

Finance Sub-committee
Mount Greylock Regional School District
Williamstown, MA
September 3, 2020 at 11:00 AM.
Conference Call
+1 646 876 9923 US (New York)
Meeting ID: 943 9470 7621
Passcode: 865961

<https://zoom.us/j/94394707621?pwd=VnluYkNTUXpJd1AxL0dUK2ltSmVkOT09>

MGR Finance Committee Call/Meeting Notes/Minutes

DATE OF CALL/MEETING: September 3, 2020, at 11:00 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 Call/Meeting

ATTENDING BY PHONE:

Hugh Daley, chair	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 (on phone)
Mike Cox	DWMP (on phone)
Alec Marshall	Turner Construction (on phone)

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 Finance Committee Chair, Hugh Daly, at 11:06 AM.
2. Approval of previous Meeting Minutes from May 27 and August 14, 2020 Meeting Minutes:
Motion to approve May 27th and August 14th, 2020 Meeting Minutes by J. Bergeron 2nd by S. Wentworth.
Discussion: H Daley wanted to confirm the there were all of the people listed on the May 27 remote meeting, D&WMP responded that they were listed because it was their understanding that those people were present.
ROLL CALL VOTE: Bergeron Yes, Daley Yes, Wentworth Yes. Motion Passes.
3. DWMP Budget - Dashboard update based on Aug 14th, 2020 meeting approvals
Discussion: Accounting of actual invoices

J. Bergeron asks as we work to close the project internally, with the understanding that they have surpassed all reimbursable expensed at this time, what does MSRSD need to officially close out. T. Elmore responds, there is a form that needs to be signed by the district that states all invoices, vendors, contracts etc. have been paid and are done with the project. T. Elmore notes this could be a question to counsel, but it is understood that the district will still have access to use available funds through the bond agreement that the two towns have already agreed to. H. Daley suggest making sure the project is 100% complete prior to signing off with the MSBA. It is noted the deadline is up to the district's discretion on being complete.

H. Daley ask if the nation grid grant is accounted for within DWMP budget. T. Elmore responds, no, the grant was done outside of the project. Adding if the district would like Dore + Whittier to include the grant funding in the

sources and uses MSBA form, a copy of the National Grid Grant will need to be submitted to Dore + Whittier. Additionally, H. Daley asks where we stand in regards to the Electrical Permit Fee. J. Bergeron is working with the counsel to make sure the correct avenues are being utilized to amend the issue in the best legal interest of the district.

D&WMP/T. Elmore advises that as the District was the Filed Trade Awarding Authority and that if the district were to pay the Electrical Permit Fee to the Town of Williamstown, the District would be very likely liable for improper bidding damages by the other electrical bidders and very likely be involved in a bid protest with the State Attorney General. D&WMP strongly advised that the issue is between the Town and the Ferguson and it is not an issue for the MGR School District. Permit fees are always paid as part of the application process, which is between the town and the subcontractor applying for the permit, not at the end of the project.

4. Below is a list of the outstanding items to finalize the Turner GMP close-out documents:

a. Outstanding Change Order Requests Include:

- i. COR-090R1 – Carpet Tile Reconciliation
- ii. COR-093 – GMP Reconciliation COR
- iii. COR-094 – Champlain Masonry Closeout
- iv. COR-095 – Ferguson Electric Closeout
- 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.

A motion to approve COR-090R1, COR-093, COR-094, COR-095 and COR-096 by J. Bergeron and seconded by S. Wentworth.

Discussion: The district to submit the invoice for the theatrical lighting board in relation to COR-095 directly to the project and will not effect this COR.

ROLL CALL VOTE: Bergeron Yes, Daley Yes, Wentworth Yes. Motion Passes.

b. Outstanding Approval Letters include:

- i. AL-230 – Retainage Reduction Adams P&H
- ii. AL-261R1 – Final Pay Champlain
- iii. AL-265 – Final Pay AJ Signs – Note: reviewed in last financial committee meeting and paid, formal
- iv. AL-266 – Final Pay Lizotte
- v. AL-267 – Final Pay Berkshire Carpet
- vi. AL-268 – Final Pay JJ Curran
- vii. AL-269 – Final Pay Adams Plumbing & Heating
- viii. AL-270 – Final Pay Ferguson Electric

A motion to approve AL-230, AL-261R1, AL-265, AL-266, AL-267 and AL-268 by J. Bergeron and seconded by S. Wentworth.

Discussion: T. Elmore recommends the committee not approve AL-269 and AL-270 at this time.

AL-269 has been tabled until;

1. Coordination with lighting panel. CTC waiting on points
2. Underground plumbing drawing – to be turned over (on procore)
3. Valves for drain lines. Locations provided to PM for as-builts.

AL-270 has been tabled until;

4. Ferguson lighting panel manufacturer was onsite this week to review. Noted only item missing is integration with CTC. A list of points was requested by CTC to the panel work with the BMS.

5. Mark up as built – Contingent upon Ryan Electric completing their review and issuing location to Ferguson. (Ryan Electric is expecting to be done in approx. 2 weeks). R. Wnuk to follow up with Ryan to confirm. They are currently pulling new wire to correct neutrals in various locations.
6. E-mon d-mon panel - Contact information from Ferguson was forwarded to R. Wnuk.

T. Elmore request Turner to draft change order to include all approved COR's and AL's to be submitted on the next Turner Requisition and be voted at the next finance committee meeting. T. Elmore will speak with Perkins Eastman to created AIA change order form.

ROLL CALL VOTE: Bergeron Yes, Daley Yes, Wentworth Yes. Motion Passes.

- c. The following changes have been signed off, and will be included in the next Change Order (Change Order #19). Note that all of these were signed off prior to July 1st, 2020:

The below COR's and AL's were approved and signed prior to July 1, 2020 and have already received proper sign off. No vote required.

- 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)
5. Other business not anticipated 48 hours in advance
Discussion: None
 6. Upcoming Finance Sub-Committee Call is to be scheduled for Thursday September 17, 2020 at 11:00AM virtually through zoom.
 7. Motion to adjourn by J. Bergeron and seconded by S. Wentworth.
Vote: unanimous in favor, Call Adjourned at 11:44AM.

Approved 9.24.20