

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, June 12, 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; Alan Minkus, OPM; Colliers International; 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; 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 May 15, 2024 at 4:01 PM

Seconded by, Mr. Mark Hawke

Vote - so voted

Approve Bills & Orders

- Strategic Building Solutions, LLC, dba Colliers International, Invoice #0000952326, dated May 31, 2024, in the amount of \$1,842.03

Mr. Mark Hawke moved to approve Invoice #0000952326 from Colliers International.

Seconded by, Mr. Robert Swartz

Vote - so voted

Total Bills:

\$1,842.03

Report from Architects:

Mr. Kristian Whitsett went over PCO #454 with the committee for the Oil/water separator, this is part of the elevator. The plumbing inspector has requested a change to the elbow installed that will remain submerged to act as a trap. He also requested a Hi and Low float that will sound an alarm if the level goes high or too low.

Summary of Requests:CO#454 Oil/Water separator **Not to exceed****\$6,000.00****TOTAL****\$6,000.00**

Mr. Mark Hawke motioned to recommend approval but, not to exceed for PCO #454 in the amount of \$6,000.00

Seconded by Mr. Wayne Anderson

Vote - so voted

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 OPM

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

Mr. Swartz asked about the closeout of the project, when will this be? Mr. Alix explained we are waiting on a few final inspections with officials after a few more sign offs that are still being

worked out. Another test is coming up on the 26th and adding some signage that is still needed. Everything is looking very good.

Summary of Request for Extra Services:

Mr. Kristian Whitsett reviewed this with the committee-

Jones Whitsett Architects, Inc., in accordance with our contract, respectfully request Extra Services for additional construction Phase Services – in reference to the request for additional concrete sidewalks at the “Summit Garden” area.

- Additional concrete sidewalks and drainage control per F&O proposal dated 5/31/2024 \$5,500.00
- Additional coordination, meetings, processing of Proposal Requests, Potential Change Order, and Change Orders. To be billed hourly as outlined. \$4,500.00

Not to exceed \$10,000.00 for this service.

Mr. Robert Swartz motioned to recommend approval but, not to exceed in the amount of \$10,000.00

Seconded by Ms. Jennifer Pelavin

Vote - so voted

Discussion on the motion:

Mr. Mark Hawke after a discussion with Mr. Wayne Anderson replied, not sure we will move forward at this time. We can address this again down the road. Would like to withdraw the motion.

Ms. Jennifer Pelavin motioned to withdraw her motion

Seconded by Mr. Robert Swartz. Motion withdrawn

Vote – so voted

Old Business: None

New Business:

Mr. Tim Alix let the committee know Mr. Mathew Dunn will be leaving Colliers International he is going into retirement; this will be his last meeting with us. Dr. Steve Hemman thanked Mr. Dunn and said it’s been a pleasure working with him. Dr. Pellegrino & Mr. Anderson thanked Mr. Dunn for everything he has done for the project, enjoy your retirement.

Dr. Hemman also let the committee know that this will be his last meeting as a Special Projects Consultant getting paid on the project and will be volunteering going forward. Dr. Mark Pellegrino thanked Dr. Hemman. This project went very smoothly a lot of bumps along the way but easier with you working on it with us. The Committee thanked both gentleman for all their work.

Public Comment: None

Executive Session: No

No Executive Session

Next Meetings

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

Wednesday, July 17, 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, August 21, 2024 @4:00PM by Zoom

Wednesday, September 18, 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 4:22PM.