

Finance Sub-committee
Mount Greylock Regional School District
Williamstown, MA
November 22, 2019 at 1:30 PM.
MGRS Meeting Room A109
Conference Call
712-775-7031
AC 414 138 264

MGR Finance Committee Call/Meeting Notes/Minutes

DATE OF CALL/MEETING: November 22, 2019, at 1:30 PM 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
Trip Elmore	DWMP (on phone)
Alec Marshall	Turner Construction
Mike Cox	DWMP (on phone)

1. Meeting called to order by Finance Committee Chair, Hugh Daly, at 1:31PM.
2. Approval of previous Meeting Minutes October 22, 2019 Meeting Minutes:
Motion to approve October 22, 2019 Meeting Minutes by S. Wentworth 2nd K. Grady.
Discussion: none
VOTE: 2 approve, 0 against, 1 abstain
3. Invoices (attached) for approval (Vote Expected):
 - a. Turner Construction's Application Requisition No. 40 in the amount of \$129,484.80 for October 2019.
Motion to approve payment of the invoice by S. Wentworth 2nd K. Grady.
Discussion: A. Marshall states there are only a few items listed on the application this month. Mostly changes which have been previously signed and approved, being billed now. H. Daley asks if any cost is an increase to the overall budget not previously accounted for. A. Marshall responds all work being billed for has been anticipated and funded in change orders previously. This does not increase the overall project budget and work has already been completed, rather this is paperwork being processed after fact. K Grady asks for itemized specifically for Ferguson Electric. A. Marshall shows the additional backup and R. Wnuk is reviewing. District to complete a review of itemized backup prior to signing off on the invoice.

VOTE: 3 approve, 0 against, 0 abstain
 - b. CME Associates, Inc. Invoice No. 23 in the amount of \$1,666.00
Motion to approve payment of the invoice by S. Wentworth 2nd K. Grady.
Discussion: K. Grady asks to have this explained by T. Elmore. T. Elmore states, as you recall we have recent poured the sidewalk and front entrance, this invoice is associated with the testing required for that work. Continuing the only difference is district to pay direct without typical DWMP mark-up. H. Daley asks, has this work been completed in last few months? Answer; Correct. K. Grady notes to mark-up invoice with a note that it is being paid out of the build project.

VOTE: 3 approve, 0 against, 0 abstain

- c. *Mount Greylock Regional School District Invoice No. 124 in the amount of \$3,850.00 (Record only). This is for hours worked by the district on the project for payment from mid-July to Mid-October. This is notification only.*
- d. *StrangScott Invoice No. 20062 in the amount of \$2,400.00. Motion to approve payment of the invoice by S. Wentworth 2nd K. Grady. Discussion: None*

VOTE: 3 approve, 0 against, 0 abstain

4. Budget update – summary included in the email

T. Elmore notes this is the same process as it has been for the life of the project. The Budget reflects changes from the invoices approved in the previous meeting. T. Elmore then directs the group to the second column from the right, labeled contracts remaining, as well as the one to the right of this labeled budget balance. On Page 17 in the second to last line of the construction budget section will notice a value in red of -\$316,403. This is the expose we have on change orders. This ties directly into the discussion on BRR No. 29R1 where we will be moving money already within the budget to cover that exposure. H. Daley ask, have we gone over budget? T. Elmore responds, we have not gone over the agreed upon Project budget value of \$64,737,706. We have only over drawn the Construction Contingency line and need to reallocate unspent funds to cover this exposure.

T. Elmore adds we are still reviewing the propay/dashboard invoices with the MSBA which will then allow us to formally submit Budget Revision Request 29R1 and move the available funds. Through the review we have noted costs that are either duplicates or were submitting within the wrong cost code and are working with the MSBA on how they would like to have the corrections completed.

Additionally, the district requests to leave funds in the following lines; Legal, Other Administration Costs and Construction Contingency. Within Other administration the district notes to move \$25,000 to contingency leaving a balance of \$12,670.51 in other administration costs, noting there will continue to be administration expenses until the project is completed.

- 5. *Perkins Eastman Amendment No. 11 in the amount of (\$25,226.15) Motion to approve Perkins Eastman Amendment by S. Wentworth 2nd K. Grady. Discussion: None.*

VOTE: 3 approve, 0 against, 0 abstain

6. Discussion on Draft BRR 29R1 resubmission:

This BRR was previously put together and as it is the final close out of various budget line items, it was discovered that the Propay system had been loaded with duplicated costs or mis-coded costs that influenced the available funds. As was discussed previously, D&W has done a side by side review of the D&W budget and the Propay system to resolve many of the conflicts to help determine that actual budget balances available to complete transfer funds into contingency. The MSBA was contacted on Monday with this completed exercise (over 1,100 invoices) and was asked how they want to modify any erroneous entry items so the BRR 29R1 will be acceptable when they get it. Budget Revision Request 29R1 is drafted as you see it, however it may need to be modified after we get a response from the MSBA. If it is acceptable as is by the MSBA, we will forward it to the Superintendent for signature and submit it to the MSBA. As is evident by this draft, we are moving money from 11 lines in the dashboard budget to Construction Contingency to fund outstanding changes. We are moving money in 3 lines to cover over running budget line items. Hopefully this would be the 2nd to last BRR, with the final BRR being one where we officially move money from Construction Contingency to Change Orders which is a MSBA requirement.

H. Daley asks DWMP and Turner to review full approved Change Order Costs to date District has a rebate from Nation Grid to cover costs related to the MDF room.

Additional Note: Budget lines not touched – Legal & Administration costs.

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

8. Motion adjourn by *K. Grady 2nd by H. Daley*

Vote: unanimous in favor, Meeting/Call Adjourned at 2:25 PM.

Approved 01.17.20