

Finance Sub-committee
Mount Greylock Regional School District
Williamstown, MA
January 17, 2020 at 9:30 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: Jan 17, 2018, at 9:30AM at the Mount Greylock Regional Middle High School in Williamstown, MA - Conference Call 712-775-7031: AC 414 138 264

PROJECT: Mount Greylock Regional 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)
Mike Cox	DWMP (on phone)
Alec Marshall	Turner Construction

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1. Meeting called to order by Finance Committee Chair, Hugh Daly, at 9:37 AM.
 2. Approval of previous Meeting Minutes Nov 22, 2019 Meeting Minutes:
Motion to approve Nov 22th Meeting Minutes by S. Wentworth 2nd by K. Grady.
Discussion: none
VOTE: 3 approve, 0 against, 0 abstain
 3. Invoices (attached) for approval (Vote Expected):
 - a. **Turner Construction's Application Requisition No. 41 in the amount of \$175,658.21 for Nov./Dec. 2019**
Motion to approve payment of the invoice by S Wentworth, 2nd by K Grady.
Discussion: Alec, this req is mainly for the theatrical rigging for curtains theater etc. sub billing out their contract and retention as well as Kelley (site) retention.

Trip, noticed there are unbilled amounts. Alec reconciling the CCIP. Alec is not in full understanding if it will be the entire amount or not. Alec believes CCIP reconciliation will be done and included in this week, but need sign off by the office. GMP Contingency 24K is it just Change Orders not billed, Alec responded that it should be expended for work done on thresholds, weather stripping door hardware not installed as well as some potential give back. Kim is challenging some of the T&M tickets, Carl is visiting site on 27th to go over items in question. Remaining balances are close out of subs contracts. Trip noticed negative in general requirements, Alec one theory (need to look into) likely where we are housing the claim from the carpeting, and once we are paid out we will leveling itself out.

Hugh asks if Trip is ok will approving, Trip responds majority of retainage is electric and Adams plumbing. Big point overall contract is not being exceeded.

VOTE: 3 approve, 0 against, 0 abstain

b. Dore + Whittier Invoice No. 58 in the amount of \$5,000.00 for December 2019

Motion to approve payment of the invoice by S Wentworth, 2nd by K Grady.

Discussion: Trip, I did not bill in November, plan to bill dec. jan. feb. then see where we stand with closeout. Belief of being fair to not be paid out until project is complete. We noticed the bill is incorrect. Bill needs to be corrected and will be re submitted next month. 25K should be remaining.

S. Wentworth has retracted his motion to approve.

No Vote

c. GEM Environmental, Inc. Invoice No. 19-1088 in the amount of \$2,703.00, and GEM Environmental, Inc. Invoice No. 19-1097 in the amount of \$2,285.00

Motion to approve payment of the invoices by K Grady, 2nd by S Wentworth.

Discussion:

Lump the two costs together. This is carpet testing.

VOTE: 3 approve, 0 against, 0 abstain

d. Connor Bros Invoice No. 15939 in the amount of \$19,480.00

Motion to approve payment of the invoice by K Grady, 2nd by S Wentworth.

Discussion: Shipping cost for new carpet tiles.

VOTE: 3 approve, 0 against, 0 abstain

e. StrangScott Invoice No. 20316 in the amount of \$1,125.00 (Record)

Motion to approve payment of the invoice by K Grady, 2nd by S Wentworth.

Discussion: Amend the motion to approve of invoices 20316 + 20196 for a total of \$5,437.50 by K. Grady + S. Wentworth.

VOTE: 3 approve, 0 against, 0 abstain

4. Budget update – summary included in the email

We have submitted rough draft of D&W notes from the MSBA meeting last week to Evan, he has not gotten back us yet. Once we hear back that the MSBA is in agreement with our take away from the meeting, we will then take rough notes and add items to the spreadsheet we reviewed on Thursday with an added comment column. We just learned today that cost may come from Turner now as well. We will apply GEM and Conner invoices to Other Project Costs. Will increase the value in this cost line item.

Hugh there is not work being completed ongoing right now. We are being billed for old work.

We expect to see Strang Scott bills, DWMP etc. that are part of base contracts.

Kim we have to put in two new systems we did furnish only, Kim would rather have items billed to project budget if we are deemed to have available funds at the end. Furnish only is within the budget, install is going through school budget right now.

Trip notes miss entry on Change Order 17 that was entered incorrectly. We found the error in November and made the correction which added \$140,000 +/- back into the available budget balance.

Utility Grant re-imburement has not been deposited to the project budget but is in the general operating budget. There was talk about bring it into the project budget if there were not available funds, but we should not need to given the level of available funds.

Recap on Propay changes and procedure. D&W will map out what donna needs to do in propay. Simultaneously we will also move money in dashboard to line up with propay. Next meeting we should walk though spreadsheet to understand where district would prefer all money to be stored.

Reimbersment concerns (two) – one estimate not reimbursable with parking lot. Bottom line we put enough money in contingency that was never reimbursable as it was over 8% sitework cap. Hugh makes assumption we will get to LEED SILVER and get to 2 additional reimbursement points. There is no indication we wont receive it. Trip commented that we are waiting on one thing from CES to submit to Heather to submit LEED. Expect LEED to respond back towards end of March.

Kim mentions she needs to know before March in order to set budget voted by March 5th to back into town budget. She needs to know what the reimbursement is for budget region.

Kim mentions in previous conversations Heather was concerned we do not have all items, approved. Kim noticed we have submitted 60 points, 20 were approved, 40 were in question and needed clarification. We need to schedule a call with heather. January 29th on possible date... Steve is available. 9:30 – 11:00. Want to get D. Colli and J. Springer. Trip will set up a calendar invite and forward out to all participants.

Hugh notes this will only alter borrowing. Hugh clarification in terms of debt services in terms and rate so towns stays the same so it stays net 34 million +/- . Budgeted payments should be the same by absorbing in 30 years not 20. (Towns approved to borrow 64 million which we are way under.)

5. Upcoming Finance Sub-Committee Call is to be scheduled for a date in February 2020.

Proposed conference call with Heather on Jan 29th. 9:30-11:00am, Turner (Alec) can be on, need Dan or Jason.

6. Motion adjourn by K. Grady and 2nd by S. Wentworth.

Vote: unanimous in favor, Meeting/Call Adjourned at 10:18am

Approved 03.25.20