

**Finance Sub-committee**  
**Mount Greylock Regional School District**  
**Williamstown, MA**  
**May 27, 2020 at 11:30AM**  
**Zoom Meeting**  
**+1 646 876 9923 US (New York)**  
**Meeting ID: 980 3958 7344**  
**Password: 476264**

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

**PROJECT: Mount Greylock Regional High School**

**SUBJECT: MGR Finance Committee Call/ZOOM 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
Andrea Wadsworth	MGRSD Business Manager –voting member
Jason Hock	Williamstown town manager
Tim Sears	MGRSD Facilities
Rob Wnuk	MGRSD Facilities and IT
Donna Narey	MGRSD Controller
Dan Colli	Perkins Eastman
Trip Elmore	DWMP
Mike Cox	DWMP
Carl Stewart	Turner Construction
Charlie McWeeny	Student representative for the Eco

---

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 11:35 AM.
2. Approval of previous Meeting Minutes March 25, 2020 Meeting Minutes:  
*Motion to approve March 25th, 2020 Meeting Minutes by K Grady 2<sup>nd</sup> by H Daley.*  
*Discussion: none*  
*VOTE: 3 approve, 0 against, 0 abstain*
3. Outstanding project Invoices:
  - a. Turner retainage payments \$894,909.20 (need to verify the number with Turner)  
The committee inquired about the outstanding subcontractor retainage, Turner informed them that Ferguson Electrical had retainage withheld of \$299,529.71 and Adams Plumbing & Heating, Berkshire Flooring, Champlain Masonry, JJ Curren, and Lizotte Glass made up the remainder of the outstanding retainage releases. The District confirmed that Lizotte and JJ Curren were complete and that retainage could be released, Turner will follow-up with the documentation.
  - b. Turner final Change Order(moisture mitigation) and insurance reconciliation credit are being put together  
Turner to provide the value, Turner commented that they have the miscellaneous work Change Order values and is communicating with Perkins Eastman at this time to submit for approval. The CCIP insurance credits are known at this time and will be represented in the final Change Order. Turner was waiting to

finalize COR 93, COR 90R1, to then determine the insurance credit amount. The Committee acknowledged that there is a Rough Order of Magnitude of 1 million left to bill.

- c. Perkins Eastman final payment \$9,500.00
- d. Dore & Whittier final payment \$15,000.00
- e. Any other MGRSD outstanding invoices or billings – To be determined

Note:

DWMP doesn't have any current invoices that need to be approved or that would be included in a packet.

Lizotte Glass has been submitted for approval and DWMP and Perkins Eastman have signed off on the approval form.

- 4. Review of the closeout process, potential schedule and documents for signature, Dore and Whittier presented several documents for informational and planning purposes:
  - a. A copy of a schedule to reach final payment by the MSBA as was drafted on May 1<sup>st</sup>, 2020 by Dore & Whittier. While the schedule is optimistic it does show that getting to final payment will be in the spring of 2021. Dates indicated in the schedule are estimates and are generated for general planning purposes.
    - i. Discussion about the various line items addressed several topics
      - 1. Turner acknowledged that there are 14 open Commissioning(Cx) issues and they were planning to finish them by mid-June. There are some items that need to be resolved and will require a call with all parties to remove them from the Cx portal list.
      - 2. The Town of Williamstown is requesting payment for the electric permit from the Electrician. Ferguson Electric position as previously stated, is that they had called the Town prior to the bid and was informed that the permit fee was waived. The Town refutes that and relays that the fee was postponed to the end of the project. The Town wants the \$132,918 fee paid and wants to get it off their receivable books. The District procured the Electrician and did not receive any qualification in Ferguson's Bid that Electrical Permit Fee's were excluded. The Bid Documents included requirements for the Electrical Permit be paid to the Permitting authority. Typically, these permit fees are paid when the Electrical Sub-contractor applies for the work Permit. Issue is unresolved and will be the topic in executive session.
      - 3. Ferguson Electric will be asked to pay for a permit when the repairs to the neutral wire connections are made.
  - b. A close out description and steps/documentation requirements was reviewed by Dore & Whittier. The committee had several questions relating to each part of the process and documentation required.
  - c. Specific documents were discussed:
    - i. Final Request and Certificate for Reimbursement
    - ii. Close-out questionnaire
    - iii. Sources and Uses formDore and Whittier explained that these documents are verifying the project is done and that if there are any contributing funding sources, that they are clearly identified so the MSBA can reduce their grant contribution by the agreed upon reimbursement rate of 59.48%.  
An example was cited by Dore & Whittier: The project sought to participate in the NGRID energy rebate program, in order to do this, the district paid \$20,620 for an energy assessment which is non-reimbursable by the MSBA, the rebate was approximately \$68,000.00 +/- and was given to the district. The MSBA will as a part of the close-out process reduce their grant by 59.48% of the rebate amount.  
So the math is – Rebate = \$68,000. +/-; MGRSD energy assessment -\$20,620.; MSBA grant reduction - \$42,000.; Net to the district \$5,380.+/- . This rebate should be applied to the project work as it is reducing grant funding and the bond funding would need to cover the reduction if the funds are deposited elsewhere. The rebate funds were used to install several changes included in the project.

This example is typical for other categories as well, Legal – legal costs are not re-imbursable and settlements are a shared reduction in grant funding. Insurance and surety proceeds are also shared with the MSBA and reduce grant funding.

5. Budget update attached (for record)  
Dore & Whittier reviewed the current updated budget that is attached in the meeting packet. The budget currently shows that there is \$248,812.94 in uncommitted funds. This amount will be adjusted as new commitments, or the final change order is submitted and approved. The district informed the group that they intend on having additional legal representation costs.
  
6. Other business not anticipated 48 hours in advance
  - a. K Grady informed the Committee that Ryan Electric will be sending over their quote to fix the non-code compliant work in the next few days.
7. Upcoming Finance Sub-Committee Calls – Proposed in July: TBD.
8. Motion adjourn by S. Wentworth and 2<sup>nd</sup> by K. Grady .  
Vote: unanimous in favor, Call Adjourned at 12:45.

Approved 9.03.20