

MGR SBC MEETING MINUTES

DATE OF MEETING: November 2, 2017, at 5:30P.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#43)

ATTENDING:

Mark Schiek	SBC Chair
Paula Consolini	SBC Co-Chair
Jesse Wirtes	MG facilities supervisor
Hugh Daley	Williamstown
Mary MacDonald	Principal, MGRHS
Steve Wentworth	Lanes. Finance Committee
Rich Cohen	Lanesborough
Al Terranova	School Committee (Left at 6:20, returned at 6:33)
Trip Elmore	DWMP
Jeff Dome	DWMP
Dawn Guarriello	Perkins Eastman
Mike Giso	Turner Construction

1. **Call to Order of SBC Meeting at 5:36 PM by M. Schiek with 8 voting Members in attendance.**

2. **Approval of October 5, 2017 Meeting Minutes**

October 5, 2017 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting. *Motion to approve the October 5, 2017 SBC Meeting Minutes by P Consolini, 2nd by M MacDonald.*

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

3. **Public Comment:** None

4. **Construction Change Order #1 Review and SBC vote to approve:**

The Committee briefly noted that the changes being made are for things that are necessary to complete the building as was originally represented to the community, and that the building is not growing in size or scope of the work. There are many reasons for changes that were noted in the discussion, for example: unforeseen conditions or events, incomplete design information, functional changes, etc.. It was noted that there is a disciplined team review process in place for all changes where the OPM, Design team, and Construction Manager all review the proposed changes and agree that the pricing is representative of the scope before any change is presented for owner approval.

Perkins Eastman reviewed Change Order #1 with the committee. There are 2 changes that are applied to the Construction Contingency account.

COR #1 to motorize the Gym Operable Partition as was originally requested

COR #3 to change the floor finishes to carpet in a few rooms

This reduces the balance in the Construction Contingency account to \$1,980,054.

M Giso, Turner PM explained that Turner had expended \$92,944.00 of the GMP Contingency in three Approval Letters over the past month.

AL-092 Theater Rigging & Curtains Award, \$30,000.00 (Div 11)
AL-105 Slab Access for Mud Set in Areas A & B, \$35,944.00 (Div 9)
AL-106 Unbought Entrance Mats, \$27,000.00 (Div 10)
The current GMP Contingency unspent balance is \$991,641.00

Motion to accept and approve Change Order #1 by P Consolini, 2nd by R Cohen.

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

5. Budget Revision Request to adjust Construction Contingency based on Change Order #1

The OPM explained that the formal transfer of funds in the budget is done through a BRR and is signed by the district and submitted to the MSBA. The BRR is included in the SBC packet for reference.

Motion to approve Budget Revision Request #11 for District Signature and Submission to the MSBA by P Consolini, 2nd by M MacDonald.

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

6. Invoices (Vote Recorded):

a. D&W Management Partners Invoice No. 32 in the amount of \$68,082.80 for October 2017 OPM Services, and 3rd party testing

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

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

b. Perkins Eastman Invoice No. 24 in the amount of \$245,250.00 for Designer services in September

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

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

c. Perkins Eastman Invoice No. 25 in the amount of \$151,250.00 for Designer services in October and additional service amendment 8

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

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

d. Turner Construction's Application Requisition No. 16 in the amount of \$4,014,666.46

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

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

e. Garrity & Knisely Inv.# 10302 for \$1000 for legal services (legal budget)

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

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

f. Willinet Inv.#101017 for \$300 (Administration Budget)

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

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

g. Mary MacDonald Shipping Inv. for \$31.86 (Administration Budget)

Motion to approve payment of the invoice by P Consolini, 2nd by R Cohen.

Discussion: none

VOTE: 7 approve, 0 against, 1 abstain

h. MGRSD BP Inv.# 113 for \$2824.32 for Generator Fuel 9/25/17 to 9/29/17 (Utility Budget)

Motion to approve payment of the invoice by H Daley, 2nd by R Cohen.

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

NOTED IN THE MEETING FOR RECORD - MGRSD Inv. #112 PAID - BP Clerk Hours for \$3801.93 which will be applied to the Administrative budget

7. Mt. Greylock Regional School Committee Protocols update – included in the packet for RECORD –

The chair acknowledged the protocols and advised the SBC that this committee is bound by these Protocols as a subcommittee to the School Committee.

8. Summary budget update

T Elmore provided a summary budget update in the meeting packet.

The project is running on budget, and there are some Contingency expenditures as was shown in Change Order #1 reviewed earlier in the meeting that will show up in next month's meeting update.

9. Schedule Update: 60 Day Look-Ahead by building area

M. Giso of Turner presented the update for the next 30 to 60 day milestones for each of the areas of the project, using a graphic in the handout.

It was noted the Gym and locker room turnover is scheduled for the beginning of January 2018. There were several reasons to adjust this schedule, most notably:

- The school wanted a few changes made to the space that will have long impacts and it made sense to do them now, placing additional game lines on the floor, staining certain areas of the floor, installing additional sports mat hoists
- The permanent power transition caused delay of almost 2 weeks that had a significant ripple effect on the life safety system completion
- And, the schedule was always very tight, by moving the turnover date back there is greater confidence that the school can plan activities in the space as of this date.

10. Working Group Updates:

- a. Interiors:** M. MacDonald commented that they have been working on the interior space layout and are coordinating the items that need to be purchased. She is attending a furniture procurement conference in Peabody on November 7th, it is likely that the interior furniture will be procured with several state bid list vendors.

- b. **Public outreach:** P. Consolini commented that they will be looking to provide updates at the Holiday Walk in Williamstown and they are looking to do the same in Lanesborough, M Shiek thought there was an upcoming event and would get additional information to the Working Group.
- c. **Facilities:** J Wirtes informed the committee that the heating system is up and working in the current school areas and is supplying hot water to the new Gym units.

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

12. **Upcoming SBC Meeting**

- i. December 7th
- ii. January 4th

Motion to adjourn by *P Consolini, 2nd by M MacDonald.*

Discussion: none

VOTE: 8 approve, 0 against, 0 abstain

Meeting adjourn at 6:42 PM

**This meeting is 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.