



MGR SBC MEETING MINUTES

DATE OF MEETING: December 11, 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#58)

ATTENDING:	Mark Schiek	SBC Chair (arrived @5:48)
	Paula Consolini	SBC Co-Chair
	Kimberley Grady	Superintendent of Schools
	Hugh Daley	Williamstown Selectman
	Mary MacDonald	Principal, MGRHS (arrived @5:54)
	Thomas Bartels	Williamstown
	Al Terranova	School Committee
	Yocelyn Delgado	Business Manager
	Trip Elmore	DWMP
	Jason Springer	Perkins Eastman
	Carl Stewart	Turner Construction
	Mike Giso	Turner Construction
	Alec Marshall	Turner Construction

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- 1. Call to Order of SBC Meeting at 5:40 PM by P Consolini, with 6 voting Members in attendance, M Shiek arrived at 5:48, now making a quorum with 7 voting members and at 5:54 M MacDonald arrived making it 8 voting members.**

Members were given time to review the minutes, vote held until SBC reached a quorum.

- 2. Public Comment:** *None*
- 3. Approval of November 20, 2018 Meeting Minutes**
November 20, 2018 Meeting Minutes as presented in the Meeting Packet and electronically distributed (with full backup) prior to the meeting. *Motion to approve the November 20, 2018 SBC Meeting Minutes by P Consolini, 2nd by H Daley.*
Discussion: none, typo's noted to be corrected.

VOTE: 6 approve, 0 against, 1 abstain

- 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 6 of 34, 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.

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 we are 99.9% done, with the exception being the remaining "open punch-list, a few base scope work and Change Order" items to complete.

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T. Elmore stated that in the next budget update, the OPM would begin the process of combining the miscellaneous unspent funds into contingency accounts so the available funds could be easily identified.

A Terranova asked if the final funds left over, if there are any, would find their way to some other account? The OPM responded that funds spent would be the basis of the final borrowing, so any unspent funds would not be borrowed and therefore not used elsewhere.

5. Construction Change Order #11 in the amount of \$50,949.00 (Vote Expected)

T Elmore and J Springer reviewed the Change Order for the entrance modifications and noted that the project and district have reviewed this change work and it was approved.

T Elmore and A Marshall reviewed the work associated with the GMP contingency releases. 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.

A Terranova and T Bartells asked why the turning radius of large vehicles were not known or considered by the design team causing this change order, as this would be standard basic design knowledge in laying out the main entrance and should have been drawn properly in the original plans.

J Springer responded that after the school opened both the buses and the largest fire trucks found the entrance to narrow, even though it meets standard road and highway planning guidelines. The Fire Marshall requested that the entrance be expanded, and the exit lanes designed to be 9-foot-wide were also modified to be expanded to 12-foot-wide to make exiting more efficient and less confining.

Motion to approve Change Order #11 in the amount of \$50,949.00 by P Consolini, 2nd by H Daley.
Discussion: no additional comments were made.

VOTE: 8 approve, 0 against, 0 abstain

6. Budget Revision Request #23 to adjust budget line item for Change Order #11. Funded from GMP Contingency. (Vote Expected)

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 #11 is funded from Construction Contingency and GMP Contingency,

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

Discussion: None

VOTE: 8 approve, 0 against, 0 abstain

7. Invoices (Vote Recorded):

a. Perkins Eastman Invoice No. 40 in the amount of \$80,700 for Designer services in October 2018

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

Discussion: None

VOTE: 8 approve, 0 against, 0 abstain

b. D&W Management Partners Invoice No. 45 in the amount of \$25,000.00 for October 2018 OPM

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

Discussion: None
VOTE: 8 approve, 0 against, 0 abstain

c. Turner Construction's Application Requisition No. 29 in the amount of \$290,574.26 for November 2018

Motion to approve payment of the invoice by P Consolini, 2nd by H Daley.
Discussion: None
VOTE: 8 approve, 0 against, 0 abstain

d. FF&E Expenditures: 2 invoices totaling \$5,774.05 itemized below;

- i. **B&G Invoice No. 01830522-IN = \$ 1,396.00**
- ii. **School Outfitters inv. 13019925 = 4,378.05**

Motion to approve payment of the invoices by P Consolini, 2nd by H Daley.
Discussion: None
VOTE: 8 approve, 0 against, 0 abstain

e. JSSJR Invoice No. 7265 = \$750.00 (Other Project Cost)

Motion to approve payment of the invoice by P Consolini, 2nd by H Daley.
Discussion: None
VOTE: 8 approve, 0 against, 0 abstain

8. Schedule Update

C Stewart noted that the project is mostly complete but there are various punch-list items, building systems debugging activities, and some change or scope items missed that need to be either corrected or installed.

At this point the "schedule" is no longer represented as a bar chart for activities, but is represented as a list of items to complete. Turner is still on site and will remain at the project until all items are done, he reiterated several time that Turner would not leave until the project was done.

Currently the work is being primarily being done after school hours, Saturdays, or scheduled to be done on school vacation breaks. The team has met with the local building inspectors and will coordinate the inspection process once all items have been completed and the building is deemed 100% complete. The Building inspector has stated that they will be giving the project its final certificate of occupancy at the conclusion of the inspection process.

Given that there are items to be finished and the inspection process has not been scheduled at this point it is not known with any certainty what the turn over date might be. Turner stated that they are working with the school administration and the subcontractor to finish items as quickly and efficiency as possible and will work with the town to get the building turned over as soon as possible.

M Shiek asked for a rough idea of when the turn over of the building may occur and Turner declined to put a date out there at this time as it is an unknown.

H Daley, commented that he thought it is good to be getting a final certificate of occupancy, instead of another temporary certificate of occupancy, as it would mean that the building is done.

M MacDonald was asked about the impact on education and not having the auditorium turned over. She commented that currently, the school was using the cafeteria as space to prepare for the spring musical and she would be seeking alternate performance space if the turn over did not occur until some point in the spring.

9. **Other Business Not Anticipated 48 Hours Prior to Meeting: None**
10. **Upcoming SBC Meeting**
 - i. January 15th at 5:30PM at Mount Greylock Regional School, proposed
11. **Motion to adjourn by A Terranova, 2nd by P Consolini, VOTE: 8 approve, 0 against, 0 abstain**
Meeting adjourn at 6:35 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.