

Finance Sub-committee
Mount Greylock Regional School District
Williamstown, MA
August 14, 2020 at 11 AM.
ZOOM Meeting

MGR Finance Committee Call/Meeting Notes/Minutes

DATE OF ZOOM MEETING: August 14, 2020, at 11 AM at the Mount Greylock Regional Middle High School in Williamstown, MA - Conference Call

PROJECT: Mount Greylock Regional High School

SUBJECT: MGR Finance Sub-Committee ZOOM Meeting

ATTENDING :

Hugh Daley	Williamstown Selectman– voting member
Joe Bergeron	Business Manager – voting member
Steve Wentworth	Lanes. Finance Committee– voting member
Rob Wnuk	MGRSD Director of Operations
Trip Elmore	DWMP
Mike Cox	DWMP
Alec Marshall	Turner Construction
Carl Stewart	Turner Construction

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, this meeting will take place by conference call

1. Meeting called to order by Joe Bergeron, at 11:05 AM.
2. Reorganization of the Finance Sub-Committee.
 - a. First order of business reorganizes the need to reorganize the committee, by position.
 - i. The position of Committee Chair needs to be filled. A motion to nominate Hugh Daley as Finance Committee Chair was made by S. Wentworth and seconded by J. Bergeron. Discussion: None. Vote 3 approve, 0 against, 0 abstain
 - ii. The position of Committee Secretary needs to be filled. A motion to nominate Joe Bergeron to act as secretary of the committee by J. Bergeron and seconded by S. Wentworth. Discussion: D&W acknowledged that they will take and distribute the meeting minutes to close out the project in the next 1 or 2 meetings. Vote 3 approve, 0 against, 0 abstain
3. Approval of previous Meeting Minutes May 27, 2020 Meeting Minutes:
Meeting minutes are to be tabled until the next finance committee meeting.
4. Review of Turner Construction Closeout logs:
 - a. GMP Contingency Log
 - A. Marshall updates the committee that there are only five (5) items remaining to reconcile the GMP. The process we have used in the past is through approval letters. Approval letters do not change the bottom line, rather they just release money that is in the budget. Prior to this reconciliation, the GMP contingency shows a savings of \$26,964.00 that is now going to be used to fund changes outside the original project scope. Those items include misc. door fixes, moving labor, and other fixes requested by the district.

b. Owner Change Log

The owners contingency log shows a value of (\$131,394.10) pending. When reviewing the attached log, the unshaded rows are included in this value. A. Marshall went through the line items that fund bottom line and took the committee through each of the COR's; 091R1 – Carpet Changes, 094 - reconciliation of masonry contract, 095 electrical (credit), 096 reconciliation of CCIP. The District will have a savings of \$131,394.10 if all are executed. R. Wonuk asked, how the district should go about charging the project for Ryan Electric's work, verifying the neutrals that is currently ongoing. Ryan electric is finished the academic 3-story wing this week, and still has the remainder of the building to go through in the next 2 weeks. T. Elmore states to submit the invoice to through project through as an invoice to be paid, like the Legal bills or other district expenses.

J. Bergeron to confirm the signing authority process for the district moving forward. J. Bergeron also notes going forward, the meeting agendas need to state "vote expected" on any item that would require a vote.

c. Turner's budget report

C. Steward requests if approval letters (closing out sub-contractors) can be approved with contingencies where applicable. District confirms this can be done. An example is, a contractor may have retainage released contingent on the district's receipt of all as-builts.

5. Below is a list of the outstanding items to finalize the GMP as represented in the previous Turner close-out documents:

a. Outstanding Change Order Requests Include:

i. COR-090R1 – Carpet Tile Reconciliation

- Includes a credit for the carpet reimbursement from the owners insurance claim and flooring subcontractor backcharge

ii. COR-093 – GMP Reconciliation COR – Turner described the final costs that were included in the GMP Contingency draw down. R. Wonuk asked how the District would be reimbursed for the purchase of the ETC Ion Theatrical lighting board for the theater and Turner requested that the invoice be forwarded, and Turner would reimburse the District. Which would allow this COR to be signed without modification.

iii. COR-094 – Champlain Masonry Closeout

- Furnish and install additional stone mock-ups and seal stone at snapper veneer and wall stone.

iv. COR-095 – Ferguson Electric Closeout

- Includes back-charge for rewiring second floor offices and neutrals. The District will pay Ryan Electric directly from the project funds outside of Turner's Contract as Turner has reduced their Contract by that amount in this COR.

v. COR-096 – CCIP Reconciliation Approximate Value of the above Outstanding Changes: CREDIT amount of \$131,012, subject to minor adjustment based on CCIP reconciliation. This reflects the Credits from the insurance premiums on the amount of actual Labor on the project.

T. Elmore explained that the sign off on the COR's above is typically not brought to this Finance sub-committee for their approval and is typically signed by the District Superintendent/CEO. The Finance sub-Committee unanimously agreed that these COR's were reasonable and they support the district leadership with signing authority to proceed with signature.

b. Outstanding Approval Letters include:

i. AL-230 – Retainage Reduction Adams P&H

- This will reduce Adams P&H to half retainage \$175,000.00

- ii. AL-261R1 – Final Pay Champlain
 - Champlain provided masonry and brick work on the project. This approval letter assumes COR094 is approved.
- iii. AL-265 – Final Pay AJ Signs – Note: reviewed in last financial committee meeting and paid, formal signature never received on AL.
 - This was waiting on the final plaque to be received, which it has been installed since the last meeting.
- iv. AL-266 – Final Pay Lizotte
 - This is for final payment as their scope of work has been completed.
- v. AL-267 – Final Pay Berkshire Carpet
 - Approval letter to be revised and resubmitted with correct contractor name.
- vi. AL-268 – Final Pay JJ Curran
 - This is for final payment as their scope of work has been completed.

The Finance Sub-Committee agreed that the AL's above were ready for release and the district should sign off on these final pay Approval Letters.

- vii. AL-269 – Final Pay Adams Plumbing & Heating
 - Contingent on Adams, fulfilling a list of deliverables that include but are not limited to as-builts that are incomplete, the kitchen piping layout was used as an example. Remainder of the list to be provided to the committee, D&W, and Turner by R, Wnuk.
- viii. AL-270 – Final Pay Ferguson Electric
 - Contingent on Ferguson, fulfilling a list of deliverables that include but are not limited to as-builts (which need to be updated with junction box locations that are going to be coordinated with the Ryan Electric work), and any remediation costs associated with Ryan Electric's findings. The subject of additional work items was raised, for example an Emon Demon panel is not responding to the BMS, which the district would like to have replaced, however at this point it is outside of the warranty period and it may need to be a maintenance item covered by the district. Remainder of the list to be provided to the committee, D&W, and Turner by R, Wnuk.

If AL-269 and AL-270 have not been completed by the next Finance sub-Committee meeting, they will not be included in Turner's application for payment. However, if Turner can negotiate favorable terms or beneficial conditions on behalf of the district with these subcontractors, then the committee would review those terms and possibly allow these AL's to be signed and included in the next payment application. Turner will try to bring these 2 sub-contractors to closure.

- c. The following changes have been signed off, but need to be included in the next Change Order (Change Order #19):
 - i. COR-086 - \$4,216
 - ii. COR-087 - \$12,392
 - iii. COR-088 - \$1,663
 - iv. COR-089 - \$3,066
 - v. AL-258 - \$0 (\$3,090 transfer from Construction Contingency)

Turner's final Change Order # 19 for the above COR's in section 5c as well as the COR's in section 5a will be put together for the next Finance Sub-committee meeting for approval and processing. Turner's Requisition for payment will reflect Change Order 19, if the final pay retainage release approval letters AL-

269 and/or AL-270 are not complete and can not be signed off, then Turner will have a Requisition for payment that does not release those 2 items and will bill for those items in the future.

6. Invoices (attached) for approval (Vote Expected):

a. Miscellaneous project invoices previously paid by the district but not brought to the committee for approval in the amount of \$15,755.19

Motion to approve payment of the invoice by S. Wentworth 2nd by J. Bergeron.

Discussion: T. Elmore notes the district went through a reconciliation similar to the efforts of D+W last fall. This is a list of invoices the district paid through the project that were not submitted to the committee or entered into D+W's budget tracking.

VOTE: 3 approve, 0 against, 0 abstain

b. Misc MGRSD Administration Bills #125, 126, & 127 totaling \$6,100.00

Not for vote as salaries have been paid, FOR RECORD ONLY

c. Strang Scott invoices, #20778, #20924, #21078 totaling \$4,162.50

Motion to approve payment of the invoice by S. Wentworth, 2nd by J. Bergeron.

Discussion: None

VOTE: 3 approve, 0 against, 0 abstain

d. Unibank Invoices, #7097 and #7055 totaling \$2,550.00

Motion to approve payment of the invoice by S. Wentworth, 2nd by J. Bergeron.

Discussion: None

VOTE: 3 approve, 0 against, 0 abstain

7. Other business not anticipated 48 hours in advance
None

8. Upcoming Finance Sub-Committee Call is to be scheduled for a date in early September 2020.
TBD

9. Motion adjourn by S. Wentworth and 2nd by J. Bergeron.
Vote: unanimous in favor, Call Adjourned at 12:22PM.

These minutes are a summation of the meeting and may not include all details discussed or individual comments made.

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC

Approved 9.3.20