

**Gardner Elementary School
School Building Committee
Meeting Minutes
Wednesday, April 26, 2023**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; 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); Joyce West, Director of Pupil Personnel Service; Ashley Chicoine, 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; Tim Alix, Project Manager; Alan Minkus, OPM; Colliers International; Steve Rockwood, Community Member; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

Regrets

Earl Martin, Principal (Gardner Elementary School); Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner; Ms. Katie Craig, Designer with Jones Whitsett; Heidi Jandris, Engineer; Craig DiCarlo, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Aviva Galaski, Jones-Whitsett Architects; School Resource Officer, John Lawrence; Officer Ryan Spain, Gardner Police Department; Matthew Dunn, Sr. Construction Representative, Colliers International.

Call to order:

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

Approve Minutes:

Mr. Robert Hankinson moved to approve the minutes from the School Building Committee Meeting on March 15, 2023 at 4:01 PM.

Seconded by Mr. Mark Hawke

Vote - so voted

Approve Bills & Orders: Verified-

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000834225, dated March 31, 2023; in the amount of \$21,789.27

Mr. Robert Hankinson moved to approve Invoice #0000834225 from Colliers International.

Seconded by Mr. Ronald Cormier

Vote - so voted

- Jones-Whitsett Architects, Invoice #2023020 dated March 31, 2023; in the amount of \$3,982.00

Mr. Robert Hankinson moved to approve Invoice #2023020 from Jones-Whitsett Architects.

Seconded by Mr. Ronald Cormier

Vote - so voted

- Bacon Construction Co, Inc. Invoice #28 dated March 31, 2023; in the amount of \$196,132.63

Mr. Robert Hankinson moved to approve Invoice #28 from Bacon Construction Co, Inc.

Seconded by, Mr. Ronald Cormier Vote - so voted

- Lakeshore, Invoice #386268031323 dated April 10, 2023; in the amount of \$1,642.20

Mr. Robert Hankinson moved to approve Invoice #386268031323 from Lakeshore.

Seconded by Mr. Ronald Cormier Vote - so voted

- Robert H. Lord Company, Invoice #35074 dated March 24, 2023; in the amount of \$6,769.05

Mr. Robert Hankinson moved to approve Invoice #35074 from Robert H. Lord Company.

Seconded by Mr. Ronald Cormier Vote - so voted

Approve Bills & Orders: Requesting approval subject to verification by OPM--

- Tucker Library Interiors, LLC, Invoice #9355 dated April 21, 2023; in the amount of \$16,252.00

Mr. Mark Hawke moved to approve Invoice #9355 from Tucker Library Interiors, LLC.

Seconded by Mr. Robert Swartz Vote - so voted

- Creative Office Resources, Invoice #214770 dated April 11, 2023; in the amount of \$17,159.45

Mr. Mark Hawke moved to approve Invoice #214770 from Creative Office Resources.

Seconded by Mr. Robert Swartz Vote - so voted

- W.B. Mason Co., Inc. Invoice #236930600 dated March 13, 2023, in the amount of \$10,840.91

Mr. Mark Hawke moved to approve Invoice #236930600, from W.B. Mason Co., Inc.

Seconded by Mr. Robert Swartz Vote – so voted

- W.B. Mason Co., Inc. Invoice #237224101 dated March 23, 2023, in the amount of \$1,730.00

Mr. Mark Hawke moved to approve Invoice # 237221401, from W.B. Mason Co., Inc.

Seconded by Mr. Robert Swartz Vote – so voted

- W.B. Mason Co., Inc. Invoice #237224071 dated March 23, 2023, in the amount of \$4,452.00

Mr. Mark Hawke moved to approve Invoice # 237224071, from W.B. Mason Co., Inc.

Seconded by Mr. Robert Swartz Vote – so voted

- W.B. Mason Co., Inc. Invoice #237445669 dated March 31, 2023, in the amount of \$2,700.00

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

Seconded by Mr. Robert Swartz Vote – so voted

Total Invoices paid \$311,304.75

Report from OPM:

Mr. Tim Alix gave the committee an update on the overall budget, along with the eligible reimbursement from the MSBA. The project is going very well.

SITE update:

Mr. Tim Alix reported punch list items ongoing, contractors still finishing up major items. Summer activities coming up to complete with timelines. Materials are accurate to complete the project by September.

Report from Architects:

Mr. Kristian Whitsett reviewed Change Order #28 PCO's with the committee.

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 approved on 3.15.23
- Change Order 28 \$ 73,548.00 was proposed on 4.26.23

Summary of Requests -

CO# 405.1 Modify Trough Sinks with Single Piece Faucets	\$31, 618.00
CO# 419 Modify End of Entry Canopy	\$ 12,392.00
CO# 423 Additional Window Film	\$ 14,611.00
CO# 425 Additional Support for Curving Cabinets	\$ 14,927.00
TOTAL	\$73,548.00

Dr. Catherine Goguen made a motion to approve Change Order #28 for the amount of \$73,548.00
Seconded by Mr. Mark Hawke Vote – So Voted

Mr. Mark Hawke made a formal motion to approve Change Order #27 for the amount of \$207,242.00
Seconded by Dr. Catherine Goguen Vote – So Voted

Mr. Kristian Whitsett updated the committee of the meeting held today with Bacon Construction. Couple problems with drainage. The outside drainage improvements will be made with additional drainage as plantings goes in. Wetland replication area, Fuss & O’Neil is coming out to do a punch list for all plantings planted as specifications.

Indoors, Air units will be replaced with ducts to cover those up that are still exposed. Bacon is sharing a schedule to get this done.

Ms. Ashley Chicoine asked about the playgrounds knee high wooden picket fence, is it permanent? I feel this is a little dangerous, there is pieces breaking off already and they're sharp. Some are close to the walking path it's right at the children's level. Can this be looked at? Mr. Whitsett will be looking into this.

Old Business:

Dr. Hemman updated the committee on the Ribbon Cutting Ceremony & Time Capsule. It will be held on June 8, 2023 @ 5:30 PM. In front of GES under the overhang. The Mayor will be sending out invitations to this event. Mayor Michael Nicholson will be the Master of Ceremonies.

What would the Building Committee like to do to put in the time capsule? Pictures, All Art work will be collected by Principal Martin and put into plastic containers and locked up. After 25-50 years the school can open it up and take a look at the pictures from start to finish 2017-2023.

Public Comment:

Next Meeting:

Meeting date for future Building Committee Meeting;
Wednesday, May 17, 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 4:33PM