

**Finance Sub-committee**  
**Mount Greylock Regional School District**  
**Williamstown, MA**  
**October 24, 2019 at 11 AM.**  
**MGRS Meeting Room A109**  
**Conference Call**  
**712-775-7031**  
**AC 414 138 264**

**MGR Finance Committee Call/Meeting Notes/Minutes**

**DATE OF CALL/MEETING:** **October 24, 2018, at 11 AM 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
Andrea Wadsworth	MGRSD Business Manager – voting member
Rob Wnuk	MGRSD
Trip Elmore	DWMP (on phone)
Alec Marshall	Turner Construction
Rachel Donner	DWMP (on phone)

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1. Meeting called to order by Finance Committee Chair, Hugh Daly, at 11:53 AM.
2. Approval of previous Meeting Minutes September 12, 2019 Meeting Minutes:  
*Motion to approve September 12, 2019 Meeting Minutes by K. Grady 2nd A. Wadsworth.*  
*Discussion: none*  
*VOTE: 3 approve, 0 against, 0 abstain*
3. Invoices (attached) for approval (Vote Expected):
  - a. Perkins Eastman Invoice No. 49 in the amount of \$9,500.00 for Designer services in September 2019.  
*Motion to discuss the merits of the invoice and discussion about the payment of the invoice by A. Wadsworth 2nd K. Grady.*  
*Discussion: The OPM stated that this is their final invoice. The question was asked if all items were complete and it was noted that the LEED documentation had not come back yet and there is likely to be some additional interfacing with the USGBC to get the certification. The Committee decided to hold to final invoice at this time and not pay it.*  
*VOTE: 3 approve, 0 against, 0 abstain*  
  
*Motion to hold the Perkins Eastman final invoice until the LEED Certificate is issued by A. Wadsworth 2nd K. Grady.*  
*VOTE: 3 approve, 0 against, 0 abstain*
  - b. Turner Construction's Application Requisition No. 39 in the amount of \$93,181.42 for Sept 2019.  
*Motion to approve payment of the invoice by K. Grady 2nd A. Wadsworth.*  
*Discussion: Questions were raised about the makeup of the invoice, A Marshall commented that there were some individual costs associated with the site contractor, Keller, and the majority of the value is attributed to retainage release payments. The*

district was concerned about releasing retainage for Sam Tell & Sons (\$19,258.50) due to faulty equipment issues over the past year, however the signoff (AL 245) for the retainage noted their concerns for potential future remedies.

*VOTE: 3 approve, 0 against, 0 abstain*

- c. D&W Management Partners Invoice No. 54 in the amount of \$5,000.00 for Aug 2019 No. 55 in the amount of \$5,000.00 for Sept 2019 OPM Services

*Motion to approve payment of the invoices by K. Grady 2nd A. Wadsworth.*

Discussion: The OPM wanted to note that there are likely to be final payments being made through the month of December as the final subcontractors are closed out. The billing schedule for the OPM had always been planned through January for 2020. There are also final documentation items which include the final BRR and Change Order Log BRR that will be taking place in the next month. Currently, the latest BRR 29 was discussed with the MSBA and put on "hold". It was noted that there are costs that need to be reconciled to determine the accurate value of unspent budgets, this "audit like" exercise is currently being done on over 1,100 invoice line items and a copy of the data reviewed to date was emailed in the meeting to all participants.

*VOTE: 3 approve, 0 against, 0 abstain*

- d. Hadad Rug 2 Invoices totaling the amount of \$1,364.68.

*Motion to approve payment of the invoice by A. Wadsworth 2nd K. Grady.*

Discussion: none

*VOTE: 3 approve, 0 against, 0 abstain*

- e. Ryan Electric Invoice 3736 in the amount of \$3,780.77.

*Motion to approve payment of the invoice by K. Grady 2nd A. Wadsworth.*

Discussion: This is a warranty item that should have been paid for by Ferguson Electric, Turner will issue a deductive Change Order for this value to credit the project.

*VOTE: 3 approve, 0 against, 0 abstain*

- f. Strang Scott Invoices #19651 for \$1,020.00, #19652 for 1287.50, #19778 for \$600.00, #19779 for \$750.00, #19913 for \$1,462.50 totaling \$5,120.00.

*Motion to approve payment of the invoice by K. Grady 2nd A. Wadsworth.*

Discussion:

*VOTE: 3 approve, 0 against, 0 abstain*

#### 4. Budget update – summary included in the email

T. Elmore states, we did track exposures this month, and is represented in the budget attached. 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. We are currently reviewing the propay line items and are finding some line items that were put in the wrong cost categories. Our review should be complete soon and at that point we will put the final BRR together to move available funds into the contingency and other budget lines to fund the approved changes and invoices.

#### 5. Discussion on BRR 29R1 resubmission

Due to the discrepancies found on entries in the propay system, the final BRR #29 needs to be resubmitted once all costs are properly allocated and checked. This exercise may require some action on the districts part but until the review is complete this is still an unknown. There are over 1,100 entries to review and we are coming close to identifying the items that are in need of reclassification. We hope to have this complete in the next 2 weeks and will present the final BRR in the next Fin Com meeting. As we will not be finalized with billing and don't expect to before December, this timing is not an issue.

#### 6. Upcoming Finance Sub-Committee Call is to be scheduled for a date TBD.

#### 7. Motion adjourn by K. Grady 2nd A. Wadsworth.

Vote: unanimous in favor, Meeting/Call Adjourned at 12:35.