

**Gardner Elementary School  
School Building Committee  
Meeting Minutes  
Wednesday, March 16, 2022**

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

**Members Present**

Dr. Mark Pellegrino, Superintendent of Schools; Dr. Catherine Goguen, Chief Academic Officer; Ronald Cormier, City Council; Joyce West, Director of Pupil Personnel Service; Jennifer Pelavin, School Committee Vice Chair; Robert Swartz, School Committee Member; Mark Hawke, Director of Finance and Operations; Robert Hankinson, Gardner Citizen & Former City Engineer; Wayne Anderson, Facilities Director; Christina Thomas, Teacher (Waterford Street School); Earl Martin, Principal (Waterford Street School); Ashley Chicoine, Teacher (Elm Street School); Joshua Cormier, Purchasing Director, City of Gardner.

**Also Present**

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

**Regrets**

Mayor Michael Nicholson, City of Gardner; Ms. Katie Craig, Designer with Jones Whitsett; Chief Richard Braks, Gardner Police Department; Heidi Jandris, Engineer; Craig DiCarlo, Project Manager, Colliers International; Margo Jones, Designer, Jones-Whitsett Architects; Aviva Galaski, Jones-Whitsett Architects; Colin Smith, Executive Aide to the Mayor, City of Gardner;

**Call to order**

Dr. Mark Pellegrino called the meeting to order at 4:01 PM.

**Approve Minutes**

Mr. Robert Hankinson moved to approve the minutes from the School Building Committee Meeting on February 16, 2022 at 4:01 PM.

Seconded by Mr. Robert Swartz

Vote - so voted

**Approve Bills & Orders**

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000735362, dated February 28, 2022; in the amount of \$82,692.60

Mr. Robert Swartz moved to approve Invoice #0000735362 from Colliers International.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- Jones-Whitsett Architects, Invoice #2022008 dated February 28, 2022; in the amount of \$110,096.00

Mr. Robert Swartz moved to approve Invoice #2022008 from Jones-Whitsett Architects.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- Bacon Construction Co, Inc. Invoice #15 dated February 28, 2022; in the amount of \$3,161,110.89

Mr. Robert Swartz moved to approve Invoice #15 from Bacon Construction Co, Inc.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- Allied Testing Laboratories, Inc. Invoice # 23904 dated February 26, 2022, in the amount of \$225.00

Mr. Robert Swartz moved to approve Invoice #23904, from Allied Testing Laboratories., Inc.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

Mr. Hankinson asked for a discussion why the amount of the Bacon Invoice decreased. Mr. Matthew Dunn explained the comments made to Bacon got overlooked and they didn't change the amounts, they were not acknowledged and basically they were over billing us.

Dr. Hemman brought up some new Invoices received from SHI, asked the OPM & Architect to explain them to us. After discussing with the committee, they agreed a process needs to be made to review these. Mr. Timothy Alix noted these first should be approved by the consultant before brought to the committee. Going forward all bills should be sent to the OPM & Architect to review. We should hold off on this at this time.

### **Report from OPM:**

Mr. Tim Alix updated the committee with the Project Budget Report, we are doing very well financially on the project. Contingency wise, doing well with bid savings. Spending more than what we had budgeted for, for furniture and equipment, spending more there but all evening out.

### **Site Update:**

Mr. Matthew Dunn reviewed the recent site activity with the committee.

#### **Site**

- Loading Dock area has been graded and NGRID transformer set in place.

#### **Building A**

- Standing seam metal panel roof system is complete on the west end.
- Curtain wall framing installed on north elevation, east end.
- Air and water testing of previously failed windows was completed successfully.
- Casework installation in first floor classrooms nearing completion.
- Painting is on-going on all floors.
- Ceramic and porcelain tile work in toilets is basically complete.
- Acoustical ceiling tile grid installed on first and second floors.

#### **Building B**

- Flat roofs (including small roofs on west elevation) are basically complete and tight.
- Windows installed on south elevation of the Gym.
- Started to frame supporting walls for store front B-C connector.
- Spray insulation is complete on second and most of the third floors.
- Sheet rocking of second floor complete. Taping has started.
- Sheet rocked Kitchen / Serving area and started quarry floor tile.
- Roll-down doors installed at the serving entrance.
- Three electrical switchgear cabinets have been delivered (minus breakers).

#### **Building C**

- Standing seam metal roof system has started on the south elevation.
- Face-brick masonry is ongoing on south elevation as well.
- Framing / sheet rocking of soffits and taping is underway on both floors.

- Toilet wall and floor tile is basically complete on the second floor.

### **Budget Update:**

Mr. Tim Alix reviewed the finance budget with the full committee overall doing really well financially on the project, and are still running on target. Exterior site work will still need to be looked at it might take longer than the July 15 date.

### **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 for approval 3.2.2022

### **Report from Architects**

Mr. Kristian Whitsett reviewed Change Order #14, that was already reviewed and discussed in detail with the finance subcommittee.

### **Summary of Requests -**

○ CO#194 Modify Stair 1 Landing	\$ 1,702.00
○ CO#219 Media Center shelving	\$19,557.00
○ CO#222 Power for boiler intake dampers	\$ 3,344.00
○ CO#223 Media Center soffit for pipes at 3 <sup>rd</sup> floor	\$ 2,139.00
○ CO#227 Add dryer exhaust fan	\$ 1,499.00
○ CO#228 Guardrail at A-Wing Parking	\$10,393.00
○ CO#229 Standpipes in B200A	\$ 3,822.00
○ CO#230 Tile edges at K Windows	\$ 3,429.00
○ CO#231 Smoke seal coating at beam to roof	\$ 3,888.00
○ CO#232 Strengthen Interior roof for MEP hanging ( <b>Not to exceed</b> )	\$10,888.00
○ CO#233 Furr out C-Wing corridor	\$ 2,469.00
○ CO#234 Relocation of Electrical at corner diffusers	\$ 1,816.00
○ CO#235 Cabinet access panels for fin-tube	\$ 6,291.00

### **TOTAL**

**\$71,237.00**

Mr. Mark Hawke made a motion to approve Change Order #14 for the amount of \$71,237.00

Seconded by Mr. Robert Hankinson

Vote – So Voted

Mr. Mark Hawke made a motion to approve the Change of Contract Sum bringing the New Contract Sum to \$63,498,155.49

Seconded by Mr. Robert Hankinson

Vote – So Voted

**New Business****Next Meeting**

Meeting date for future Building Committee meeting;  
Wednesday, April 27, 2022 @ 4:00PM and will be held 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 4:43PM