

**Gardner Elementary School
School Building Committee
Meeting Minutes
Wednesday, June 21, 2023**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; Ronald Cormier, City Council; Jennifer Pelavin, School Committee Vice Chair; Robert Hankinson, Gardner Citizen & Former City Engineer; Christina Thomas, Teacher, (Gardner Elementary School; Wayne Anderson, Facilities Director; Robert Swartz, School Committee Member; Joyce West, Director of Pupil Personnel Service; Earl Martin, Principal (Gardner Elementary School).

Also Present

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Kristian Whitsett, Architect, Jones-Whitsett Architects; Alan Minkus, OPM; Colliers International; Tim Alix, Project Manager; Matthew Dunn, Sr. Construction Representative, Colliers International; Eric Bernardin, Fuss & O'Neil, Inc; Steve Rockwood, Community Member; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

Regrets

Dr. Catherine Goguen, Chief Academic Officer; Ashley Chicoine, Teacher (Gardner Elementary School); Mayor Michael Nicholson, City of Gardner; Joshua Cormier, Purchasing Director, 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; Officer Ryan Spain, Gardner Police Department.

Call to order:

Mr. Mark Hawke called the meeting to order at 4:05 PM.

Approve Minutes:

Mt. Robert Swartz moved to approve the minutes from the School Building Committee Meeting on May 17, 2023 at 4:01 PM.

Seconded by Mr. Ronald Cormier

Vote - so voted

Approve Bills & Orders:

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000852317, dated May 31, 2023; in the amount of \$10,213.79

Mr. Robert Swartz moved to approve Invoice #0000842524 from Colliers International.

Seconded by Mr. Robert Hankinson

Vote - so vote

- Jones-Whitsett Architects, Invoice #2023058 dated May 31, 2023; in the amount of \$15,075.20

Mr. Robert Swartz moved to approve Invoice #2023058 from Jones-Whitsett Architects.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Bacon Construction Co, Inc. Invoice #30 dated May 31, 2023; in the amount of \$188,340.77

Mr. Robert Swartz moved to approve Invoice #30 from Bacon Construction Co, Inc.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- SHI International Corp. Invoice # B16916143, dated May 30, 2023, in the amount of \$67.00

Mr. Robert Swartz moved to approve Invoice B16916143, from SHI International Corp.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Red Thread, Invoice #921310 dated May 17, 2023, in the amount of \$5,119.80

Mr. Robert Swartz moved to approve Invoice #921310 from Red Thread.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Pro AV Systems, Inc. Invoice #42728 dated June 15, 2023, in the amount of \$118,638.00

Mr. Robert Swartz moved to approve Invoice #42728 from Red Thread.

Seconded by Mr. Robert Hankinson

Vote - so voted

Total Invoices

\$337,454.56

Report from OPM:

Mr. Tim Alex gave the committee an update on the overall budget, along with the eligible reimbursement from the MSBA. The project is going very well we are waiting for the final audit coming up in the fall with the MSBA. A lot of different activity going on in all places inside and out on the school building/grounds for the summer and into the fall with plantings.

Traditional punch list is ongoing we have made a lot of progress, we also have a Commissioning consultant that also has a list and has many questions that we have completed and other items we are reviewing at this time.

Report from Architects:

Mr. Kristian Whitsett reviewed what Bacon provided to them for a schedule today. The schedule it is pretty full with the work that will be happening over the summer into the fall. He also reviewed the additional Change Order's to #29 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
- Change Order 29 was proposed on 6.21.23 \$388,802.00

Summary of Requests -

CO# 418 Additional Snow guards and Heat Trace	\$ 87,855.00
CO# 424 Temp granite at summit garden	\$ 2,258.00
CO# 429 Change Guardrail Grass to Stone	\$ 23,963.00
CO# 430 Drainage Changes and PIP Surfacing	\$ 48,197.00
CO# 432 Landscape Escalation	\$ 16,845.00
CO# 433 Additional Fence & Gate and Landscape Waste Area	\$ 1,954.00
CO# 435 Remove Spinner and change Sand to PIP	\$ 7,730.00

TOTAL **\$ 388,802.00**

Mr. Robert Swartz made a motion to approve PCO Change Orders #29 for the amounts of \$388,802.00

Seconded by Mr. Ronald Cormier Vote-So-Voted

Mr. Ronald Cormier made a motion to approve Change Order #29 as a formal vote for \$388,802.00

Seconded by Mr. Robert Swartz Vote-So-Voted

Mr. Robert Hankinson made a motion to approve Change Order #28 previously voted as a formal vote for \$256,638.00

Seconded by Ms. Jennifer Pelavin Vote-So-Voted

Public Comment: Mr. Rockwood commented he was happy to get a tour of the building; I'm impressed what you've done inside. Thank you for the opportunity.

Next Meeting:

Meeting date for future Building Committee Meeting; was changed to the **Finance Subcommittee** for the summer for the following dates;

Wednesday, July 19, 2023 @4:00PM by Zoom

Wednesday, August 16, 2023 @ 4:00PM by Zoom

Wednesday, September 20, 2023 @4:00PM by Zoom

Executive Session:

No Executive Session

Adjourn:

A motion was made by Mr. Robert Swartz and seconded by Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 4:33PM