

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, August 3, 2022**

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

**Members Present**

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

**Also Present**

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

**Regrets**

Dr. Mark Pellegrino, Superintendent of Schools; Kristian Whitsett, Architect, Jones-Whitsett Architects; Margo Jones, Designer, Jones-Whitsett Architects, Colin Smith, Executive Aide to the Mayor, City of Gardner.

**Call to order**

Mark Hawke, called the meeting to order at 4:01 p.m.

**Approve Minutes**

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

Seconded by Ms. Jennifer Pelavin

Vote – so voted

**Approve Bills & Orders**

The following invoices were presented to the committee:

- Jones-Whitsett Architects, Invoice #2022063 dated July 31, 2022; in the amount of \$110,096.00

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

Seconded by Ms. Jennifer Pelavin

Vote - so voted

- Allied Testing Laboratories, Inc. Invoice #24657 dated July 16, 2022, in the amount of \$1,091.25

Mr. Robert Swartz moved to approve Invoice #24657, from Allied Testing Laboratories., Inc.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- Rentacrate Enterprises, LLC Invoice #605525-0 dated July 31, 2022 in the amount of \$3,534.00

Mr. Robert Swartz moved to approve Invoice #605525-0 from Rentacrate Enterprises, LLC.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- Rentacrate Enterprises, LLC Invoice #605526-0 dated July 31, 2022 in the amount of \$5,084.00

Mr. Robert Swartz moved to approve Invoice #605526-0 from Rentacrate Enterprises, LLC.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

### **Report from OPM**

**Budget Updates** – Mr. Timothy Alix informed the committee that we are still in good shape with the budget at this point, some odds & ends coming up, with a lot of PCO's to discuss today.

### **Construction Updates** –

Contractor came to us and said they needed more time, we're not going to make the first day of school of August 29. with supply issues along the way. Bottom line is they asked for two more weeks. The Superintendent has pushed the date out until September 12, we are trying to get staff into the building on August 29, to set up but that depends on the Building Inspections.

Network switches are in hand now so those are being installed and programmed. The Contractor is reviewing the lengthy punch list. We need to get more inspections done to know how things stand. Big issue on inside of the building and have no date yet is the gym floor, maple is a supply issue. We have received many delivery dates that don't come true. We are expected to receive the subfloor next week, there is bleachers still to go in, we are just on hold waiting.

Outside, playground equipment due mid-August that's a week or so out. So to get that area ready for rubber service and mulch to be installed will take some time. May anticipate opening school without all pieces in place. Still a lot of unknowns out there right now to work out. We are still looking to get our certificate of occupancy in time for the start of school

Mr. Swartz questioned Mr. Alix story why it's different than what the Superintendent mentioned in his letter. There were no electrical items in his letter as a reason for the delay? Mr. Alix, informed the committee that the electrical has been an ongoing issue right along the makeup air equipment, switches, still on going, we just found out on Monday the switches were being sent. The superintendent put out the few major issues not an extended list.

Mr. Alix also answered Mr. Swartz's question that, we are beyond the substantial date of July 15, we have missed that we built in extra time to be safe and gave ourselves a little extra time as in this case. We are targeting the end of August that still gives time to set up for school to begin.

We did have the Town Officials come through last week, but nothing major was mentioned except for more signage needed. Not that it was a full inspection, if it was anything major or significant I'm sure they would have told us.

### **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 proposed on 8.3.22

## Report from Architects

Aviva Galaski, Architect, reviewed Change Order #19 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# 301 Cut outrigger at A connector roof	(Not to exceed)	\$ 8,924.00
CO# 306 Round column at jamb of storefront		\$2,279.00
CO# 308 Modify outrigger for lightning Rod	(Not to exceed)	\$ 8,924.00
CO# 311.1 Remove sprinkler head from C103B		\$ 905.00
CO# 312 Vinyl trim at CMU	(Not to exceed)	\$2,149.00
CO# 313 Closure at masonry cavity		\$10,083.00
CO# 319 Close chase outside of B21		\$ 1,778.00
CO# 325 Soffit at B1 Elevator Lobby	(No action needed at this time)	\$ 3,454.00
CO# 326 Added DWP's south of C-Wing Entry		\$ 1,430.00
CO# 327 Rated column cover at B-C Connector		\$ 3,052.00
CO# 329 Additional Lintels		\$ 1,414.00
CO# 330 Cane rail below Stair 3	(Not to exceed)	\$ 6,975.00
<b>TOTAL</b>		<b>\$51,367.00</b>

Mr. Swartz commented, he is a visual type person and would like to see pictures of these situations to have a better understanding of what the corrective action would be to help make a decision. I just want to remind the people that can do the pictures to please continue to do them. Thank you.

Ms. Jennifer Pelavin motioned to recommend approval of Change Order #19 in the amount of \$51,367.00

Seconded by Mr. Robert Swartz

Vote - so voted

Aviva Galaski, Architect shared a slide of the school update from June 19, 2022, It's been a few weeks and a lot more has been completed since then. Mr. Alan Minkus shared the link with Mr. Hemman, he will share with committee.

### New Business

#### Public Comment:

No comments

#### Executive Session:

No Executive Session

### Next Meetings

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

Wednesday, September 7, 2022 @ 4:00 by Zoom

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

Cancelled -Wednesday, August 17 20, 2022 @ 4:00PM by Zoom

### Adjourn

A motion was made by Ms. Jennifer Pelavin and seconded by Mr. Robert Hankinson to adjourn the meeting. The meeting adjourned at 4:29 p.m.