



**MGR SBC MEETING MINUTES**

**DATE OF MEETING:** August 16, 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#54)

**ATTENDING:**

Mark Schiek	SBC Chair
Kimberley Grady	Interim Superintendent of Schools (left at 6:40)
Jesse Wirtes	MG facilities supervisor
Hugh Daley	Williamstown
Carrie Greene	School Committee <del>Vice-Chair</del>
Mary MacDonald	Principal, MGRHS
Steve Wentworth	Lanes. Finance Committee
Rich Cohen	Lanesborough
Al Terranova	School Committee
Trip Elmore	DWMP
Mike Cox	DWMP
Dan Colli	Perkins Eastman (left at 6:40)
Jason Springer	Perkins Eastman
Mike Ziobrowski	Turner Construction

1. **Call to Order of SBC Meeting at 5:34 PM by M. Schiek with 9 voting Members in attendance.**

2. **Approval of July 12, 2018 Meeting Minutes**

July 12, 2018 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting.

*Motion to approve the July 12, 2018 SBC Meeting Minutes by H. Daley, 2nd by C. Greene*

Discussion: None

*VOTE: 6 approve, 0 against, 3 abstain*

3. **Construction Change Order #8 for \$9,209.00 from Construction Contingency review and approval (Vote Expected)**

*COR #40 6/15/2018 Furnish and Install snow baffle at Penthouse \$14,405.00*

*COR #41 6/15/2018 Credit for corrugated metal panel color -\$20,664.00*

*COR #43 7/25/2018 Remove 100 gallon diesel tank and abandon interceptor structure \$15,468.00*

*Motion to approve Change Order #8 in the amount of \$9,209.00 by C. Greene, 2nd by H. Daley.*

Discussion: T. Elmore states, the first item is to install a snow baffle over a louver opening on the penthouse roof units. This is to prevent snow from entering the louver as we learned this past winter.

The second is a credit for the exterior panels that was an error on the manufacturer. Wrong color shade, the color variation was accepted with the credit.

Third is for the removal of a 100 gallon diesel tank and abandon inceptor.

C. Greene asks, did we not know of these tanks previously. T. Elmore states we were aware but were unsure if they were previously in use for the generator.

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VOTE: 9 approve, 0 against, 0 abstain

4. **Budget Revision Request #19 to adjust budget line item for Perkins Eastman Amendment #9 for \$72,710.50**

*Motion to approve Budget Revision Request by C Greene, 2nd by S Wentworth.*

Discussion: T. Elmore states, the Budget Revision Request is to fund the previously approved Perkins Eastman Amendment no. 9. As shown at the end of the July 12<sup>th</sup> meeting minutes, the Amendment was brought to the table within 48 hours, therefore was not previously entered into last months packet, but was entered submitted and approved.

T. Elmore states, as seen in the Budget Revision Request, the money was moved from two places to fund the amendment. Once place was Owner Contingency in the amount of \$37,599.50. The second was from Geotech budget line in the amount of \$25,310.00 which depletes the Geotech budget line as we do not believe this money will be needed in the future.

M. Sheik asks, do we believe this will cover all remaining fees for monitoring. T. Elmore replies, yes, we are near completion. C. Greene asks if we have run into any unforeseen conditions. Construction team responds, no, although we are not quite done at this point.

R. Cohen, states there was a question a few months back regarding if there was enough staff to cover the abatement need monitoring needs. Adding, it appears we have. T. Elmore responds, that is correct.

VOTE: 9 approve, 0 against, 0 abstain

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

a. **Perkins Eastman Invoice No. 36 in the amount of \$171,848.94 for Designer services and hazmat monitoring in June 2018**

*Motion to approve payment of the invoice by C. Greene, 2nd by M. MacDonald.*

Discussion: None

VOTE: 9 approve, 0 against, 0 abstain

b. **D&W Management Partners Invoice No. 41 in the amount of \$61,796.30 for July 2018 OPM Services, and 3rd party testing**

*Motion to approve payment of the invoice by S. Wentworth, 2nd by H. Daley.*

Discussion: None

VOTE: 9 approve, 0 against, 0 abstain

c. **Turner Construction's Application Requisition No. 25 in the amount of \$3,022,542.02 for July 2018**

*Motion to approve payment of the invoice by H. Daley, 2nd by S. Wentworth.*

Discussion: M. Shiek ask how are we progressing billing wise. M. Ziobrowski states the application for payment reflects that we are on track as planned and that we had a good month getting the final elements in place.

T. Elmore states as we move along and was mentioned previously, the progress of the billing shows the progress of the building being completed. When looking at the remaining contract balance, it is

important to also factor in the unpaid work that has already been complete, such as the retainage that is held (5%). When factoring that amount to what is remaining to be billed, we notice that we are exactly where we are expecting to be (approx. 5.4 mill) to be billed with the Auditorium, site work to still be completed, punch list, etc.

*VOTE: 9 approve, 0 against, 0 abstain*

**d. Technology Expenditures, Invoice. Totaling \$39,845.15 (Technology Budget)**

- i. CDW Invoice No. NJM2322 = \$562.68
- ii. CDW Invoice No. NJD6123 = \$2,223.05
- iii. CDW Invoice No. NKC4350 = \$93.78
- iv. CDW Invoice No. NKM5831 = \$3,188.52
- v. CDW Invoice No. NKW5082 = \$31.26
- vi. CDW Invoice No. NJM2329 = \$410.56
- vii. CDW Invoice No. NJD6143 = \$1,370.05
- viii. CDW Invoice No. NHT8418 = \$828.71
- ix. CDW Invoice No. NKG8614 = \$235.98
- x. CDW Invoice No. NJL8580 = \$549.60
- xi. CDW Invoice No. NJD6141 = \$20,760.25
- xii. Lund Equipment Co., Inc. Invoice No. W19687 = \$1,818.31
- xiii. HP Inc. Invoice No. 60268871 = \$7,574.40
- xiv. HP Inc. Invoice No. 60248933 = \$198.00

*Motion to approve payment of the invoice by S. Wentworth, 2nd by M. MacDonald.*

Discussion: R. Cohen states he is going to be abstaining on all technology going forward until a previous issue that was raised on June 6<sup>th</sup> is resolved. R. Cohen reads a line from the meeting minutes on June 6<sup>th</sup>. "What are the services provided? R. Cohn also adds a request to understand the total picture of technology equipment to be purchased. What is the long-term purchase plan? More information to be provided next SBC."

K. Grady states she will get an update from R. Wnuk, to be submitted in the September SBC meeting.

*VOTE: 8 approve, 0 against, 1 abstain*

**e. FF&E Expenditures, Invoice. Totaling \$560,209.86 (FF&E Budget)**

- xv. Uline Invoice No. 99370035 = \$1,190.07
- xvi. Uline Invoice No. 99742542 = \$3,946.17
- xvii. Richco Products, Inc. Invoice No 146752 = \$1,172.50
- xviii. Richco Products Inc. Invoice No. 146459 = \$13,280.99
- xix. Richco Products Inc. Invoice No. 146936 = \$3,528.69
- xx. Richco Products Inc. Invoice No. 146752-CM = (\$1,055.25)
- xxi. Ward's Science Invoice No. 8082991842 = \$585.00

- xxii. **Creative Office Pavilion Invoice No. 102289 = \$16,422.08**
- xxiii. **Creative Office Pavilion Invoice No. 102290 = \$245,056.13**
- xxiv. **Creative Office Pavilion Invoice No. 102291 = \$5,928.00**
- xxv. **Creative Office Pavilion Invoice No. 102176 = \$270,155.48**

*Motion to approve payment of the invoice by H. Daley, 2nd by S. Wentworth.*

*Discussion: M. MacDonald states all invoices are items that were purchased previously but were not invoices until delivery.*

*VOTE: 9 approve, 0 against, 0 abstain*

**f. UniBank Fiscal Advisory Services \$950.00 (Legal Budget)**

*Motion to approve payment of the invoice by S. Wentworth, 2nd by M. MacDonald.*

*Discussion: None*

*VOTE: 9 approve, 0 against, 0 abstain*

**g. CC Container Corp Invoice No. 3929 Totaling \$100.00 (Other Project Cost Budget)**

*Motion to approve payment of the invoice by H. Daley, 2nd by M. MacDonald.*

*Discussion: None*

*VOTE: 9 approve, 0 against, 0 abstain*

**h. JSSJR Enterprise, Inc. Invoice No. 30914 Totaling \$680.00 (Other Project Cost Budget)**

*Motion to approve payment of the invoice by S. Wentworth, 2nd by H. Daley.*

*Discussion: None*

*VOTE: 9 approve, 0 against, 0 abstain*

**i. Barnes & Kiley, LLC Invoice No. 16602 Totaling \$285.00 (Utility Company Fees)**

*Motion to approve payment of the invoice by A. T, 2nd by H. Daley.*

*Discussion: None*

*VOTE: 9 approve, 0 against, 0 abstain*

**j. Peterborough Marble & Granit Works LLC Invoice = \$2,495.00 (Other Project Cost Budget)**

*Motion to approve payment of the invoice by C. Greene 2nd by H. Daley.*

*Discussion: A. T states the sign is very striking. M. MacDonald responds K. Brandner was the designer and the font was chosen to continue on to branding.*

*VOTE: 9 approve, 0 against, 0 abstain*

6. **Ribbon Cutting Ceremony is scheduled for October 18<sup>th</sup> at 1:30PM was noted for record.**

7. **Working Group Updates:**

- a. **FF&E:** M. MacDonald we have had three furniture deliveries so far. Only items left are library shelving, desks and tables, as well as the main office shelving/desks and a handful of tables. The tables and chairs were designed to give each classroom a lot of flexibility in each teacher's teaching styles.

C. Greene asks we had a delivery for mid-August for the rest of the media center items. Is this still on track? M. MacDonald states the delivery was delayed one week but will be onsite this coming Monday in time for Ryan's next walkthrough.

M. MacDonald states the reclaimed wood wall is up and looks fantastic. It is nice that we have had a construction team and contractors state their opinions of how nice the reclaimed wood looks, as well as with the overall design. Brings everything together to know the efforts put forth have been worth it, to deliver a complete and unique school.

- b. **Finance:** H. Daley states no update. We have had to borrow the final amount of money to get us to the end of the project, other than that, T. Elmore will give a budget update.

- c. **Facilities:** For the staff it is a lot of training to learn the new equipment and getting acquainted. Equipment training is going well, no other updates.

A.Terranova asks when will the committee be open for another walkthrough. Will it be prior to the October 18<sup>th</sup> ribbon cutting? K. Grady states the walkthrough will be held once the building is finalized. Not because we want to keep anyone out, but we would rather like to show the building in a 100% stage.

C. Greene states, she was recently walking the building with T. Elmore and noticed the foyer was stunning. Followed up by asking, could we have an update for anyone that may think we could have over paid for elements. T. Elmore's response was we spent money where we needed to spend it and pulled back where we were able to. C. Greene ask M. MacDonald could you follow up because although it is a very economical building it could appear it could be a little more than we needed it to be. M MacDonald commented the elements you are probably delighted by the esthetic elements you see which aren't necessarily the costly items. The material elements within the spaces are typical in school construction, the design makes it "stunning".

A.Terranova states we are not building a prefabbed butler building, but we are building something that is going to be there for sixty to one hundred years, and I think we should be proud of that. The building represents our commitment to education.

M. MacDonald adds, it is important to also remember how many voices went into the design of this building and that which is in it. It is not the work of just a single perspective.

H. Daley stated that this building is a clear indication of our communities' pride in our educational system versus cost. I know as a committee we have been conscious of the budget and had to make value engineering decisions none of us wanted to make to were required to deliver a complete under budget building. I take a lot of pride and I hope the community will as well.

R. Cohen states he worked hard to get the people of Lanes-borough to dig deep to fund this building for the betterment of the school. Throughout we have always had the betterment of education come first, and as H. Daley mentioned we have made hard value engineering decisions, and those areas we have had to cut out are usually the esthetics and items that are not 100% necessary to education. We have a building that looks great. That fills the educational purpose not only of today but of the future. I think it is a school that not only can we be proud of but can be a model for other schools. I think the large tree makes the school look modest, which is important because we don't have unlimited budget but also makes the experience for the students to have a school they can feel comfortable at and call their school.

M. Schiek state as the summer is coming to a close I want to thank everyone that was worked hard. It has been a very hard long strenuous push.

C. Greene a hardy welcome to the student, faculty and staff who will be entering the building.

8. **Budget update**

T Elmore provided a summary budget update in the meeting packet. Page 67 of 69. \$72,710.50 listed in red. That shows a negative budget balance, however if you recall the budget revision request that was approved today will move that amount of money and will show a \$0.00 budget balance afterwards.

T. Elmore continues to go through the budget as usual in every SBC meeting, but is important to note we are tracking on or under budget at this point. R. Cohen asks there used to be a line item that will cover permits and fees. Where is that in the budget? T. Elmore states that is found under "Other Project Costs" that which is money that was agreed is non-refundable. This could include items such as moving or permits and fees, otherwise explained as a budget for cost the owner was going to occur that could not be forecasted. What we did was we tried to reduce the risk since we didn't know what the permitting cost would be at the beginning of the project, and carried what we agreed on to be \$300,000.00

R. Cohen states on page 67-line item 0104-0000 Permitting. T. Elmore responds, yes that is under administration portion, and the way the budget is set up, the first box on page one is the OPM or administrative cost/functions that the school department might experiences cost for. For example, the last line item in that section on page 68, other administrative costs, we through \$130,000 into because we didn't know what costs would come up. As of today we have only expended \$40,000 of.

R. Cohen states, going back to other project costs, did we think there would be no moving costs? T. Elmore states, we knew there would be a cost for moving. R. Cohen follows up, so we knew there would not be \$300,000 in that line item for permit fees. T. Elmore responds, correct, we did not know what the fees would cost at the time. R. Cohen follows up, stating if an elected official were to state that we had agreed on a budget of \$300,000 that would not be correct? T. Elmore responds, that is correct.

H. Daley has there been any line item gone over budget and money needed to be reallocated? T. Elmore states yes, that is correct. R. Cohen states there has been no commitment in advance to fully fund any line item. What has been the process thus far with paying for commitments. T. Elmore states to date we have entered into contract. R. Cohen follows up do we have a contract from the town of Williamstown for inspectional services. T. Elmore responds we do not have a contract, we have a letter. R. Cohen stats we do not have any contract or letter that states we have committed to pay \$300,000.00.

H. Daley can we enter the building without TCO. Can we finish the project without CO. T. Elmore states no. H. Daley states, so the permitting fees are mandatory?

R. Cohen states this body did not approve ~~any~~ a specific amount of money for permitting or fees.

9. **Schedule Update:**

M. Ziobrowski we have had a very successful 2 weeks. The building has been getting final inspections for electrical, fire, plumbing, Board of Health all of which passed. We had a walkthrough with R. Contenta today and have devolved a list of items to address. None of which are show stoppers and have a schedule to meet again next Thursday. All items will be address before Thursday if not end of this week.

M. Schiek auditorium update. October 18<sup>th</sup> is the turnover date tracking for auditorium update. C Greene asks how this will effect the fall concert. M. MacDonald states another location has been booked.

C. Greene asks for further update on how the training has gone. J. Wirtes states the previous training was on the rooftop HVAC units. It is very helpful that the training are videotaped at all but the technicians have been extremely informative. There will be further training in the future.

10. **Other Business Not Anticipated 48 Hours Prior to Meeting: None**

K. Grady states as we come to a close the fees at townhall need to be squared away. There needs to be some discussion on the outstanding permitting and other related fees with the towns. C. Greene asks will it hold up the TCO. K. Grady states she does not believe so, but she was requested to bring this up with the SBC and to be submitted next meeting.

R. Cohen states he believes he has done a lot of the legwork and has gathered all or most of the documents regarding the permit fees and does not believe this body had made any commitments or agreement as to how much we would be spending. The discussion at the time with this body was that is the line item amount we are carrying in our budget would represent the amount agreed upon to paying. I do not believe that by itself represents a commitment by this body. We need to do some work to really understand what the discussions were and was the commitments that were made. And to not assume anything unless they were made at public meeting and documented in the proper way.

H. Daley states this is a building project and typically construction projects are required to pay building permit fees. Let's also remember we have professionals building in the field, an OPM to watch over the constructions and inspectors that provide a service. That service provided by the town is important because we as a committee do not have the ability, knowledge, or understanding to inspect the building ourselves. As a reminder there will be fees paid, there were services submitted that will add value to the project.

R. Cohen states, I was not trying to express an opinion but my opinion is that there are many people with different points of view, not only members of this committee but different communities involved in this. To remind people, T. Elmore raised what he has seen before when multiple towns were involved in a district build where one town supply's the inspectional services and how the fees were handled. I think it should be consistent with how it is typically handled, and not just in other locations but how Williamstown handled inspectional services with their own school before regionalization, with the college building and other project. R. Cohen continues, I believe we have worked together thus far, and I hope that going forward for the next 50-100 years we can continue a strong relationship between the two communities.

M. Shiek ask, do we know if this could impact TCO. K. Grady states she does not know and but will know post meeting tonight and will inform the committee on the outcome tonight. K. Grady adds, this is something that she inherited from the prior superintendent and that she believes it is important to be respectful to the conversations that were had as well as the services that have been supplied throughout the project.

T. Elmore states, to clarify R. Cohens previous point, there is no typical way to handle inspection fees, in his personal experience, at Ayer-Sherly when this conversation came up, the fees were agreed to be waived, I am also familiar in other towns that have charged full fees for their services.

R. Cohen states he has done the research and finds in a regionalized school districts the permitting fee is waived or reduced. If anyone has any examples of any towns of regionals that have charged full price to please bring forward as he has not found anything of the sort in his research.

- 11. **Upcoming SBC Meeting**
  - i. September 13<sup>th</sup> at 5:30PM at Mount Greylock Regional School
- 12. **Motion to adjourn by A. T, 2<sup>nd</sup> by H. Daley, VOTE: 8 approve, 0 against, 0 abstain**  
**Meeting adjourn at 6:57 PM**

**These minutes are a summation of the meeting and may not include all details discussed or comments made. For an accurate record of this meeting it has been recorded and can be viewed on the local Willinet community TV and internet link: <http://willinet.org/content/mgrhs-committee-meetings>**

*Trip Elmore*  
**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.

Approved with edits 9.13.18