

**Gardner Elementary School
Financial Subcommittee
Meeting Minutes
Wednesday, November 2, 2022**

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

Members Present

Mark Hawke, Director of Finance and Operations; Jennifer Pelavin, School Committee Vice Chair; Robert Hankinson, Gardner Citizen & Former City Engineer;

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

Dr. Mark Pellegrino, Superintendent of Schools; Wayne Anderson, Facilities Director; Robert Swartz, School Committee Member; 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

Mr. Mark Hawke, called the meeting to order at 4:01 p.m.

Approve Minutes

Mr. Robert Hankinson moved to approve the minutes from the Financial Subcommittee Meeting on October 5, 2022 at 4:01 P.M.

Seconded by Ms. Jennifer Pelavin

Vote – so voted

Approve Bills & Orders

The following invoices were presented to the committee:

Dr. Steve Hemman informed the committee that he wanted to correct the record with a few amounts read off wrong at the last meeting on a few invoices, although the invoices presented to the committee were correct. Please note: Jones Whitsett, Bacon Construction and three WB Mason bills are attached again for approval.

- Jones-Whitsett Architects, Invoice #2022087 dated September 30, 2022; in the amount of \$112,844.00

Ms. Jennifer Pelavin moved to approve Invoice #2022087 from Jones-Whitsett Architects.

Seconded by Mr. Robert Hankinson

Vote - so voted

- Bacon Construction Co, Inc. Invoice #22 dated September 30, 2022; in the amount of \$1,537,576.97

Ms. Jennifer Pelavin moved to approve Invoice #22 from Bacon Construction Co, Inc.

Seconded by, Mr. Robert Hankinson

Vote - so voted

- W.B. Mason Co., Inc. Invoice #232742698 dated September 25, 2022, in the amount of \$2,982.00

Ms. Jennifer Pelavin moved to approve Invoice # 232742698, from W.B. Mason Co., Inc.
Seconded by Mr. Robert Hankinson Vote – so voted

- W.B. Mason Co., Inc. Invoice #233043230 dated October 7, 2022, in the amount of \$4,395.00

Ms. Jennifer Pelavin moved to approve Invoice # 233043230, from W.B. Mason Co., Inc.
Seconded by Mr. Robert Hankinson Vote – so voted

- W.B. Mason Co., Inc. Invoice #233043260 dated October 7, 2022, in the amount of \$18,865.00

Ms. Jennifer Pelavin moved to approve Invoice # 233043260, from W.B. Mason Co., Inc.
Seconded by Mr. Robert Hankinson Vote – so voted

- Sterling Corporation, Invoice #614376, dated August 29, 2022; in the amount of \$23,779.00

Mr. Robert Hankinson moved to approve Invoice #614376 from Sterling Corporation.
Seconded by Ms. Jennifer Pelavin Vote - so voted

- FM Generator Inc., Invoice #162818-1, dated October 18, 2022; in the amount of \$360.61

Mr. Robert Hankinson moved to approve Invoice #162818-1, FM Generator Inc.
Seconded by Ms. Jennifer Pelavin Vote - so voted

- Follett Content Solutions, LLC, Invoice #517965 dated August 26, 2022; in the amount of \$108,276.55

Ms. Jennifer Pelavin moved to approve Invoice #517965 from Follett Content Solutions, LLC
Seconded by Mr. Robert Hankinson. Vote - so voted

- Follett Content Solutions, LLC, Invoice #517965F dated August 26, 2022; in the amount of \$16,567.24

Ms. Jennifer Pelavin moved to approve Invoice #517965F from Follett Content Solutions, LLC
Seconded by Mr. Robert Hankinson. Vote - so voted

Mr. Hankinson asked the committee why this Invoice is grabbing his attention. Was it a budgeted item? I can understand furniture but books, why over \$1,000.00 worth of books?

Mr. Mark Hawke responded that this was discussed many meetings ago that with two libraries not up to par one not having a bar system a decision was made by the committee to go along with the Satellite Media Room. Follett had recommendations of how many books you would have in each school. some of the books were good enough to be moved over. So we went on the lower end of the pricing. Follett comes in and shelves the books and adds them into the system for us, it's part of the price.

Mr. Hankinson thanked Mr. Hawke for the explanation.

Report from OPM

Budget Updates – Mr. Timothy Alix reviewed the Project Budget Report. Financially we are doing very well on the project.

Mr. Alix, brought up the official change of contract date with Bacon Construction. Bacon was to have substantial completion by July 15, 2022. MSBA is asking us to submit paperwork showing our approval for new date of September 12, 2022.

The City forgoing any liquidated changes to contractor damages, penalty for being late.

Dr. Steven Hemman suggested waiting until we go to full committee, feel more comfortable voting with a full committee, we will motion today and send to Full committee at next Building Committee meeting.

Mr. Hankinson, confirming substantial completion was July 15, 2022 new date we can use the building for intended purposes. Need final completion in the near future.

Mr. Alix mentioned Bacon Co. has kept the urgency to complete the project and have been doing the punch list, getting owners manual's, warranty books in to them.

Mr. Robert Hankinson made a motion to make recommendation to pass the change order with the substantial completion date to September 12, 2022
Seconded by Ms. Jennifer Pelavin Vote – so voted

Mr. Timothy Alix, reviewed the field restoration. This will all get fixed, it is required to restore on the way out. A lot of retainage will be withheld, we hold on to as much as we can and make sure all gets addressed.

Punch list is moving along. Note made, playground area had an issue with the playground piece coming from ESS it was all cracked so we didn't bring it over, we can't reuse (doom structure).

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
- Change Order 21 – \$-7,206.00 was approved on 11.2.22

Report from Architects

Mr. Kristian Whitsett, reviewed Change Order #22 with the committee in detail.

Summary of Requests –

CO# 372 Temp work to prevent climbing		\$2,048.00
CO# 388 Final date of Substantial Completion	September 12, 2022	

TOTAL **\$2,048.00**

Mr. Robert Hankinson motioned to recommend approval of Change Order #22 in the amount of \$2,048.00

Seconded by Ms. Jennifer Pelavin Vote - so voted

Old Business: None

New Business: None

Public Comment:

Executive Session:

No Executive Session

Next Meetings

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

Wednesday, December 7, 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 Ms. Jennifer Pelavin and seconded by Mr. Robert Hankinson to adjourn the meeting. The meeting adjourned at 4:31PM.