

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, March 20, 2024**

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

**Members Present**

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; Robert Swartz, School Committee Member; 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; Steve Rockwood, Community Member; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

**Regrets**

Mayor Michael Nicholson, City of Gardner; Robert Hankinson, Gardner Citizen & Former City Engineer; Wayne Anderson, Facilities Director; Joshua Cormier, Purchasing Director, City of Gardner; Alan Minkus, OPM; Colliers International; Aviva Galaski, Jones-Whitsett Architects; Margo Jones, Designer, Jones-Whitsett Architects, Henry Albin, Jones-Whitsett Architects;

**Call to order**

Dr. Mark Pellegrino, called the meeting to order at 4:00PM.

**Approve Minutes**

Mr. Robert Swartz moved to approve the minutes from the Financial Sub Committee Meeting on February 14, 2024 at 4:01 PM

Seconded by, Mr. Mark Hawke

Vote - so voted

**Approve Bills & Orders**

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000928691, dated February 29, 2024, in the amount of \$4,232.61

Mr. Robert Swartz moved to approve Invoice #0000928691 from Colliers International.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

- Jones-Whitsett Architects, Invoice #2024014 dated February 29, 2024; in the amount of \$950.00

Mr. Robert Swartz moved to approve Invoice #2024014 from Jones-Whitsett Architects.

Seconded by, Ms. Jennifer Pelavin

Vote - so voted

**Total Bills:**

**\$5,182.61**

**Report from OPM**

**Budget Updates** – Mr. Timothy Alix reviewed the Project Budget standings. Everything looks good as we are winding down the project.

**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 with no change orders to review this meeting. We are down to four items with the Commissioning Agent. April vacation we are pouring concrete on the sidewalks and around the transformer pad. Continuing with planting and the site work around the wetlands. Checking off the last remaining items on the punch list to complete.

**Old Business: None****New Business: None****Public Comment:****Executive Session: No**

No Executive Session

**Next Meetings**

Meeting dates for future **GES Financial Subcommittee meetings;**  
Wednesday, April 10, 2024 @ 4:00PM by Zoom

**Adjourn**

A motion was made by Mr. Robert Swartz and seconded by Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 4:13PM.