calling if you tell me what school. Mr. Whitsett will confirm. No hold on this PCO we will approve, but need to fight the fight this is not right.

Mr. Hankinson responded, I would agree; I feel as a member of this committee not involved in all meetings I'm not pleased; I don't always get the full picture that's why we depend on you to do your job.

Dr. Pellegrino responded, I agree along with the testing for the mold. I was not pleased because a window was broken and not fixed, we had to explain this to make all feel safe. I'm frustrated we need to go to that level because it was not fixed in the beginning.

Mr. Robert Swartz made a motion to approve Change Order #27 for the amount of \$93,104.00

Seconded by Ms. Jennifer Pelavin

Vote – So Voted

Other Business:

New Business: Tentative-Ribbon cutting ceremony & Time Capsule, June 7, 2023 @ 5:30 PM.
Mayor will be master of ceremonies.

Public Comment: Mr. Rockwood thanked Mr. Martin for figuring out the direction of travel and moving it off of Pearl Street. Mr. Martin replied it was a team effort, happy it's all going good.

Next Meeting:

Meeting date for future Building Committee Meeting;

Wednesday, April 26, 2023 @4:00PM and will be held by Zoom

Executive Session:

No Executive Session

Adjourn:

A motion was made by Mr. Mark Hawke and seconded by Mr. Ronald Cormier to adjourn the meeting. The meeting adjourned at 4:57PM