

Finance Sub-committee
Mount Greylock Regional School District
Williamstown, MA
March 25, 2020 at 9 AM.
Conference Call
605-313-5466
AC 710966

MGR Finance Committee Call/Meeting Notes/Minutes

DATE OF CALL/MEETING: March 25, 2018, at 9 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 High School

SUBJECT: MGR Finance Committee Call/Meeting

ATTENDING BY PHONE:

Hugh Daley, chair	Williamstown Selectman– voting member
Kimberley Grady	Superintendent of Schools – voting member
Steve Wentworth	Lanes. Finance Committee– voting member (joined 9:08)
Andrea Wadsworth	MGRSD Business Manager – (Joined at 9:30)
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 Daley, at 9:05 AM.
2. Approval of previous Meeting Minutes Jan 17, 2020 Meeting Minutes:
Motion to approve Jan 17th, 2020 Meeting Minutes by K Grady 2nd by H Daley.
Discussion: none
VOTE: 2 approve, 0 against, 0 abstain
3. Invoices (attached) for approval (Vote Expected):
 - a. **Turner Construction's Application Requisition No. 42 in the amount of \$86,641.57 for February 2020**
Motion to approve payment of the invoice by K Grady 2nd by H Daley.
Discussion: none
VOTE: 2 approve, 0 against, 0 abstain
 - b. **Dore + Whittier Invoice No. 56 & 57 in the amount of \$10,000.00 for January and February 2020**
Motion to approve payment of the invoice by K Grady 2nd by H Daley.
Discussion: none
VOTE: 2 approve, 0 against, 0 abstain

- c. **Ryan Electrical Invoice No. 10051 in the amount of \$6,640.22**, Motion to approve payment of the invoice which will be a back charge to Ferguson Electric, Turner will Crediting this value in the GMP, by K Grady, 2nd by S Wentworth.

Discussion: Verified that the invoice would be credited by Turner.

VOTE: 3 approve, 0 against, 0 abstain

- d. **StrangScott Invoices No. 20649 in the amount of \$8,278.64 and Invoice No. 20489 in the amount of \$1,312.50**

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

Discussion:

VOTE: 3 approve, 0 against, 0 abstain

4. **Budget and propay comparison summary with MSBA meeting notes included in the email**

The spread sheet was included in the meeting packet, the majority of the cost codes were noted as no action to be taken, there were some cost codes that require action. The items were reviewed by Dore & Whittier:

Agreed upon budget balances that can be moved to contingency:

0003-0000 Environmental & Site - \$3,394.99

0004-0000 Other – Enter \$712.00 Additional District Admin allocation to Propay, enter RSI \$1,000 in early Plans printing cost – Modify Dashboard \$200 willinet entry to \$100 to match propay. (note the following are duplicates in Propay: \$550 carried in Cost code 0002-0000, \$869 in same Cost code and \$25,777 in same Cost code and should not impact available funds) Total expended will be \$79,524 from a \$100,000 budget. \$20,476 is available to transfer.

0101-0000 Legal – Add invoices to propay: \$702.00, \$2,183.00, \$4,298.00 (note propay may have a DUPLICATE invoice for \$3,148, need to review) NO TRANSFER TO CONTINGENCY BEING TAKEN IN THIS CATEGORY

0199-0000 Other Admin Cost – Dashboard appears to have a DUPLICATE \$2,000 verify and remove. NO TRANSFER TO CONTINGENCY BEING TAKEN IN THIS CATEGORY

0103-0000 Advertising - \$3,372.62

0104-0000 Permitting - \$30,000

0105-0000 Owners Insurance - \$24,426

0203-0200 A&E Printing - \$1,430.32

0203-9900 A&E Other Reimbursable Costs – Re-enter \$4,707 and \$6,600 in this cost code in Propay, note check the “previously submitted” box when entering it. \$4,587.26 is available to transfer

0601-0000 Utility Company Fees – Add \$1,361 invoice #58685 Com tower install to Propay. \$34,746.28 is available to transfer

0701-0000 Furnishings – Move/add new entry into Dashboard \$3,619 (money being moved from Computer Equip) which will leave \$204,835 available to transfer

0703-0000 Computer Equipment – Dashboard modification to \$3,690.72 entry change to \$72.00. Propay addition \$780 for missing invoice. Total expended for this category is 626,981. Also verify the \$6,303 contract remaining in

Dashboard is not owed and if not move the money to Budget Balance. If budget balance is transferred \$45,019 would be available to transfer

0801-0000 Owners Contingency \$724.50

H. Daley asked if the District has matching amounts in their accounting system to the Dashboard budget system. A. Wadsworth explained that the auditors had finished their audit and the district is currently verifying their accounts and will report out in the next Finance Committee meeting. No movement of funds in the dashboard system will occur until the district verifies their accounting system matches the balances shown in the dashboard system.

5. Upcoming Finance Sub-Committee Call is to be scheduled for a date in April 2020.
 - a. Turner has 6 subcontracts that remain open; Adams Plumbing and Heating, Ferguson Electrical, Berkshire Flooring, JJ Curren, Lizzotte Glass, and Champlain Masonry. Champlain Masonry requested a meeting with the District to review a \$17,000 /- claim, Turner explained that the claim came in over a year after the fact and was denied in a letter from Turner, the District will send a letter to Champlain denying the meeting at this time due to Covid 19 restrictions.
6. Motion adjourn by S. Wentworth and 2nd by K. Grady .
Vote: unanimous in favor, Call Adjourned at 9:55.

Approved 05.27.20