

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, October 5, 2022**

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

Members Present

Dr. Mark Pellegrino, Superintendent of Schools; Mark Hawke, Director of Finance and Operations; Jennifer Pelavin, School Committee Vice Chair; Robert Hankinson, Gardner Citizen & Former City Engineer; Robert Swartz, School Committee Member;

Also Present

Dr. Steve Hemman, Special Projects Assistant to the Superintendent; Kristian Whitsett, Architect, Jones-Whitsett Architects; Tim Alix, Senior Project Manager, Colliers International; Matthew Dunn, Sr. Construction Representative, 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

Wayne Anderson, Facilities Director; Mayor Michael Nicholson, City of Gardner; Margo Jones, Designer, Jones-Whitsett Architects, Aviva Galaski, Jones-Whitsett Architects; Henry Albin, Jones-Whitsett Architects; Colin Smith, Executive Aide to the Mayor, City of Gardner.

Call to order

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

Approve Minutes

Mr. Mark Hawke moved to approve the minutes from the Financial Subcommittee Meeting on September 21, 2022 at 4:01 P.M.

Seconded by Mr. Robert Swartz

Vote – so voted

Approve Bills & Orders

The following invoices were presented to the committee:

- Grainger, Invoice #9442355708, dated September 12, 2022; in the amount of \$416.61

Mr. Mark Hawke moved to approve Invoice #9442355708 from Grainger.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Grainger, Invoice #9442556438, dated September 12, 2022; in the amount of \$2,584.20

Mr. Mark Hawke moved to approve Invoice #9442556438 from Grainger.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Red Thread, Invoice #898157 dated September 27, 2022; in the amount of \$5,691.09

Mr. Mark Hawke moved to approve Invoice #898157 from Red Thread.

Seconded by Mr. Robert Hankinson

Vote - so voted

- School Furnishings,

Invoice # 1818492 dated September 27, 2022; in the amount of \$32,135.71

Invoice # 1818498 dated September 27, 2022; in the amount of \$3,529.96

Invoice # 1818688 dated September 27, 2022; in the amount of \$11,360.52

Invoice # 1818850 dated September 27, 2022; in the amount of \$12,398.55

Invoice # 1818851 dated September 27, 2022; in the amount of \$658.63

Invoice # 1818687 dated September 27, 2022; in the amount of \$13,877.50

Invoice # 1818852 dated September 27, 2022; in the amount of \$10,635.83

Mr. Mark Hawke moved to approve all above Invoices from School Furnishings.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- WB Mason CO., Inc. Invoice #232077300 dated September 27, 2022 in the amount of \$35,645.20

Mr. Mark Hawke moved to approve Invoice #232077300 from WB Mason CCO., Inc.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- WB Mason CO., Inc. Invoice #231976661 dated September 27, 2022 in the amount of \$9,275.00

Mr. Mark Hawke moved to approve Invoice #231976661 from WB Mason CCO., Inc.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Wenger, Invoice #832106 dated September 27, 2022 in the amount of \$31,864.89

Mr. Mark Hawke moved to approve Invoice #832106 from Wenger.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Rentacrate Enterprises, LLC Invoice #605699-0 dated September 29, 2022 in the amount of \$2,472.12

Mr. Mark Hawke moved to approve Invoice #605699-0 from Rentacrate Enterprises, LLC.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Pro AV Systems Invoice #6, dated September 22, 2022 in the amount of \$107,585.21

Mr. Mark Hawke moved to approve Invoice #6 from Pro AV Systems.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- Pro AV Systems, Inc. Invoice #5 dated August 22, 2022 in the amount of \$31,311.00

Mr. Mark Hawke moved to approve Invoice #5 from Pro AV Systems.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- The Home Depot Pro/Institutional Invoice #706802949 dated September 14, 2022 in the amount of \$36.954

Mr. Mark Hawke moved to approve Invoice #706802949 from The Home Depot/ Pro Institutional.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- The Home Depot Pro/Institutional Invoice #706547064 dated September 13, 2022 in the amount of \$1,807.45

Mr. Mark Hawke moved to approve Invoice #706547064 from The Home Depot/ Pro Institutional.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- D&D Waste Removal, Invoice #0699-0000 dated September 12, 2022 in the amount of \$475.00

Mr. Mark Hawke moved to approve Invoice #0699-0000 from D&D Waste Removal.

Seconded by, Mr. Robert Hankinson

Vote - so voted

Mr. Robert Swartz had a few questioned on bills. D&D waste removal for \$475.00 and Home Depot for \$36.95. Why didn't the General Contractor pick this up as opposed to the City of Gardner?

Mr. Alan Minkus explained to the committee. Cost associated with a number of items was determined needed to be within the school not part of the FF&E. Wasn't part of the General Contractor's items these are school items.

Mr. Robert Hankinson questioned the bill for RentaCrate. Didn't we approve a previous invoice from them or is this Number 2 or a repeat?

Mr. Minkus said, there will be about 7-8 bills. There are still over a 100 crates out. Mr. Hankinson asked, do we need to remind staff to empty them and return them?

Mr. Dunn noted, that there is 36 at GES, and 100 at WSS & ESS. Mr. Hawke will check on the ones at WSS. & ESS, I am aware of. A reminder will be asked of staff to empty them so we can get them all returned.

Dr. Steve Hemman, would like to thank Eileen Bristol from Central Office for tracking all the bills and getting them in to be paid so quickly. She's doing a real great job tracking them!

We also had another bill from Pro AV Systems that we missed from August that we just voted on above, but would like to have a separate motion for.

- Pro AV Systems, Inc. Invoice #5 dated August 22, 2022 in the amount of \$31,311.00

Mr. Robert Hankinson moved to approve with Mr. Tim Alix approval, Invoice #5 from Pro AV Systems.

Seconded by, Mr. Mark Hawke

Vote - so voted

Report from OPM

Budget Updates – Mr. Timothy Alix reviewed the Project Budget Report and explained what is available for reimbursement to the city. Financially we are doing very well on the project, right where we thought we would be.

Construction Updates –

Mr. Matthew Dunn reviewed the site report – First shift is going on during the day, full site work with contractors outside getting the grounds completed, playgrounds, granite steps into lower playground area, level & filling in ground spaces for next phase. Inside is second shift during the night, workers are inside completing the punch list.

Building Updates:

Mr. Timothy Alix, updated the committee on potential issue with the poured in place rubber at the playground area, due to temperatures when it can be installed. Needs to be weather ready temperatures, if not ready before it gets to cold, woodchips will be used over the winter months. Spring we will do the base material then rubber surface matting. Details are still being worked out depending on the weather.

MSBA always asks if the district is planning a ribbon cutting. MSBA will attend this and speak, same as they did for ground breaking ceremony.

Dr. Pellegrino informed the committee there is an Open House set for October 13, 6-7:30 but, this is for Families & Students.

Mark Hawke suggested having a Ribbon Cutting Ceremony when building is completed, not now. Work is still in progress.

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 proposed 9.21.2022 with updated items \$40,298.00
- Change Order 21 – \$-18,017.00 proposed on 10.5.22

Report from Architects

Mr. Kristian Whitsett, reviewed Change Order #20 & 21 with the committee in detail.

Summary of Requests –

CO# 318 Power and Data to Dry Storage		\$ 3,437.00
CO# 343 GWB enclosure at Stair 4 and 5		\$19,764.00
CO# 348 Grease duct panel access		\$ 5,634.00
CO# 350 Site lights damaged by moving trucks		\$ 6,219.00
CO# 353 Outlet covers		\$ 643.00
CO# 356 Fire rated ceiling at elevator machine room		\$ 3,811.00
CO# 366 Credit light redirecting film	CREIDT	(\$74,850.00)
CO# 369 Asphalt shims for B&C Entry Grades		\$ 6,000.00
CO# 371 Backflow preventer inspection		\$ 350.00
TOTAL		\$40,298.00

Mr. Mark Hawke motioned to recommend approval of Change Order #20 & 21 in the amount of \$40,298.00

Seconded by Ms. Jennifer Pelavin Vote - so voted

New Items added before meeting

CO# 370 Add underdrain at bottom of slide	Not to exceed	\$ 4,975.00
CO# 374 New posts for stair 3 Rail	Not to exceed	\$ 5,995.00
TOTAL		\$-18,017.00

Mr. Mark Hawke motioned to recommend approval of Change Order #21 in the amount of \$-18,017.00

Seconded by Ms. Jennifer Pelavin Vote - so voted

Old Business: None

New Business: None

Public Comment:

Mr. Rockwood informed committee I've been monitoring traffic it's made a significant improvement the last few weeks. I don't know what's going on at the other end. Thank you for the opportunity to participate.

Executive Session:

No Executive Session

Next Meetings

Meeting dates for future **GES Financial Subcommittee meetings;**
Wednesday, November 2, 2022 @ 4:00 by Zoom

Meeting date for next **GES New Building Committee Meeting;**
Wednesday, November 16, 2022 @ 4:00PM by Zoom

Adjourn

A motion was made by Mr. Robert Hankinson and seconded by Ms. Jennifer Pelavin to adjourn the meeting. The meeting adjourned at 4:40 p.m.