

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, July 6, 2022**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; 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

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Tim Alix, Senior Project Manager, Colliers International; Matthew Dunn, Sr. Construction Representative, Colliers International; Kristian Whitsett, Architect, Jones-Whitsett Architects; Alan Minkus, OPM; Colliers International; Joshua Cormier, Purchasing Director, City of Gardner; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

Regrets

Jennifer Pelavin, School Committee Vice Chair; Margo Jones, Designer, Jones-Whitsett Architects, Mayor Michael Nicholson, City of Gardner; Colin Smith, Executive Aide to the Mayor, City of Gardner.

Call to order

Dr. Mark Pellegrino, called the meeting to order at 4:00 p.m.

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the Financial Subcommittee Meeting on June 1, 2022 at 4:01 P.M.

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 #0000766497, dated June 30, 2022; in the amount of \$78,466.44

Mr. Robert Swartz moved to approve Invoice #0000766497 from Colliers International.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Jones-Whitsett Architects, Invoice #2022053 dated June 30, 2022; in the amount of \$110,096.00

Mr. Robert Swartz moved to approve Invoice #2022053 from Jones-Whitsett Architects.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Allied Testing Laboratories, Inc. Invoice #24394 dated June 4, 2022, in the amount of \$250.00

Mr. Robert Swartz moved to approve Invoice #24394, from Allied Testing Laboratories., Inc.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Allied Testing Laboratories, Inc. Invoice #24485 dated June 18, 2022, in the amount of \$500.00

Mr. Robert Swartz moved to approve Invoice #24485, from Allied Testing Laboratories., Inc.

- Seconded by, Mr. Robert Hankinson Vote - so voted
- Bacon Construction Co, Inc. Invoice #19 dated June 30, 2022; in the amount of \$3,016,874.00
- Ms. Robert Swartz moved to approve Invoice #19 from Bacon Construction Co, Inc.
- Seconded by, Mr. Robert Hankinson Vote - so voted
- Pro AV Systems, Inc. Invoice #3 dated June 6, 2022; in the amount of \$42,734.00
- Mr. Robert Swartz moved to approve Invoice #3 from Pro AV Systems, Inc.
- Seconded by, Mr. Robert Hankinson Vote - so voted
- SHI International Corp. Invoice #B15468753 dated June 29, 2022; in the amount of \$11,968.00
- Mr. Robert Swartz moved to approve Invoice #B15468753 from SHI International Corp.
- Seconded by, Mr. Robert Hankinson Vote - so voted
- Rentacrate Enterprises, LLC Invoice #605428-0 dated June 30, 2022 in the amount of \$3,212.00
- Mr. Robert Swartz moved to approve Invoice #605428-0 from Rentacrate Enterprises, LLC.
- Seconded by, Mr. Robert Hankinson Vote - so voted
- Rentacrate Enterprises, LLC Invoice #605429-0 dated June 30, 2022 in the amount of \$4,454.00
- Mr. Robert Swartz moved to approve Invoice #605429-0 from Rentacrate Enterprises, LLC.
- Seconded by, Mr. Robert Hankinson Vote - so voted
- HUB Technical Services, LLC Invoice #22-13838 dated June 30, 2022 in the amount of \$5,730.00
- Mr. Robert Swartz moved to approve Invoice #22-13838 from HUB Technical Services, LLC.
- Seconded by, Mr. Robert Hankinson Vote - so voted

Report from OPM

Updates

Mr. Timothy Alix reviewed the Summary of the overall budget. We are doing very well with finances on the project. We are in good shape moving forward and we are still on our target date.

Site Update:

Mr. Matthew Dunn updated the committee with some recent site activity.

Site:

- Pouring multiple areas of concrete sidewalks.
- Installed granite & precast curbing from RW to Pearl Street.
- Prepared multi-use path for paving.
- Graded south end of fire lane access road.

Building A:

- Face brick on the north and west elevations.
- Installed sunshades on west elevation
- Hung store front doors in A-B connector.
- Installed corridor linoleum flooring & office / media carpet tiles.
- Building cleaning started.

Building B:

- Glazing of the Media center curtain wall.
- Installed calm room wall padding on the floor.
- Started casework installation on the third floor.
- Started casework installation on the second floor.
- Hung ceiling grid in third floor corridor.
- Installed wall-mounted bookshelves in the Media Center.
- Completed the majority of mud base and floor tile in the Cafeteria.

- Installed the kitchen servery island and wells.

Building C:

- Continued installation of classroom flooring
- Installed vinyl graphic in atrium area.
- Plumbed classroom sinks on the second floor.
- Removed the temporary electric and lighting.

Finishing up on mechanicals. Waiting on network switches to come in expected in August. The big issues, supply change is hampering us. Gym flooring waiting on. All rooms ready for furniture come the 18th, start moving it in. Construction wise everything is moving along, not critically behind.

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

Report from Architects

Mr. Kristian Whitsett, Architect, reviewed Change Order #18 with the committee in detail.

Summary of Requests –

CO# 210 Window Testing Costs	No action needed at this time	\$37,375.00
CO# 278 Upgrade PIP Playground Surface to Premium Colors	No action needed at this time	\$23,843.00
CO# 279 Repair slab on Grade Shrinkage Crack in A-Wing	Not to exceed	\$ 3,329.00
CO# 298 Change Location of Duct to diffuser size transition		\$ 2,194.00
CO# 300 Upgrade PIP Surface for PCO's 255 and 269		\$ 8,267.00
CO# 303 Additional Owner Requested Phone Line Licensing		\$ 866.00
CO# 304 Time Capsule Location		\$ 3,106.00
CO# 307 Reduce height of curtain wall in A & C due to roof steel		\$ 1,897.00
CO# 309 Add Metal Channel to Corridor Glass Rails		\$ 1,614.00
CO# 310 Rework vertical roof on east elevation of B-Wing	Not to exceed	\$10,885.00
CO# 314 Furnish and Install Sill Flashing at Curtain wall and Storefront	Recommend no approval	\$12,599.00
CO# 316 Temporary Floor Protection		\$15,084.00
TOTAL		\$47,242.00

Mr. Tim Alix reviewed protecting the flooring with plywood and heavy rolled cardboard needed to move furniture in and not ruining the new floors.

Mr. Robert Hankinson motioned to recommend approval of Change Order #18 in the amount of \$47,242.00

Seconded by Mr. Robert Swartz

Vote 4 yes – Vote 1 no – So voted

Mr. Robert Swartz motioned to recommend “Not to Exceed” \$15,084.00 for additional Temporary Floor Protection.

Seconded by Mr. Wayne Anderson

Vote so voted

New Business

Dr. Pellegrino would like to bring up a backup plan for technology, after speaking with our IT team. Can we get a list of the must have essentials; backup plan identifying crucial system needs ports/switches from WSS & ESS to cover us until the ports come in? I don't know if this is something we can do? Mr. Wayne Anderson feels comfortable with waiting for them, they are due in this month.

Mr. Alix said, he would look into getting a list from the design consultant on how the network will work and what we would need to get the system up & running. Plan B sounds great.

Public Comment:

No comments

Executive Session:

No Executive Session

Next Meetings

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

Wednesday, August 3, 2022 @ 4:00 by Zoom (Will check if we can still have by Zoom)

Meeting date for next **GES New Building Committee Meeting;**

Cancelled -Wednesday, July 20, 2022 @ 4:00PM by Zoom

Committee decided this meeting will be cancelled

Adjourn

A motion was made by Mr. Robert Hankinson and seconded by Mr. Robert Swartz to adjourn the meeting. The meeting adjourned at 4:42 p.m.