

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, April 10, 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; Wayne Anderson, Facilities Director; Robert Hankinson, Gardner Citizen & Former City Engineer

**Also Present**

Kristian Whitsett, Architect, Jones-Whitsett Architects; Matthew Dunn, Sr. Construction Representative, Colliers International; Tim Alix, Senior Project Manager, Colliers International; Steve Rockwood, Community Member; Joshua Cormier, Purchasing Director, City of Gardner; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

**Regrets**

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Mayor Michael Nicholson, 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 Hankinson moved to approve the minutes from the Financial Sub Committee Meeting on March 20, 2024 at 4:01 PM

Seconded by, Mr. Robert Swartz

Vote - so voted

**Approve Bills & Orders**

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000912189, dated December 31, 2023, in the amount of \$1,290.14

Mr. Robert Swartz moved to approve Invoice #0000912189 from Colliers International.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000935614, dated March 31, 2024, in the amount of \$4,032.98

Mr. Robert Swartz moved to approve Invoice #0000935614 from Colliers International.

Seconded by, Mr. Robert Hankinson

Vote - so voted

**Total Bills:**

**\$5,323.12**

## Report from OPM

**Budget Updates** – Mr. Timothy Alix reviewed the Project Budget standings. Reimbursement request sent to MSBA recommended for approval. We are in very good shape financially as the project is winding down.

### 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
- Change Order 37 \$ \$4,902.00 was proposed on 4.10.2024

## Report from Architects

Mr. Kristian Whitsett updated the committee with one change order. Met with the construction team, Civil Engineers and Conservation Commission in regards to the wetlands area. Bio mulch was requested there. This will not hold up anything. Checking off the last remaining items on the punch list to completed.

### Summary of Requests

CO#451 Add Bio Mulch to Wetlands	\$4,902.00
<b>TOTAL</b>	<b>\$4,902.00</b>

Ms. Jennifer Pelavin motioned to recommend approval of Change Order #37 in the amount of \$4,902.00

Seconded by Mr. Robert Swartz

Vote - so voted

**Old Business: None**

**New Business: None**

**Public Comment:** Mr. Rockwood asked when is the work in the wetlands area going to be started? Mr. Whitsett responded April break, depending on weather might need to be put off until forecast improves. Bacon Construction will evaluate forecast.

**Executive Session: No**

No Executive Session

**Next Meetings**

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

Wednesday, May 15, 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 4:15PM.