

SBC
Finance Sub-committee
Mount Greylock Regional School District
Williamstown, MA
August 15, 2019 at 12 noon.
MGRS Meeting Room A109
Conference Call
712-775-7031
AC 414 138 264

MGR Finance Committee Call/Meeting Notes/Minutes

DATE OF CALL/MEETING: Aug 15, 2018, at 12 noon at the Mount Greylock Regional Middle High School in Williamstown, MA - Conference Call 712-775-7031: AC 414 138 264

PROJECT: Mount Greylock Regional Middle High School

SUBJECT: MGR Finance Committee Call/Meeting

ATTENDING:

Hugh Daley, chair	Williamstown Selectman– voting member
Kimberley Grady	Superintendent of Schools – voting member
Steve Wentworth	Lanes. Finance Committee– voting member
Jason Springer	Perkins Eastman – by phone
Trip Elmore	DWMP – by phone
Alec Marshall	Turner Construction
Carl Stewart	Turner Construction – by phone

1. Meeting called to order by Finance Committee Chair, Hugh Daly, at 12 noon.

2. Approval of previous Meeting Minutes July 12, 2019 Meeting Minutes:

Motion to approve July 12, 2019 Meeting Minutes by Steve Wentworth 2nd Kim Grady.

Discussion: none

VOTE: 3 approve, 0 against, 0 abstain

3. **Construction Change Order #17 – For the value of \$204,804.00, the team described the line items included in change order 17.** The Change Order Requests were reviewed and noted that the project and district have reviewed this change work and it was approved prior to being included on the change order. The Finance Committee is wanting to protect their rights to recover funds for work the was potentially owned under the base contract and therefore wants to seek legal counsel's advice on two of the changes related to the apron and sidewalk replacements. The two changes related to these items are to be removed from Change Order 17.

Motion to amend Change Order #17 to remove COR- 082-R1 and COR-084 by Kim Grady 2nd by Steve Wentworth.

Discussion: Turner requested that a 50% retainage reduction be considered for Keller, the district agreed to try and respond to the request by the end of the day.

VOTE: 3 approve, 0 against, 0 abstain

Motion to approve amended Change Order #17 in the amount of \$63,290.00- by Steve Wentworth 2nd by Kim Grady.

VOTE: 3 approve, 0 against, 0 abstain

4. **Budget Revision Request #29 – Budget Revision Request #29 to adjust budget line items for GMP Contingency expenditures based on Change Order #17 for \$63,290.00, and movement of money to other line items within the budget. (Vote Expected)**

Motion to approve Budget Revision Request by Steve Wentworth, 2nd by Kim Grady.

Discussion: T. Elmore explains, as we have been doing on the project, as money is approved in amendment, we need to fund those contract changes with a budget revision request. Turner Change Order #17 is funded from Construction Contingency a. In order to fund the Change order, money has been moved from various line items as unspent budget balances are needed to fund Change Order 17.

VOTE: 3 approve, 0 against, 0 abstain

5. **Invoices (attached) for approval (Vote Expected):**

- a. **Perkins Eastman Invoice No. 47 in the amount of \$9,500.00 for Designer services in July 2019.**

Motion to approve payment of the invoice by Kim Grady, 2nd by Steve Wentworth

Discussion: None

VOTE: 3 approve, 0 against, 0 abstain

- b. **D&W Management Partners Invoice No. 53 in the amount of \$5,000.00 for July 2019 OPM Services**

Motion to approve payment of the invoice by Kim Grady, 2nd by Steve Wentworth

Discussion: None

VOTE: 2 approve, 1 against, 0 abstain

- c. **Turner Construction's Application Requisition No. 37 is moved for review in the next meeting.**

- d. **Strang Scott invoices No. 19337, 19498, & 19499 in the amount of \$10,632.50.**

Motion to approve payment of the invoice by Kim Grady, 2nd by Steve Wentworth

Discussion: None

VOTE: 3 approve, 0 against, 0 abstain

- e. **Engineered Floors Invoices No. 6-5468092 & 6-5700707 in the amount of \$41,822.95 (Other Project costs)**

Motion to approve payment of the invoice by Kim Grady, 2nd by Steve Wentworth

Discussion: For the purchase of new carpet

VOTE: 3 approve, 0 against, 0 abstain

- f. **Haddad's Rug Co, Inc. invoice No. 92502 in the amount of \$3,363.00 (Other Project costs)**

Motion to approve payment of the invoice by Kim Grady, 2nd by Steve Wentworth

Discussion: For purchase of new base in the carpeted areas

VOTE: 3 approve, 0 against, 0 abstain

6. **Budget update – summary included in the email**

T. Elmore states, we did track exposures this month, and is represented in the budget attached. Highlighted in yellow are items that have been moved in the BRR to construction contingency. Since the contingency amount is over the reimbursable limit these dollars would not be considered for reimbursement. The project budget no longer has available funds for any additional changes, while we have not exceeded the budget it does not look like there are surplus funds available. While there may be some money uncommitted at this point the amount is potentially in the thousands so to be careful no additional commitments should be considered at this time.

- 7. Upcoming Finance Sub-Committee Call is on August 20th at 9AM.**
- 8. Motion adjourn by Kim Grady and 2nd by Steve Wentworth,
Vote: unanimous in favor, Call Adjourned at 1:02 PM.**