



**MGR SBC MEETING MINUTES**

**DATE OF MEETING:** March 5, 2019, at 6:00 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#60)

<b>ATTENDING:</b>	Mark Schiek	SBC Chair
	Paula Consolini	SBC Co-Chair
	Hugh Daley	Williamstown Selectman
	Steven Miller	School Committee (arrived 6:27)
	Mary MacDonald	Principal, MGRHS
	Steve Wentworth	Lanes. Finance Committee
	Thomas Bartels	Williamstown
	Al Terranova	School Committee
	Trip Elmore	DWMP
	Dan Colli	Perkins Eastman
	Alec Marshall	Turner Construction

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1. **Call to Order of SBC Meeting at 6:04PM by M Schiek with initially 7 members in attendance, at 6:27PM the 8th member joined the meeting.**

2. **Public Comment/Concerns – None**

3. **Approval of January 15, 2019 Meeting Minutes**

January 15, 2019 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting. *Motion to approve the January 15, 2019 SBC Meeting Minutes (as amended) by P Consolini, 2nd by M MacDonald.*

Discussion:

Edit to page 3 – “Mehawk” should be Neathawk in the last sentence.

*VOTE: 7 approve, 0 against, 0 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 67, 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.

We are currently forecasting approximately \$300,000 in savings, but we are at the end and should stop on any additional change work. Turner has informed us the GMP contingency is all allocated, and we are 99.9% done, with the exception being the remaining “open site work punch-list and Change Order” items to complete when the weather permits.

T Elmore explained various line items as either expected to show savings or are expected to be spent once the paper work catches up.

5. **Construction Change Order #13 in the amount of \$83,094.00 (Vote Expected)** D Colli reviewed the Change Orders and noted that the project and district have reviewed this change

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work and it was approved. 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.

*Motion to approve Change Order #13 in the amount of \$83,094.00 by P Consolini, 2nd H Daley.*

Discussion:

It was noted that Turner's forecast show that GMP Contingency will be entirely spent and the Owners Construction Contingency will be over run buy \$12,000 which will be offset by savings in other line items.

*VOTE: 7 approve, 0 against, 0 abstain.*

**6. Budget Revision Request #25 to adjust budget line item for Change Order #13. Funded from GMP Contingency. (Vote Expected)**

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

*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 #13 is funded from Construction Contingency (\$83,094) and GMP Contingency (\$321,721).*

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

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

**a. Perkins Eastman Invoice No. 42 & 43 in the amount of \$50,000.00 for Designer services in January & February 2019.**

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

Discussion: S Miller asked if these were new expenses due to delays in finishing or are previously agreed expenses that are being billed now. He was reassured that these are not new expenses.

*VOTE: 7 approve, 0 against, 0 abstain*

**b. D&W Management Partners Invoice No. 47 & 48 in the amount of \$10,000.00 for OPM services in January & February 2019**

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

Discussion: S Miller asked if these were new expenses due to delays in finishing or are previously agreed expenses that are being billed now. He was reassured that these are not new expenses.

*VOTE: 7 approve, 0 against, 0 abstain*

**c. Turner Construction's Application Requisition No. 31 & 32 in the amount of \$460,950.06.00 for January & February 2019**

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

Discussion: S Miller asked if these were new expenses due to delays in finishing or are previously agreed expenses that are being billed now. He was reassured that these are not new expenses.

VOTE: 7 approve, 0 against, 0 abstain

**d. FF&E Expenditures: 2 Invoice totaling \$934.45 itemized below;**

- i. **Schooloutfitters Inv#13014553 \$574.60**
- ii. **MGRSD Inv #225 = \$359.85**

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

Discussion: None

VOTE: 7 approve, 0 against, 0 abstain

**e. Neathawk Design Inv#1192 \$2,750.00 (Other Project Cost Budget)**

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

Discussion: None

VOTE: 7 approve, 0 against, 0 abstain

**f. StrangScott Inv. 18599 \$2,212.50 (Legal Budget)**

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

Discussion: None

VOTE: 7 approve, 0 against, 0 abstain

**g. StrangScott Inv. 18734 \$787.50 (Legal Budget)**

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

Discussion: None

VOTE: 7 approve, 0 against, 0 abstain

**h. MGRSD administrative project costs Inv. \$6,092.60 (for RECORD ONLY)**

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

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

Discussion:

T Bartells commented that he thought this would be paid at the conclusion of the project and that paying now might be premature.

H Daley commented that the project has reached the close-out phase and is considered complete and therefore the payment of the fees is appropriate and is a part of the Certificate of Occupancy process with the town.

T Bartells considered this the start of the close-out process not the conclusion of it.

P Consolini commented that the communities have realized that fees would need to be paid and that we are at that point to pay them and have the funding to do so.

M Schiek commented that we have the invoice on the agenda and it is here to be voted on.

M MacDonald commented that the school needs to have access to the Auditorium and that if the fees are not paid then there could be jeopardy of the town restricting the use of this space. This would be very negative to the planned events coming up.

P Consolini agreed that the principal needs certainty that this space can be used. A Terranova raised concern on the “what if” scenarios caused the need for additional funds, which all agreed could not be reasonably calculated or anticipated.

S Miller raised some points, including that the town has been very good in having to come so many times.

*VOTE: 7 approve, 0 against, 0 abstain*

#### **8. Schedule Update**

A Marshall gave a brief update on work that has been finished and the overall turnover of space and warranty dates. The Gym area one year warranty was over at the end of February, the main building that was turned over in August 2018 will end the one year warranty in August of this year, and the area completed January 30, 2019 will be warrantied through January of next year.

Certificate of occupancy is expected upon payment of fees. Spring work will be scheduled as the weather permits.

T Elmore gave a rough overview of the close out activities and paper work to get the final reimbursement from the MSBA.

- Various original documents need to be signed and submitted to the MSBA – Certificate of occupancy, DCAMM evaluations, Signed Substantial Completion, and others.
- The LEED certificate which needs to be filled out with the supporting backup from the subcontractors and commissioning agent, as well as some documentation from the district. This can take months to get the final LEED certificate from UGBC.
- The MSBA will not move forward with the closeout if the project has any litigation and the close out review and final reimbursement will be delayed until the litigation has been resolved.
- The hope is to have the paperwork and the LEED certificate complete by this fall with the final reimbursement issuance next spring/summer.

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

M MacDonald commented that there are areas or items that as they have function in the building that would be nice to alter or add to. She gave examples the desired changes, like wainscot tile in the athletic hall way that was in need of regular painting as it is scratched and the installation of a few additional High Tech White Boards, however they have proved to be so sensitive that things like vibration and sunlight can make malfunction.

The SBC thought that these items should be looked into and that if the funds exist should be done this summer. The Architect offered to assist with items like additional tile. The OPM said that the

work should be complete and billed no later than September in order to close out the project as is being scheduled now.

**10. Upcoming SBC Meeting**

i. April 9<sup>th</sup> at 6:00 PM at Mount Greylock Regional School

**11. Motion to adjourn by P Consolini, 2<sup>nd</sup> by S Miller, VOTE: 8 approve, 0 against, 0 abstain  
Meeting adjourn at 7:25 PM**

**These minutes are a summation of the meeting and may not include all details discussed or comments made.**

*Trip Elmore*

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.