



**MGR SBC MEETING MINUTES**

**DATE OF MEETING:** April 25, 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#61)

**ATTENDING:**

|                 |                           |
|-----------------|---------------------------|
| Mark Schiek     | SBC Chair                 |
| Paula Consolini | SBC Co-Chair              |
| Kim Grady       | Superintendent of Schools |
| Hugh Daley      | Williamstown Selectman    |
| Steven Miller   | School Committee          |
| Mary MacDonald  | Principal, MGRHS          |
| Steve Wentworth | Lanes. Finance Committee  |
| Al Terranova    | School Committee          |
| Mike Cox        | DWMP                      |
| Alec Marshall   | Turner Construction       |

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- 1. Call to Order of SBC Meeting at 6:10PM by M Schiek with 8, voting Members in attendance.**
  - 2. Approval of March 5, 2019 Meeting Minutes**  
March 5, 2019 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting. *Motion to approve the March 5, 2019 SBC Meeting Minutes (as amended) by S. Miller, 2<sup>nd</sup> by P Consolini.*  
Discussion: Edit to page 1 – ...at 2:27...” Should be at 6:27 at bullet none, end of the first line.  
*VOTE: 8 approve, 0 against, 0 abstain*
  - 3. Public Comment/Concerns – None**
  - 4. Budget Update - summary included in the meeting packet**  
M. Cox directs the committee to pages 7-9 within the packet. M. Cox continues to point the committee towards the budget balance column, noting as we are getting closer to the end of the project, we will be consolidating the remaining unallocated funds into one or two buckets as the project team deems fit. M. Cox continues noting we are still maintaining coming in underbudget. One example of where we have available funds remaining is the furnishings and equipment section, (\$212,000.00) which we are not expecting to spend any additional money on furniture at this point. S. Miller ask, M. Cox to talk a bit about this budget bucket. M. Cox responds, we hold five percent retainage on every sub, and as you will see we have released retainage and will continue to do so as the trades complete all of their work. K. Grady states, in addition full retainage will not be released until we receive Perkins Eastman’s sign off stating the work is completed in compliance of the project documents. Continuing, we have reduced a handful retainage to 2.5% and a small number of subs have been released in full.

K. Grady asks how much is still available in the legal bucket. M. Cox responds \$14,215.00.

PROJECT MANAGERS  
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5. **Project Funding Update; May 2019 Bond Offering**  
M. Schiek states, we are updating the committee to let everyone know, we have secured out final round of bonds, which was approved at the last SBC meeting.

6. **Construction Change Order #14 in the amount of \$97,472.00 (Vote Expected)**

*VOTE: 6 approve, 0 against, 2 abstain.*

7. **Budget Revision Request #26 to adjust budget line item for Change Order #14. Funded from GMP Contingency. (Vote Expected)**

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

*Discussion: M Cox 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 #14 is funded from Construction Contingency (\$97,472) and GMP Contingency is released for use by Turner.*

*VOTE: 6 approve, 0 against, 2 abstain*

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

- a. **Perkins Eastman Invoice No. 44 in the amount of \$18,500.00 for Designer services in March 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: 8 approve, 0 against, 0 abstain*

- b. **D&W Management Partners Invoice No. 49 in the amount of \$5,000.00 for OPM services in March 2019**

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

*Discussion: None*

*VOTE: 6 approve, 0 against, 2 abstain*

- c. **Turner Construction's Application Requisition No. 33 in the amount of \$790,421.15 for March 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: 6 approve, 0 against, 2 abstain*

- d. **StrangScott Inv. 18889, 19038, and 19038 in the amount of \$3,037.50 (Legal Budget)**

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

Discussion: None

VOTE: 8 approve, 0 against, 0 abstain

**e. UniBank Inv. 750-115 in the amount of 2,000.00**

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

Discussion: None

VOTE: 8 approve, 0 against, 0 abstain

**f. MGRSD administrative project costs update \$3,225.00 (for RECORD ONLY)**

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

M. MacDonald notifies the committee she is confirming the final sign design is complete however she is confirming through the MSBA is there is a requirement to have both Town Mangers on it since it's a two-town district.

M. MacDonald also informs the committee that they will be holding tours as part of the past graduating classes reunions.

**10. Upcoming SBC Meeting**

- i. May 14<sup>th</sup> at 6:00 PM at Mount Greylock Regional School

M. Cox to send out a doodle poll to confirm a quorum.

**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.**

*Mike Cox*

Dore & Whittier Management Partners

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.