

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, July 19, 2023**

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

**Members Present**

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Wayne Anderson, Facilities Director.

**Also Present**

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Kristian Whitsett, Architect, Jones-Whitsett Architects; Tim Alix, Senior Project Manager, Colliers International; Joshua Cormier, Purchasing Director, City of Gardner; Steve Rockwood, Community Member.

**Regrets**

Robert Hankinson, Gardner Citizen & Former City Engineer; Mayor Michael Nicholson, City of Gardner; Alan Minkus, OPM; Colliers International; Matthew Dunn, Sr. Construction Representative, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects, Aviva Galaski, Jones-Whitsett Architects; Henry Albin, Jones-Whitsett Architects; Colin Smith, Executive Aide to the Mayor, City of Gardner; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

**Call to order**

Dr. Mark Pellegrino, called the meeting to order at 4:05 p.m.

**Approve Minutes**

No Minutes this meeting

**Approve Bills & Orders**

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000862279, dated June 30, 2023; in the amount of \$8,430.12

Mr. Mark Hawke moved to approve Invoice #0000862279 from Colliers International.

Seconded by Mr. Robert Swartz

Vote - so voted

**Total Bills**

**\$8,430.12**

**Report from OPM**

**Budget Updates** – Mr. Timothy Alix reviewed the Project Budget Report, overall doing well financially.

**Site work:**

- Contractors are prepping added parking areas
- Prepping playground for base
- Case work modifications going on
- Duct work in classrooms started
- Planting continues- mid August

- Contractor Maintenance of areas that are all weeds, they are supposed to be maintaining this. We asked them to submit a plan on addressing this.

### Change Orders to date:

- 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 10.6.2021
- Change Order 10 - \$83,985.00 was approved 11.17.2021
- Change Order 11 - \$297,156.00 was approved 12.1.21
- Change Order 12 - \$99,701.46 was approved 1.5.2022
- Change Order 13 - \$93,616.00 was approved 2.2.2022
- Change Order 14 - \$71,237.00 was approved 3.2.2022
- Change Order 15 – \$96,285.00 was approved 4.6.2022
- Change Order 16 - \$149,468.00 was approved 5.4.2022
- Change Order 17 - \$130,434.59 was approved 6.1.2022
- Change Order 18 - \$47,242.00 was approved 7.6.2022
- Change Order 19 - \$51,367.00 was approved 8.3.22
- Change Order 20- \$27,056.00 was approved 9.21.2022 with updated items \$40,298.00
- Change Order 21 - \$-18,017.00 was approved on 10.5.22
- Change Order 21 – \$-7,206.00 was approved on 11.2.22
- Change Order 22 - \$0 – 59 days added to completion date of Substantial Completion 9.12.22
- Change Order 23 – 114, 140.00 was approved on 10.19.22
- Change Order 23R- \$115,359.00 was approved on 11.16.22
- Change Order 24 - \$224,178.42 was proposed on 12.7.22
- Change Order 30 - \$42,715.00 for approval on 7.19.23

### Report from Architects

Mr. Kristian Whitsett, reviewed Change Order #30 with the committee in detail.

### Summary of Requests

CO#419 Modify End of Entry Canopy	\$	7,107.00
CO#426 Canopy Drainage Modifications	\$	4,823.00
CO#436 Revise Grading at Catherine Street Sign	\$	5,235.00
CO#437 Additional Sensor & Connections for AAON Points	<b>Not-to-exceed</b>	\$ 25,550.00
<b>CO# TOTAL</b>	<b>\$</b>	<b>42,715.00</b>

### Comments:

Mr. Robert Swartz questioned CO #419 -\$7,000 to add metal to the canopy?

Mr. Kristian Whitsett explained the difficult procedure with the existing canopy, there's a lot of work to do to get it in place.

Mr. Swartz asked about CO#436 Revised grading not discovered at beginning of project?

Mr. Whitsett said, it only became apparent as the project wrapped up. It was deemed unacceptable by Gardner; more grading was needed wetland boundary was to close.

Mr. Swartz asked about CO# 437 wasn't this part of the original contract?

Mr. Whitsett replied, yes, we are checking on this many sensors were required. Just in case this wasn't taken into account in the bid document. Commissioning agent look into this. Data points

we are looking for along with data collection. Mr. Swartz asked, so main objective is to buy all relay & switches? Mr. Whitsett replied, yes, and pulling of the wires if we need to.

Mr. Mark Hawke motioned to recommend approval of Change Order #30 in the amount of \$42,715.00

Seconded by Mr. Robert Swartz

Vote - so voted

**Old Business: None**

**New Business: None**

**Public Comment:**

Mr. Rockwood was concerned about the maple trees around the building C side that were planted. They're growing at a funny angle. Mr. Whitsett noted this and will make sure they get re-staked.

He also noted there is a box culvert coming up the hill from Pearl Street on his side then coming back down the back of his property that doesn't look right, rocks to large not sure it will be doing what it needs to be doing overtime.

Mr. Whitsett made note he will have contractor look into this.

Mr. Anderson, thanked Mr. Rockwood for his continued support during this lengthy project. It is very much appreciated.

**Executive Session:**

No Executive Session

**Next Meetings**

Meeting dates for future **GES Financial Subcommittee meetings;**

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

**Adjourn**

A motion was made by Mr. Mark Hawke and seconded by Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 4:30PM.