

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, February 2, 2022**

**Zoom Meeting  
3:00 p.m.**

**Members Present**

Dr. Mark Pellegrino, Superintendent of Schools; Jennifer Pelavin, School Committee Vice Chair; Mark Hawke, Director of Finance and Operations; Robert Hankinson, Gardner Citizen & Former City Engineer; Robert Swartz, School Committee Member; Wayne Anderson, Facilities Director;

**Also Present**

Tim Alix, Senior Project Manager, Colliers International; Matthew Dunn, Sr. Construction Representative, Colliers International; Kristian Whitsett, Architect, Jones-Whitsett Architects; Joshua Cormier, Purchasing Director, City of Gardner; Alan Minkus, OPM; Colliers International; Dr. Catherine Goguen, Chief Academic Officer; Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary.

**Regrets**

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Margo Jones, Designer, Jones-Whitsett Architects, Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner; Steve Rockwood, Community Member.

**Call to order**

Dr. Mark Pellegrino, called the meeting to order at 3:00 p.m.

**Approve Minutes**

Mr. Robert Swartz moved to approve the minutes from the Financial Subcommittee Meeting on January 5, 2022 at 3:01 P.M.

Seconded by Mr. Robert Hankinson

Vote – so voted

**Approve Bills & Orders**

The following invoices were presented to the committee:

- Allied Testing Laboratories, Inc. Invoice # 23781 dated January 15, 2022, in the amount of \$225.00

Mr. Robert Hankinson moved to approve Invoice #23781, from Allied Testing Laboratories., Inc.

Seconded by, Ms. Jennifer Pelavin

Vote - so

voted

- Architectural Testing, Inc., dba Intertek, Invoice #340026, dated January 31, 2022; in the amount of \$3,700.00

Mr. Robert Hankinson moved to approve Invoice #340026 from Intertek.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

**Report from OPM**

**Updates**

Mr. Timothy Alix reviewed the budget to date with the committee. He reviewed them in detail and feels overall we are doing great with finances.

Mr. Alix updated the situation with pouring the concrete at the loading dock area, with warm weather this week we will get that done as its required to get permanent power and the transformer in.

**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 for approval 2.2.2022

Mr. Kristian Whitsett, Architect, reviewed Change Order #13 with the committee.

**Summary of Requests -**

○ CO#108 Stain to Wood paneling	\$ 4,836.00
○ CO#142.1 Change Wireless Access Devices ( <b>Not to Exceed</b> )	\$42,317.00
○ CO#200 Blocking and Power for 2 TV's and Lights	\$ 4,234.00
○ CO#202 Plumbing Fixtures in C104	\$ 391.00
○ CO#206 Chase wall in Mechanical Room	\$ 1,707.00
○ CO#212 Solar Film	\$15,754.00
○ CO#213 Glass Folding Partition Support ( <b>Not to Exceed</b> )	\$18,747.00
○ CO#214 <b>Credit for T-State Locations</b>	<b>\$ 885.00</b>
○ CO#220 Deck Oven Price Increase ( <b>Not to Exceed</b> )	\$ 9,929.00

**TOTAL** **\$93,616.00**

Ms. Jennifer Pelavin motioned to recommend approval of Change Order #13 in the amount of \$93,616.00

Seconded by Mr. Robert Swartz

Vote – so voted

**Report from Architects**

Mr. Whitsett reported the situation with the windows is still ongoing, hoping to have better answers by next week after further testing.

**New Business**

Mr. Hawke made note the Meeting on the Art Wall is coming up, we will have more to discuss at the next meeting.

Dr. Catherine Goguen updated the committee in regards to the shelving and library books in the Media Center. We met with the Architects to review the needs on shelving and books. My meeting with Follett Company proposed/showed the library books needed per student to meet minimum guidelines. Going with the guidelines we will need about \$125,000.00.

Mr. Robert Hankinson motioned to recommend approval of books and shelving in the Library Media Center not to exceed the amount of \$125,000.00

Seconded by Ms. Jennifer Pelavin

Vote – so voted

**Public Comment:**

No comments

**Executive Session:**

No Executive Session

**Next Meetings**

Meeting dates for future **GES Financial Subcommittee meetings;**  
Wednesday, March 2, 2022 @ 4:00 by Zoom

**Adjourn**

A motion was made by Ms. Jennifer Pelavin and seconded by Mr. Robert Swartz to adjourn the meeting. The meeting adjourned at 3:40 p.m.