



MGR SBC MEETING MINUTES

DATE OF MEETING: November 20, 2018, at 5:30 P.M. at the Mount Greylock Regional Middle High School in Williamstown, MA

PROJECT: Mount Greylock Regional Middle High School

SUBJECT: School Building Committee Meeting (D&W#57)

ATTENDING:

Mark Schiek	SBC Chair
Paula Consolini	SBC Co-Chair
Kimberley Grady	Superintendent of Schools
Hugh Daley	Williamstown Selectman
John Goerloch	Lanesborough Select Board Chair
Steven Miller	School Committee
Mary MacDonald	Principal, MGRHS
Steve Wentworth	Lanes. Finance Committee
Thomas Bartels	Williamstown
Trip Elmore	DWMP
Mike Ziobrowski	Turner Construction

-
- 1. Call to Order of SBC Meeting at 5:35 PM by M Schiek with 9 voting Members in attendance.**

M. Schiek welcomed Steve Miller to the School Building Committee, who is replacing Carrie Greene as the School Committee designee. He also extended gratitude to the efforts and dedication put forth by Carrie Greene who from the submission of the first statement of interest to the MSBA and followed through this year's term on the School Committee, to help make this project a reality. He also thanked Rich Cohen for his work and efforts to make this project a good one for the communities it serves, Rich had volunteered to step off the committee for the final closeout phase which is primarily financial in nature.
 - 2. Approval of October 10, 2018 Meeting Minutes**

October 10, 2018 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting. *Motion to approve the October 10, 2018 SBC Meeting Minutes as amended by P Consolini, 2nd by S Wentworth.*
Discussion: Edits requested:
P5 – 9.a add “discussion of” in the first sentence, after postpone.
P8 – 12.a eliminate “as well as additional...” at the end of the paragraph.
VOTE: 6 approve, 0 against, 3 abstain
 - 3. Public Comment: None**
 - 4. Budget Update - summary included in the meeting packet**

T. Elmore states, we did track exposures this month, as we have in the past. We reviewed the forecast which has been ongoing since last January. On page 11 of 51, is the typical budget. I am going to reiterate, the budget is updated to the last school building committee meeting, it does not include forecasting. However, you can see where potential monies exist in the far right column “Bud. Balance”. Several line items were discussed where budget balances may exist at the end of the project.

As stated in the last meeting, we are not out of money, but we are getting close to the end and would like to put a stop on any change work. Turner has informed us the GMP contingency is mostly allocated, and

PROJECT MANAGERS
ARCHITECTS

Newburyport, MA 01950
260 Merrimac Street Bldg 7
978.499.2999 ph
978.499.2944 fax

www.doreandwhittier.com

we are 99.9% done, with the exception being the remaining “open punch-list and Change Order” items to complete.

Use of GMP contingency within the GMP was discussed, and the OPM explained that this contingency was available to the Construction Manager to finish the building. It can be used to accelerate trades and can be used to repair damage if the cause of the damage cannot be identified. It is clearly outlined in the Construction Managers contract as such.

5. Williamstown Building Department Permit Fee \$154,426.00, vote to approve expected

P Consolini summarized discussion from the last SBC meeting, mentioning that Williamstown Town Manager, Jason Hock, presented his position to assess Building Permit Fees at the conclusion of the project and be paid if the project has enough funds remaining. T Bartells was asked if he wanted to comment and he stated that he had given his thoughts in the last meeting. J Goerlach asked if the fee amounts were known earlier in the project and it was confirmed that they were known.

Motion to: Approve the payment of Building Department fees at the final Close Out of the Project, subject to funds being available.

By H Daley, 2nd by P Consolini:

VOTE: 9 approve, 0 against, 0 abstain.

6. Construction Change Order #10 in the amount of \$66,676.00 (Vote Expected)

Motion to approve Change Order #10 in the amount of \$66,676.00 by P Consolini , 2nd H Daley.

Discussion:

T Elmore and M Ziobrowski reviewed the Change Orders and the GMP contingency releases noting that the project team and district have reviewed these changes and they were agreed to as being fair and representative of the work done. The GMP contingency expenditures are noted as “No Increase to the Contract”, however it is on the change order to give the owner notice that GMP contingency was being expended.

VOTE: 9 approve, 0 against, 0 abstain

7. Budget Revision Request #22 to adjust budget line item for Change Order #10. Funded from GMP Contingency. (Vote Expected)

Motion to approve Budget Revision Request by S Miller, 2nd by P Consolini.

Discussion: T. Elmore explains, as we have been doing all project, as money is approved in amendment, we need to fund those contract changes with a budget revision request. Turner Change Order #10 is funded from Construction Contingency and GMP Contingency,

VOTE: 9 approve, 0 against, 0 abstain

8. Invoices (Vote Recorded):

a. Perkins Eastman Invoice No. 39 in the amount of \$26,172.74 for Designer services in October 2018

Motion to approve payment of the invoice by P Consolini, 2nd by S Wentworth.

Discussion: None

VOTE: 9 approve, 0 against, 0 abstain

b. D&W Management Partners Invoice No. 44 in the amount of \$54,999.00 for October 2018 OPM and 3rd Party Testing Services

Motion to approve payment of the invoice by P Consolini, 2nd by S Miller.

Discussion: None

VOTE: 9 approve, 0 against, 0 abstain

c. Turner Construction's Application Requisition No. 28 in the amount of \$579,156.81 for October 2018

Motion to approve payment of the invoice by P Consolini, 2nd by H Daley.

Discussion:

H Daley asked about the release of retainage and the team explained that there were many requirements that must be met in order to release retainage. He asked if the retainage releases would come in front of the SBC for approval, T Elmore explained that they could but typically they do not.

K Grady, asked that in the next meeting there be an executive session to discuss this topic and the close out process further.

It was also noted that there is a more extensive Commissioning Process and LEED reporting process in this project which adds to the review of closing out subcontractors.

VOTE: 9 approve, 0 against, 0 abstain

d. FF&E Expenditures: 6 invoices totaling \$7,754.41 itemized below;

- i. **Southpaw Invoice No. 1437492-IN = \$216.60**
- ii. **Amazon Invoice No.'s 39006 & 39007 = \$2,243.13**
- iii. **Creative Office Pavilion Invoice No. 102863 = \$2,510.00**
- iv. **MGRSD Invoice No. 11022018 = \$564.92**
- v. **School Specialty Invoice No. 208121634937 = \$350.02**
- vi. **Ward Science Invoice No. 8083694615 = \$145.00**

Motion to approve payment of the invoice by S Miller, 2nd by P Consolini.

Discussion: S Miller asked that the Amazon Inv. backup be supplied in the final minutes of this meeting.

VOTE: 9 approve, 0 against, 0 abstain

e. Technology Expenditures: 2 Invoices totaling \$1,724.74 itemized below;

- i. **CDW Invoice No. PGT7516 = \$618.30**
- ii. **Valley Communication Invoice No.650028 = \$1,106.44**

Motion to approve payment of the invoice by P Consolini, 2nd by S Miller.

Discussion: None

VOTE: 9 approve, 0 against, 0 abstain

f. CC Container Corp Invoice No. 4030 Totaling \$100.00 (Other Project Cost Budget)

Motion to approve payment of the invoice by P Consolini, 2nd by M MacDonald.

Discussion: None

VOTE: 9 approve, 0 against, 0 abstain

g. MGRSD Administrative hourly project cost expenditures notification invoice #120 – FOR RECORD ONLY

h. StrangScott invoice for legal services for \$2,189.17 (Legal Budget)

Motion to approve payment of the invoice by P Consolini, 2nd by H Daley.

Discussion: None

VOTE: 9 approve, 0 against, 0 abstain

9. **Ribbon Cutting Ceremony - POSTPONED - NEW DATE TO BE ANOUNCED IN THE SPRING**

K Grady explained that last weeks weather on the proposed day was to great an impact for those traveling from the eastern part f the state and that it was a last minute call based on the forecasts. The spring time frame was chosen due to the unpredictability of the winter Berkshire weather. All agreed that it was the best course of action.

10. **Potential SBC Member changes**

M Schiek noted that in the last SBC meeting it was mentioned that the makeup of the SBC may be changing in this new "close out phase" of the project. Rich Cohen had volunteered to step off the committee as the building phase was ending. The opportunity for others to have that option exists as well. He would let the others not attending tonight know that they have the option to step off the committee at this point. T Elmore explained that this is common in this phase for committees to shrink to some degree.

M Schiek noted that the SBC is appointed by the School Committee and they ultimately will be making the decisions on the makeup of the committee.

11. **Schedule Update**

M. Ziobrowski notes that the building is mostly complete, and that final commissioning and system refining are taking place.

Auditorium and Band Practice Rooms – Turner is arranging for the Building Inspector to walk through the building on several dates in early December to get the final signoffs to turn the space over to the school for use. When this Occupancy Permit will be issued is up to the town inspectors.

Punchlist

- We are at approximately 85% complete of punch-list items for the all areas.

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

13. **Upcoming SBC Meeting**

i. December 11th at 5:30PM at Mount Greylock Regional School

14. **Motion to adjourn by P Consolini, 2nd by J Goerlach,**

VOTE: 9 approve, 0 against, 0 abstain

Meeting adjourn at 6:50 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.