



MGR SBC MEETING MINUTES

DATE OF MEETING: July 12 2018, at 5:30 P.M. at the Williamstown Elementary School in Williamstown, MA

PROJECT: Mount Greylock Regional Middle High School

SUBJECT: School Building Committee Meeting (D&W#53)

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|-------------------|-----------------|-----------------------------------|
| ATTENDING: | Mark Schiek | SBC Chair |
| | Paula Consolini | SBC Co-Chair |
| | Kimberley Grady | Interim Superintendent of Schools |
| | Jesse Wirtes | MG facilities supervisor |
| | Hugh Daley | Williamstown |
| | Carrie Greene | School Committee Vice-Chair |
| | Al Terranova | School Committee |
| | Yocelyn Delgado | Business Manager |
| | Trip Elmore | DWMP |
| | Mike Cox | DWMP |
| | Dan Colli | Perkins Eastman |
| | Jason Springer | Perkins Eastman |
| | Mike Giso | Turner Construction |

1. **Call to Order of SBC Meeting at 5:40 PM by M. Schiek with 8 voting Members in attendance.**

2. **Approval of June 6, 2018 Meeting Minutes**

June 6, 2018 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting.

Motion to approve the June 6, 2018 SBC Meeting Minutes by P. Consolini, 2nd by C. Greene.

Discussion: None

VOTE: 6 approve, 0 against, 2 abstain

3. **Invoices (Vote Recorded):**

a. **Perkins Eastman Invoice No. 35 in the amount of \$71,018.10 for Designer services and hazmat monitoring in June 2018**

Motion to approve payment of the invoice by P. Consolini, 2nd by K. Grady.

Discussion: None

VOTE: 8 approve, 0 against, 0 abstain

b. **D&W Management Partners Invoice No. 40 in the amount of \$67,114.05 for June 2018 OPM Services, and 3rd party testing**

Motion to approve payment of the invoice by P. Consolini, 2nd by C. Greene.

Discussion: T. Elmore commented that the 3rd party testing budget may need to be increased after we see what the next months bill is, if so we will put in an increase in funding amendment into the next meeting agenda and meeting packet.

VOTE: 8 approve, 0 against, 0 abstain

c. **Turner Construction's Application Requisition No. 24 in the amount of \$2,438,739.88 for June 2018**

PROJECT MANAGERS
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Motion to approve payment of the invoice by P. Consolini, 2nd by C. Greene.

Discussion: We are on time and on budget for payment. M. Giso states, we will see an increase next month. T. Elmore follows this is where we expect to be at this stage in the project.

VOTE: 8 approve, 0 against, 0 abstain

d. Technology Expenditures, Invoice. Totaling \$3,690.72 (Technology Budget)

- i. **Valley Communication Invoice No. 648447 = \$3,690.72**

Motion to approve payment of the invoice by A. Terranova, 2nd by P. Consolini.

Discussion: T. Elmore states these are components for the camera mounting items on the exterior. P. Consolini adds, we will get an update from R. Wnuk to supply the committee.

VOTE: 8 approve, 0 against, 0 abstain

e. FF&E Expenditures, Invoice. Totaling \$11,786.66 (FF&E Budget)

- i. **Concept2, Inc. Invoice No. 1006238 = \$2435.00**
ii. **Decker Equipment, Invoice No. 246128A = 2,077.50**
iii. **Peterborough Marble & Granite Works LLC Invoice Dated, June 15, 2018 = \$2,495.00**
iv. **Gardener's Supply Company Invoice No. 13869946 = \$503.16**
v. **Uline Invoice No. 98708293 = \$1,239.99**
vi. **Demco Invoice No. 6401972 = \$290.05**
vii. **Pittsfield Lawn & Tractor Invoice No. 244177 = \$2,745.96**

Motion to approve payment of the invoice by P. Consolini, 2nd by C. Greene.

Discussion: K. Grady notes, she will look to further understand the Demco invoice.

VOTE: 8 approve, 0 against, 0 abstain

f. Diamond Relocation Invoice No. 3696 in the amount of \$31,218.00.

Discussion: T. Elmore explains, "for record only" means the expenditure was previously approved, this is an invoice against that expenditure.

g. Administrative hours applied to the project budget \$5,748.09 - For Record Only (Administration Budget)

h. StrangScott Invoice No. 17540 = \$3,000.00 For Record Only (Legal Budget)

i. Connors Bros Invoice No. 14106 = \$380.00 For Record Only (Other Project Cost Budget)

j. Peterborough Marble & Granite Works LLC Invoice Dated, June 15, 2018 = \$2,495.00 (Other Project Cost)

Motion to approve payment of the invoice by P. Consolini, 2nd by C. Greene.

Discussion: T. Elmore states this invoice is for deposit, the second half of the bill you will see in August or September.

VOTE: 8 approve, 0 against, 0 abstain

4. **Ribbon Cutting Ceremony**

a. **Proposed Dates: October 10, 11, 17, 18**

K. Grady states, with the low number of SBC members in attendance, we should push this to another date. Dore & Whittier is to set up a doodle poll and submitted to all SBC members by next week. The poll will include both dates and times (1:00PM)

5. **Working Group Updates:**

a. **FF&E:**

The lettering for the main sign has approved. We will be receiving the first FF&E shipment tomorrow morning at 7:00AM and shipments will continue on Monday and Tuesday. The Art table tops and the stained-glass table bases will be replaced.

b. **Finance:**

The bids went out for the interim short-term financing notes. The bids will come in and the School Committee will be voting to approve on the 18th. T. Elmore explains you will submit a short term note to cover the remaining cost of the project. A final note will be submitted. Around April 2020 after the MSBA is complete with their review/final audit and the district will be able to move the debt into a long-term bond at that time.

c. **Technology:**

We have ordered 10 Epson whiteboards and have all be installed. R. Wunuk will be following the install of furniture with technology connections.

6. **Budget budget update**

T Elmore provided a summary budget update in the meeting packet. Pg. 30 of 34. As we approved \$5,000 of administration today the \$130,000 line will be modified. After the uploading of invoices approved at this meeting, the line "Other administration cost" would then show an expended amount of \$40,000.00..

Within the GMP there is roughly \$600,000 remaining. We know of other items such as the water pump and fuel delivery system upgrades need to be added to the project, other than these 2 items we have accounted for all items known to date.

T Elmore is planning to provide the finance working group with a budget update in the near future. The project is currently on/under budget.

7. **Schedule Update: Revised schedule for next phase occupancy from April to September, over all completion date unchanged- December 2018 (SEE ATTACHED DRAWING)**

M. Giso passed out an 11x17 drawing that was submitted in the packet (for visual). The 1st plan showed the site layout through mid-August. The 2nd plan showed the site after the mid-August date and would continue into the fall.

The committee had concern with the mid-August FF&E shipments and how it may impact the Temporary Occupancy Permit. K. Grady states she will verify with the company about possible expediting of the shipment. C. Greene asks, what is the cutoff date for TCO? T. Elmore explains we are working with Ryan on a rolling TCO throughout the building with the media center FF&E as the last shipment. K. Grady states Ryan will want to see all furniture in for egress patterns in the case of emergency.

C. Greene asks what is the inspection for the parking lot? M. Giso states no inspections needed. For ADA compliance we will get in the handicap parking spaces, signs, and walks to and from the building.

T. Elmore states with the binder coat in the parking lot will be going down at the end of the month which is a huge accomplishment, however it will be weather dependent.

M. Giso states, the cold corridor is expected to be down by the end of the month. Middle-school building will be down by the middle of August.

The second sheet shows what the site will look like once the students are back in school and occupying the building. As you notice the fencing pattern changes to contain the site work, while allowing access to the building as well as emergency egress out the back of the building. C. Greene asks what is happening with the old building once it is torn down. M. Giso states it will all be crushed and hauled out. M. Schiek asks, with all the trucks hauling out of the site, do we have a concern with the road getting ruined? T. Elmore adds this was designed for high traffic. C. Greene asks why are we not burying any of the building? The project teams states, this will be a sure a clean site to manage. To further this point the contaminated items will be sorted on site and shipped out separately and brought to a plant in Ohio. The clean items will be ground up and reused in other areas or project. It is important to note this recycling that will occur is important to gaining our LEED point. M. Shieks asks will the final landscape be complete in the following spring. T. Elmore states the landscaping is expected to be done in the fall. The only exception is grass, as grass is a wildcard for growing.

H. Daley asks what is the date we are tracking for TCO. The team states this date is mid-August (August 15th). This date will be contingent on FF&E delivery and installation. C. Greene asks will we receive a sign off with the exception of the media center. The team responds he will have walked the site, but there will be no sign off until all items are ready.

H. Daley asks the whole project team as this is the last meeting before we are expecting to students to be getting ready to come back to school. Everyone on the project confirms we will be ready for TCO and students to occupy the building on time.

8. **Other Business Not Anticipated 48 Hours Prior to Meeting:**

- a. Perkins Eastman informed the committee that the project needs to hire a 3rd party abatement monitoring service and that they have received 2 final quotes from Eco-genesis and Smith and Wessel. After review of the 2 proposals, Perkins Eastman and the project team recommended that the SBC accept the Smith & Wessel Proposal for \$71,302.

Motion to approve payment of the invoice by P. Consolini, 2nd by C. Greene.

Discussion: The committee reviewed the cost difference between the 2 proposals and agreed that the Smith & Wessel proposal was most advantageous.

VOTE: 8 approve, 0 against, 0 abstain

Perkins Eastman handed out their drafted amendment in the meeting, in the amendment there were also a few minor adjustments made to their contract to correct some earlier error. The amendment is attached to these minutes as it was not distributed in the packet. The Amendment #9 total is \$72,710.50. (see attached)

9. Upcoming SBC Meeting

- i. August 9th at 5:30 PM at the Williamstown E.S. Library

**10. Motion to adjourn by A. Terranova 2nd by H Daley, VOTE: 8 approve, 0 against, 0 abstain
Meeting adjourn at 6:40 PM**

Michael Cox

DORE AND WHITTIER MANAGEMENT PARTNERS, LLC

Dore & Whittier Management Partners, Project Manager/Director

Cc: Attendees, File.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After the minutes have been voted to approve, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.