

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, February 14, 2024**

**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; 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; 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; Mayor Michael Nicholson, City of Gardner; Aviva Galaski, Jones-Whitsett Architects; Margo Jones, Designer, Jones-Whitsett Architects, Henry Albin, Jones-Whitsett Architects;

Call to order

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

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the Financial Sub Committee Meeting on January 17, 2024 at 4:02 PM

Seconded by, Mr. Robert Swartz

Vote – so voted

Approve Bills & Orders

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000920542, dated January 31, 2024, in the amount of \$2,825.14

Mr. Robert Swartz moved to approve Invoice #0000920542 from Colliers International.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- Jones-Whitsett Architects, Invoice #2024001 dated January 31, 2024; in the amount of \$950.00

Mr. Robert Swartz moved to approve Invoice #2024001 from Jones-Whitsett Architects.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- W.B. Mason Co., Inc. Invoice #244290720 dated February 1, 2024, in the amount of \$10,076.00

Mr. Robert Swartz moved to approve Invoice # 244290720, from W.B. Mason Co., Inc.

Seconded by Ms. Jennifer Pelavin

Vote – so voted

- School Furnishings, Invoice # 1818492 dated February 7, 2024; in the amount of \$4,062.51

Mr. Robert Swartz moved to approve Invoice # 1818492 from School Furnishings.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- Hertz Furniture, Invoice #689258 dated February 7, 2024, in the amount of \$7,939.17

Mr. Robert Swartz moved to approve Invoice #689258, from Hertz Furniture, Experts by Design.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- Hertz Furniture, Invoice #687460 dated February 7, 2024, in the amount of \$11,983.24

Mr. Robert Swartz moved to approve Invoice #687460, from Hertz Furniture, Experts by Design.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

Total Bills:

\$37,836.06

Report from OPM

Budget Updates – Mr. Timothy Alix reviewed the Project Budget standings. Everything looks good.

We had a meeting with the contractor, Bacon today. Set up to have meetings with the Fire Department, and Building Officials during the upcoming break. Will be reviewing doors and any other issues on going inside.

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
- Change Order 36 - \$44,707.00 was proposed on 2.14.2024

Report from Architects

Mr. Kristian Whitsett updated the committee below with the two Purchase Orders that were already discussed, both were not to exceed and came in lower than first expected.

We will be meeting with the Conservation Commission mid-March. The plantings will take place during the April break. We are checking off the last remaining items on the list.

Summary of Requests

CO#449 C-Wing Canopy Drainage	\$18,868.00
CO#450 Change Stine to Concrete at Loading Dock Area	\$25,839.00

TOTAL	\$44,707.00
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Mr. Robert Hankinson motioned to recommend approval of Change Order #36 in the amount of \$44,707.00

Seconded by Mr. Wayne Anderson Vote - so voted

Old Business: None

New Business: None

Public Comment:

Mr. Rockwood had questions about hearing on the scanner a lot of calls to the Elementary School. Is this normal? Mr. Wayne Anderson explained the water break at the Cavity Heater at the main entrance front door. All the water went outside, very lucky for the alarm that went off for this. Mr. Rockwood noted he also hears other alarms like the fire alarms a lot. Is that normal for a school? Mr. Anderson explained alarms will go off if something is detected and at end of life alarms. Kids love to push buttons with the elevator two-way communication. Mr. Rockwood replied, good to hear this is all normal. Thank you.

Executive Session: No

No Executive Session

Next Meetings

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

Wednesday, March 20, 2024 @ 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 4:17PM.