

**Gardner Elementary School  
School Building Committee  
Meeting Minutes  
Wednesday, May 17, 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 Hankinson, Gardner Citizen & Former City Engineer; Christina Thomas, Teacher, (Gardner Elementary School; 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; Alan Minkus, OPM; Colliers International; Matthew Dunn, Sr. Construction Representative, Colliers International; Steve Rockwood, Community Member; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

**Regrets**

Earl Martin, Principal (Gardner Elementary School); Joyce West, Director of Pupil Personnel Service; Mayor Michael Nicholson, City of Gardner; Robert Swartz, School Committee Member; Tim Alix, Project Manager; 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; Officer Ryan Spain, Gardner Police Department.

**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 April 26, 2023 at 4:01 PM.

Seconded by Mr. Ronald Cormier

Vote - so voted

**Approve Bills & Orders: Verified-**

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000842524, dated April 30, 2023; in the amount of \$13,758.03

Mr. Ronald Cormier moved to approve Invoice #0000842524 from Colliers International.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Allied Testing Laboratories, Inc. Invoice # 26193 dated May 6, 2023, in the amount of \$300.00

Mr. Ronald Cormier moved to approve Invoice #26193, from Allied Testing Laboratories., Inc.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Bacon Construction Co, Inc. Invoice #29 dated April 30, 2023; in the amount of \$317,327.19

Mr. Ronald Cormier moved to approve Invoice #29 from Bacon Construction Co, Inc.

Seconded by, Mr. Robert Hankinson

Vote - so voted

**Total Invoices paid**

**\$331,385.22**

- SHI International Corp. Invoice # B16820846, dated May 4, 2023, in the amount of \$7,306.92

Mr. Wayne Anderson moved to approve Invoice B16820846, from SHI International Corp.

Seconded by, Dr. Catherine Goguen

Vote - so voted

- Krueger International, Inc., Invoice #14491143 dated March 29, 2023; in the amount of \$10,012.20

Mr. Wayne Anderson moved to approve Invoice #14491143 from Krueger International, Inc.

Seconded by Dr. Catherine Goguen

Vote - so voted

**Total Invoices requesting approval**

**\$17,319.12**

### **Discussion on bills & orders:**

Mr. Hankinson asked for a refresher on what the Krueger Bill is and what is it for? Mr. Anderson responded, it's a furniture package of student chairs, desks, and stand up desks. Mr. Hankinson thanked the committee and appreciates the effort of looking this up.

### **Report from OPM:**

Mr. Alan Minkus 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. Matthew Dunn reported the punch list items are ongoing, contractors still finishing up major items. Summer activities coming up to complete with timelines.

Committee asking about all the weeds that is supposed to be all grass, why hasn't this been taken care of yet? Mr. Whitsett will talk to Bacon Construction about getting on this within the next few weeks.

Dr. Goguen asked about the new schools building sign at the bottom of Pearl Street peeling already, why is the stain all falling off it looks like it's already 20 years old? Mr. Whitsett said he will take a look at it. Thank you for bringing this to our attention.

### **Report from Architects:**

Mr. Kristian Whitsett reviewed additional Change Order's to #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
- **Change Order 28 adding additional** \$27,169.00 bringing the total to \$100,717.00 on 5.17.23

**Summary of Requests -**

CO# 422 <b>Credit</b> Unused portion of CCD#14 for PCO #386	\$ 7,489.00
CO# 427 <b>Credit</b> Diffuser from Wainscot for PCO #407	\$ 945.00
CO# 429 Change Guardrail Grass to Stone <b>Not to exceed</b>	\$ 23,963.00
CO# 431.1 Summit Gardner Path	\$ 11,640.00
<b>TOTAL</b>	<b>\$ 27,169.00</b>

Ms. Jennifer Pelavin made a motion to approve both Change Orders #28 for the amounts of \$73,548.00 & \$27,169.00 not to exceed and bringing the total to \$100,717.00

Seconded by Mr. Mark Hawke

Vote – So Voted

Mr. Kristian Whitsett made a request for additional services over and above the contract. When our 60 calendar days go beyond we are looking for extra services billed hourly. We are asking for change orders requested by the owner going forward. We would bill on an hourly basis according to our rates in the MSBA contract. Estimated total at this time of \$41,620.00.

Mr. Robert Hankinson motion that we approve as a committee \$41,620.00 not to exceed without additional approval.

Seconded by Mr. Mark Hawke

Vote – So Voted

**Old Business:**

Dr. Hemman shared the invite that was sent out to the committee of the Ribbon Cutting Ceremony & Time Capsule. It will be held on June 8, 2023 @ 5:30 PM. In front of GES under the overhang everyone is invited.

**Public Comment:** Mr. Rockwood commented again about the sign looking a little discolored and the lights are at a funny angle. Mr. Whitsett will look into that as well. Thank you for the opportunity to follow along he expressed to the committee.

**Next Meeting:**

Meeting date for future Building Committee Meeting;  
Wednesday, June 21, 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 Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 4:36PM