

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, January 6, 2021**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; Mayor Michael Nicholson, City of Gardner; Wayne Anderson, Facilities, Director; Jennifer Pelavin, School Committee Vice Chair; Robert Hankinson Gardner Citizen & Former City Engineer; Joshua Cormier, Purchasing Director, City of Gardner.

Also Present

Alternate member, Robert Swartz, School Committee Member; Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Alan Minkus, OPM; Colliers International; Tim Alix, Project Manager; Matthew Dunn, Sr. Construction Representative, Colliers International; Kristian Whitsett, Architect, Jones-Whitsett Architects; Colin Smith, Executive Aide to the Mayor, City of Gardner; Brenda Smith, Administrative Assistant to the Superintendent; Recording Secretary.

Regrets

Margo Jones, Designer, Jones-Whitsett Architects.

Call to order

Superintendent Pellegrino called the meeting to order at 4:03 p.m.

Approve Minutes

Approve Bills & Orders

The following invoices were presented to the committee:

Report from OPM

Schedule:

Mr. Tim Alix, reviewed with the committee typically what this group would talk about, in regards to the pricing and changes. He also brought up material testing and explained the steps. Mr. Alix, Informed the committee of the quality control process, and billing of Invoices for each month.

Budget Update

Report from Architects

Updates:

Mr. Whitsett discussed the next step to talk about is colors, interior colors, finishes and colors of furniture. He suggested a small subcommittee made up of 5-6 people that will present 2-3 options. Then keep Full Building Committee up to date as to choices. Committee discussed a subcommittee made up of members, Cathy Goguen, Courtney Dunn, David Fredette, Earl Martin, Wayne Anderson and two teachers from each school.

Mr. Robert Hankinson motioned all in favor recommending subcommittee.

Seconded by Dr. Mark Pellegrino

Vote – so voted

Old Business

New Business

Dr. Hemman reviewed the Change Order Procedure that was sent to Subcommittee. A few questions on the authority to approve extra work was discussed. Dr. Hemman will clear up the wording and will discuss at next meeting.

Dr. Hemman discussed a suggested process during construction, a point of contact can get very confusing so it should only be one person. Mr. Hankinson was in favor of Dr. Hamman being the point of contact if all in favor, and will bring to the full building committee.

Dr. Hemman brought up CORI requirements, at what point does one need to complete one? If working in the buildings a CORI will be needed, if not working in buildings not necessary at this time. When the building is up and children are in there we will revisit. Anyone using the temporary offices at Helen Mae Sauter School will need to be CORI'd due to students in the building.

Other Business to come before the Building Committee

Public Comments:

Next Meeting

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

Wednesday, February 10, 2021 @ 4:00

Wednesday, March 3, 2021 @ 4:00

Executive Session

No Executive Session

Adjourn

A motion was made by Mr. Hankinson and seconded by Ms. Pelavin to adjourn the meeting.

The meeting adjourned at 4:47p.m.