

**Gardner Elementary School  
School Building Committee  
Meeting Minutes  
Wednesday, April 27, 2022**

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

**Members Present**

Dr. Mark Pellegrino, Superintendent of Schools; 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; 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**

Dr. Catherine Goguen, Chief Academic Officer; Wayne Anderson, Facilities Director; Mayor Michael Nicholson, 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; Colin Smith, Executive Aide to the Mayor, City of Gardner;

**Call to order**

Dr. Mark Pellegrino called the meeting to order at 4:00 PM.

**Approve Minutes**

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

Seconded by Mr. Joshua Cormier

Vote - so voted

**Approve Bills & Orders**

The following invoices were presented to the committee:

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000743769, dated March 31, 2022; in the amount of \$91,103.48

Mr. Robert Swartz moved to approve Invoice #0000743769 from Colliers International.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- Jones-Whitsett Architects, Invoice #2022019 dated March 31, 2022; in the amount of \$110,096.00

Mr. Robert Swartz moved to approve Invoice #2022019 from Jones-Whitsett Architects.

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- Bacon Construction Co, Inc. Invoice #16 dated March 31, 2022; in the amount of \$3,220,294.00

Mr. Robert Swartz moved to approve Invoice #16 from Bacon Construction Co, Inc.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- SHI International Corp.  
 Invoice # B14878099, dated March 9, 2022, in the amount of \$104.00  
 Invoice # B14912212, dated March 16, 22, in the amount of \$2,952.00  
 Invoice # B15049961, dated April 8, 2022, in the amount of \$4,944.00  
 Invoice # B14883303, dated March 10. 2022, in the amount of **\$37,725.00**  
 Invoice # B15038063, dated April 6, 2022, in the amount of **\$1,686.00**  
 Invoice # B14981471, dated March 28, 22, in the amount of **\$163,440.00**  
 Invoice # B14964998, dated March 24, 2022, in the amount of \$310,080.00  
 Invoice # B15091564, dated April 18, 2022, in the amount of \$118,900.00  
**Totaling \$639,831.00**

### **Discussion on motion-**

Mr. Swartz asked a question in regards to why are we buying 43 computer charging carts? Mr. Hawke noted that everything useful is being moved a lot of the carts are old and in poor to fair condition. These carts were planned for and budgeted, noted Mr. Alix.

Mr. Robert Swartz moved to approve all above Invoices, from SHI International Corp.

Seconded by, Mr. Mark Hawke

Vote - so voted

**Please note:** In reviewing the minutes, the amounts given that are in bold were incorrect and will be voided and voted on again at next Building Committee meeting on May 18, 22.

### **Report from OPM:**

Mr. Tim Alix updated the committee with the Project Budget Report, we are doing very well financially on the project and running on time.

Mr. Alix explained to the committee the Contractor Evaluation at the 50% mark "Rating Process" what they go through with each sub/contractor, each contractor is evaluated and needs to meet a minimum passing grade, once completed they submit reports to the sub/contractors and the summary of scores to the MSBA. If they receive more than 3 reports of failed grades they lose their chance at bidding on projects in MA.

### **Site Update:**

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

#### **Site**

- Installed chain link fence framing along tops of retaining walls.
- Installed precast curbing along upper loop roadway.
- Pulled street light post wiring and camera fiber cable
- NG has pulled their power cabling between the transformer and pole
- Paved Pearl St. access roads and roads on top.

#### **Building A**

- Completed the majority of the standing seams metal roofing
- Completed remedial work on leaking windows.
- Doors have been hung and finished hardware installed.
- Finished flooring has started.
- A-B connector store front framing done & partially glazed. Curtain walls glazed.
- Casework installation complete on first and second floors.
- Toilet plumbing and tiling complete.
- Wiring and classroom projector mounts installed.

## Building B

- Membrane roof completed.
- Gym masonry complete and face brick and block is on-going.
- Second and third floors are sheet-rocked and taped and toilets are tiled.
- Pulled wire to Emergency Generator Pad.
- Boiler Room equipment mostly completed. Control installation is underway.

## Building C

- Standing seam metal roof system almost complete.
- Brick and block masonry is on-going.
- Painting is ongoing, all toilets have been tiled.
- Acoustical ceiling grid being hung.
- Markers and Board and tack boards hung.
- Curtain wall glazed.
- Toilet finishes installed.

## Report from Architects

Mr. Kristian Whitsett reviewed Change Order #15, that was already reviewed and discussed in detail with the finance subcommittee

## 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 for approval 4.27.22

## Summary of Requests -

|  |                                  |
|--|----------------------------------|
| ○ CO# 148 Add Threshold to Select Alum Doors             | \$ 2,601.00                      |
| ○ CO# 152 Change to GFRC Pattern to Meet Design Criteria | TBD                              |
| ○ CO# 217 Add Tile to west wall of kitchen               | <b>Denied</b> \$ 4,67.00         |
| ○ CO# 218 Add quarry tile to floor of walk-in cooler     | \$16,417.00                      |
| ○ CO# 224 Fur out B-Wing Walls                           | \$ 789.00                        |
| ○ CO# 226 Relocate custodial sink                        | \$ 1,483.00                      |
| ○ CO# 236 Divide Workshop into multiple rooms            | \$42,753.00                      |
| ○ CO# 237 Add edging between pavers and asphalt          | <b>Not to exceed</b> \$ 3,166.00 |
| ○ CO# 238 Add tile & graphics to Art Wall                | \$10,441.00                      |
| ○ CO# 243 Add curb between pavers & asphalt              | \$ 4,772.00                      |
| ○ CO# 244 Guardrail on Slide Platform                    | <b>Rejected</b> \$ 26,813.00     |
| ○ CO# 247 HVAC Valves to isolate each building           | \$11,467.00                      |
| ○ CO# 249 Add soffit in A317                             | \$ 1,967.00                      |

|  |                                  |
|--|----------------------------------|
| ○ CO\$ 251 Change sealant at A-Win windows                 | <b>Denied</b> \$16,803.00        |
| ○ CO# 252 Modify water closets at tile trim                | \$ 4,955.00                      |
| ○ CO# 253 Cove at base of kitchen wall tile and walk-ins   | \$ 2,101.00                      |
| ○ CO# 254 Delete chip seal at asphalt coating              | <b>Deleted</b> -\$ 5,038.00      |
| ○ CO# 256 Relocate letter from canopy wall                 | <b>Not to exceed</b> \$ 3,143.00 |
| ○ CO# 257 PR-75 Swing Set changes                          | -\$ 3,204.00                     |
| ○ CO# 258 Core Rail into granite steps                     | <b>Denied</b> - \$ 4,886.00      |
| ○ CO# 259 Increase type B sign size                        | \$ 573.00                        |
| ○ CO# 266 Add inducts in fiber ductbank from Middle School | \$ 5,779.00                      |
| ○ CO# 267 Change North basketball hoops to fixed           | \$ 630.00                        |
| ○ CO# 268 Tile for water cooler wall                       | <b>Not to exceed</b> \$ 4,533.00 |

**TOTAL** **\$110,452.00**

Mr. Robert Hankinson made a motion to approve Change Order #15 for the amount of \$110,452.00  
 Seconded by Mr. Mark Hawke Vote – So Voted

Mr. Mark Hawke made a motion to approve the Change of Contract Sum bringing the New  
 Contract Sum to \$63,608,607.49  
 Seconded by Mr. Robert Swartz Vote – So Voted

Mr. Whitsett shared two new change orders that would go on CO#16, but wanted to put it out  
 there for committee to know.

- CO#260 Adjust height curtain walls Not to exceed \$ 8,793.00
- CO# 239 Loading dock stairs Not to exceed \$ 8,927.00

Will discuss at Finance meeting, May 4, 22 no vote needed at this time.

**Old Business:**

Mr. Whitsett brought up and Dr. Hemman reviewed the School Plaque print out that was added  
 to the packet. We would like everyone to take another look at the spelling of all names, let Dr.  
 Hemman know if any changes need to be made.

Dr. Hemman reviewed the Time Capsule. Do we want to have this? It’s up to this committee. We  
 need to make plans before the wall is enclosed. Ms. Christina Thomas & Ms. Ashley Chicoine  
 agreed to team up together to plan the Time Capsule. This is all about the kids, an historical  
 event 1<sup>st</sup> Elementary School in Gardner. Then we will open it up in 40-50 years. More info to  
 come after putting more thought into it. A date will be set for dedication and ceremony in the  
 fall.

Mr. Ronald Cormier motioned to approve the “Time Capsule” to go the under stairs at the New  
 School.  
 Seconded by Mr. Robert Swartz Vote 10 yes – Vote 1 no - So Voted

Ms. Christina Thomas asked if there was a location at the new school to plant an Apple Tree, we  
 have one now and we work curriculum around it in the fall. It would be so nice to continue with  
 the tradition they have had every year at Waterford Street School. Mr. Whitsett will look into it.

**Public Comment:**

Mr. Rockwood noted he called Matt Dunn in regards to trash on the Pearl Street side of the  
 property. Matt made sure it was cleaned up very quickly and he appreciates him paying attention  
 to what’s going on.

**Next Meeting**

Meeting date for future Building Committee meeting;

Wednesday, May 18, 2022 @3:30PM Committee will meet in the Gardner Middle School Lobby for a brief meeting to take attendance and approve bills & orders until 4:00PM. Then the committee will continue to drive up to the New Gardner Elementary School for a site/building visit, and meeting will adjourn when tour is completed.

**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 4:58PM