

**Gardner Waterford Elementary School
School Building Committee
Meeting Minutes
April 24, 2019
Gardner Middle School 4:00 p.m.**

Members Present

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

Also Present

Andrew Mansfield, Press, The Gardner News; Matthew Allain, Good Harbor Techmark

Call to order

Mayor Hawke called the meeting to order at 4:03 p.m.

Approve Minutes of March 20, 2019

Mr. Swartz moved to approve the minutes from the Building Committee Meeting on March 20, 2019.

Seconded by Mr. Hankinson

Vote - so voted.

Approve Bills & Orders

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #001802 in the amount of \$11,216.50

Mr. Swartz moved to approve Invoice #001802 from Colliers International.

Seconded by Cormier

Vote - so voted.

- Jones Whitsett Architects, Invoice #2019035 in the amount of \$30,000.00

Ms. Dymek moved to approve Invoice #2019035 from Jones-Whitsett Architects.

Seconded by Mr. Anderson

Vote - so voted.

Report from OPM

Mr. Alix confirmed that the project is currently on schedule and gave an update of the ongoing meetings and discussions. He explained that the estimators will be the next critical milestone and that this step will help to ensure that the budget is realistic. He also updated the Building Committee on the working group meetings and other sessions with the staff, as well as the systems, furniture, fixtures and equipment.

Dr. Hemman updated the Committee on the information that was discussed at the Working Group meeting today regarding the public outreach materials. He also urged the Committee to attend the public hearing on May 1 with the City Council and School Committee.

Mrs. Thomas expressed interest in having pamphlets for upcoming events at Waterford Street School. Mr. Fredette explained that Elm Street School has some events coming up later in May that he would be happy to have handouts for.

Mr. Alix reminded the Committee that after the Public Hearing, the City Council will vote on May 6, 2019 on the purchase of the new land. (MSBA Project Funding Agreement will not be signed without control of the land.)

Report from Architects

Matthew Allain from Good Harbor Techmark gave a presentation regarding school safety including door security, entry points, vestibule processes, lock-down and duress buttons, intercom systems, visitor management software, and surveillance systems. He introduced exterior and interior site surveillance proposals for the Pearl Street site.

Mr. Whitsett reviewed the Working Group meetings that have happened since the last Building Committee meeting, as well as the furniture, finishings and equipment information that has been introduced. He informed the full committee about the decisions that have been made at the working group meetings including: a middle school sized basketball court with wood floors, one art room with kiln, break out spaces, storage for after school program, a trash compactor, and multiple outdoor play areas. He also explained that the discussion about gender neutral bathrooms is still ongoing. Mr. Whitsett elaborated on the HVAC system that has been proposed to the working group. There will be meetings about the FF&E on May 14th and May 16th (one day at each school).

Ms. Jones shared some of the ideas for the materials and finishing being discussed for the exterior of the school.

Mr. Whitsett reviewed the presentation for the Public Hearing on May 1.

New Business

There was no new business to be brought to the Committee.

Other Business

There was no other business to be brought to the Committee.

Next Meeting Dates

- May 15, 2019
- June 26, 2019 (Approve the DESE Submittal Review, need a Quorum)

Meetings will begin at 4:00 p.m.

Executive Session

No Executive Session

Adjournment

A motion was made by Mr. Cormier and seconded by Mrs. Pelavin to adjourn the meeting. The meeting adjourned at 5:16 p.m.