

**Gardner Elementary School  
Financial Subcommittee  
Meeting Minutes  
Wednesday, May 15, 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.

**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; Joshua Cormier, Purchasing Director, City of Gardner; Steve Rockwood, Community Member; Brenda Smith, Executive Assistant to the Superintendent; Recording Secretary.

**Regrets**

Robert Hankinson, Gardner Citizen & Former City Engineer; 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. Mark Hawke moved to approve the minutes from the Financial Sub Committee Meeting on April 10, 2024 at 4:01 PM

Seconded by, Mr. Robert Swartz

Vote - so voted

**Approve Bills & Orders**

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000944690, dated April 30, 2024, in the amount of \$2,043.23

Mr. Wayne Anderson moved to approve Invoice #0000944690 from Colliers International.

Seconded by, Mr. Mark Hawke

Vote - so voted

- Jones-Whitsett Architects, Invoice #2024039 dated May 30, 2024; in the amount of \$950.00

Mr. Wayne Anderson moved to approve Invoice #2024039 from Jones-Whitsett Architects.

Seconded by, Mr. Mark Hawke

Vote - so voted

- Bacon Construction Co, Inc. Invoice #38 dated May 15, 2024; in the amount of \$45,359.00

Mr. Wayne Anderson moved to approve Invoice #38 from Bacon Construction Co, Inc.

Seconded by, Mr. Mark Hawke

Vote - so voted

- Hertz Furniture, Invoice #695466 dated April 24, 2024, in the amount of \$4927.50

Mr. Wayne Anderson moved to approve Invoice #695466, from Hertz Furniture, Experts by Design.

Seconded by, Mr. Mark Hawke

Vote - so voted

**Total Bills:**

**\$79.170.43**

**Report from OPM**

**Budget Updates** – Mr. Timothy Alix reviewed the Project Budget standings. We are in good shape; we will have the final audit with MSBA and we are in a good position to close out the project shortly.

**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
- Change Order 38 - \$3,626.64 was proposed on 5.15.2024

**Report from Architects**

Mr. Kristian Whitsett went over change order 38 with the committee Additional Sensors & Expansion Modules to be completed. Mr. Whitsett also noted he also had a very long meeting with Bacon Construction and the Collier Team; to finalized the last items before closing the project out. At the Summit Gardner South of the A Wing there's a question on drainage with the design team. It's not working as well as we had hoped. This will be addressed further.

**Summary of Requests**

CO#437 Additional Sensors at AAON Units	\$2,939.64
CO#453 CxA Item 24 – Add Expansion Modules	\$ 687.00
<b>TOTAL</b>	<b>\$3,626.64</b>

Ms. Jennifer Pelavin motioned to recommend approval of Change Order #38 in the amount of \$3,626.64

Seconded by Mr. Robert Swartz

Vote - so voted

**Old Business: None**

**New Business: None**

**Public Comment:**

Mr. Rockwood replied that he is glad to see the wetland replication work being done. Is the area large enough? What is the future for that on monitoring the area?

Mr. Kristian Whitsett responded yes, the area is large enough. Going forward the Conservation Committee will monitor and inform the district. Mr. Rockwood responded; I go to Conservation meetings and there is very little to no talk on this. Mr. Whitsett will follow up with the Conservation Committee on this.

**Executive Session: No**

No Executive Session

**Next Meetings**

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

**Wednesday, June 12, 2024 @ 4:00PM by Zoom**

The following meetings dates are tentative if needed to approve invoices if no invoices to approve then no meeting will take place.

**Wednesday, July 17, 2024 @4:00PM by Zoom**

**Wednesday, August 21, 2024 @4:00PM by Zoom**

**Wednesday, September 18, 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 4:14PM.