

**Williams-Rockwell Educational Gift
Foundation Committee
Minutes**

Mayor's Conference Room 128, 95 Pleasant Street
Gardner, Massachusetts

July 24, 2018
3:00pm

Committee Members present:

Michael Nicholson, Executive Aide and Designee of Mark Hawke
Atty. James M. Walsh, City Council Designee
Dr. James Faust, Trustee
Atty. Robert Rice, Trustee
James R. Abare, Representative of the Gardner School Committee
Mark Pellegrino, Superintendent of Schools
Dr. Paul Damour, Trustee

Members absent:

Mark P. Hawke, Mayor
Charline M. Daigle, City Treasurer
Theresa Thompson, Trustee

Also present:

Rachel Stephano-Secretary

- I. **Call to order:** Chairman Michael Nicholson, called the Meeting to order at approximately 3:00 p.m.
- II. **Approval of Minutes:** meeting of January 30, 2018.
Robert Rice/James Walsh - All in favor.
- III. **Old Business –**

Chairman Nicholson provided all members with a spreadsheet of the most recent disbursements. He pointed out a number of grants that had a difference between actual and projected costs. He noted that the invoice for the Footsteps to Brilliance, with a grant amount of \$9,400.00, has not been received yet. James Walsh moved to place the disbursement sheet on file.

James Walsh/Robert Rice - All in favor.

IV. New Business – The Committee discussed the main purpose for the meeting, which was to review a proposal from Don Hirsch Design Studio. Superintendent Pellegrino indicated that he had been working with Doug Lepisto to try to upgrade the lighting in the high school auditorium. It quickly became clear to the Superintendent that the scope of the project required someone with the appropriate training to assess the auditorium’s needs. The auditorium’s original lighting and acoustic systems were installed by Simplex and are outdated. Don Hirsch Design Studio submitted a proposal to study and evaluate the needs of the 600-seat theatre. The improvements would be done in a step-by-step process according to the recommendations by the design studio. Don Hirsch Design Studio’s proposed cost for consulting services is \$7,500.00. A motion was made to accept the proposal; however, it was temporarily tabled as more information was to be presented.

A second proposal from Acentech, a company that would work with Don Hirsch on the acoustic end of the proposed project, was then discussed. Acentech plans on meeting with the appropriate personnel who use the auditorium, tour the space, make measurements, and provide a written report which would include one or more concepts for improving the space. The cost for their services is \$4,000.00 James Abare indicated that the Facilities Committee, a sub-committee of the School Committee, met and felt that the auditorium is an important part of the school and recommended to move forward with the plan. Robert Rice felt it was a reasonable price but questioned whether or not an RFP process was required. The general consensus of the committee was to check with Jennifer Dymek the Purchasing Agent for the City of Gardner regarding the law’s requirements. Several members noted that this seemed to be a great function for this fund. **Amended Motion to grant \$11,500 to Gardner Public Schools for a general and acoustic study for improvements to the Gardner High School’s Landry Auditorium.**

Robert Rice/Paul Damour – All in favor.

Adjournment: The meeting closed at approximately 3:30 p.m.

Motion to Adjourn James Walsh/James Abare – All in favor.

V. No new meeting time was scheduled.