

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, January 17, 2024**

**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.

**Also Present**

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Kristian Whitsett, Architect, Jones-Whitsett Architects; Matthew Dunn, Sr. Construction Representative, Colliers International; Tim Alix, Senior Project Manager, Colliers International; Alan Minkus, OPM; Colliers International; Steve Rockwood, Community Member.

**Regrets**

Wayne Anderson, Facilities Director; Jennifer Pelavin, School Committee Vice Chair; Mayor Michael Nicholson, City of Gardner; Aviva Galaski, Jones-Whitsett Architects; Joshua Cormier, Purchasing Director, City of Gardner; Margo Jones, Designer, Jones-Whitsett Architects, Henry Albin, Jones-Whitsett Architects; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

**Call to order**

Dr. Mark Pellegrino, called the meeting to order at 4:01PM.

**Approve Minutes**

Mr. Robert Swartz moved to approve the minutes from the Financial Sub Committee Meeting on December 20, 2023 at 4:02 PM

Seconded by, Mr. Robert Hankinson

Vote – so voted

**Approve Bills & Orders**

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000887363, dated September 30, 2023, in the amount of \$3,234.92

Mr. Robert Swartz moved to approve Invoice #0000887363 from Colliers International.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Jones-Whitsett Architects, Invoice #2023134 dated December 31, 2023; in the amount of \$950.00

Mr. Robert Swartz moved to approve Invoice #2023134 from Jones-Whitsett Architects.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Bacon Construction Co, Inc. Invoice #37 dated December 31, 2023; in the amount of \$45,359.00

Mr. Robert Swartz moved to approve Invoice #37 from Bacon Construction Co, Inc.

Seconded by, Mr. Robert Hankinson

Vote - so voted

**Total Bills:**

**\$49,543.92**

## **Report from OPM**

**Budget Updates** – Mr. Alan Minkus reviewed the Project budget. Everything is looking good, the project is on budget and nearing the end.

### **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 was approved 8.3.22
- Change Order 20- \$27,056.00 was approved 9.21.2022 with updated items \$40,298.00
- Change Order 21 - \$-18,017.00 was approved on 10.5.22
- Change Order 21 – \$-7,206.00 was approved on 11.2.22
- Change Order 22 - \$0 – 59 days added to completion date of Substantial Completion 9.12.22
- Change Order 23 – 114, 140.00 was approved on 10.19.22
- Change Order 23R- \$115,359.00 was approved on 11.16.22
- Change Order 24 - \$224,178.42 was proposed on 12.7.22
- Change Order 30 - \$42,715.00 for approval on 7.19.23 re-vote #30 \$17,165.00
- Change Order 31 - \$12,043.00 was proposed on 08.16.23
- Change Order 32 - \$63,501.00 was proposed on 09/20/23
- Change Order 35 - \$9,027.00 was proposed on 11.15.23

## **Report from Architects**

Mr., Kristian Whitsett updated the committee with very good news. There are no Change Orders or PCO's to review today. Mr. Whitsett had a good meeting with Bacon Construction today and reviewed the summary of where the project stands. On the review list we are down to 10-12 items to finish up. We will be keeping track of that as they're completed. Mr. Anderson has a list of items he has been going through as well and is just wrapping them up, we will need to review these once the weather improves to complete.

Outstanding Change Order work, is just about completed, again we are waiting for the weather to improve to complete the few weather dependent issues.

**Old Business: None**

**New Business: None**

**Public Comment: None**

**Executive Session: No**

No Executive Session

**Next Meetings**

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

Wednesday, February 14, 2024 @ 4:00PM by Zoom

**Adjourn**

A motion was made by Mr. Mark Hawke and seconded by Mr. Robert Swartz to adjourn the meeting. The meeting adjourned at 4:26PM.