



Joint MGR SBC and Transitional SC MEETING MINUTES

DATE OF MEETING: December 7, 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#44)

ATTENDING:	Mark Schiek	SBC Chair
	Kimberley Grady	Interim Superintendent of Schools
	Jesse Wirtes	MG facilities supervisor, arrived 5:45
	Hugh Daley	Williamstown
	Carrie Greene	School Committee Vice-Chair
	Mary MacDonald	Principal, MGRHS
	Lyndon Moors	Faculty, MGRHS
	Steve Wentworth	Lanes. Finance Committee
	Thomas Bartels	Williamstown, arrived 5:40
	Rich Cohen	Lanesborough
	Al Terranova	School Committee
	Yocelyn Delgado	Business Manager
	Trip Elmore	DWMP
	Jeff Dome	DWMP
	Dan Colli	Perkins Eastman
	Jessica Vaverchak	Perkins Eastman
	Mike Giso	Turner Construction

1. **Call to Order of SBC Meeting at 5:35 PM by M. Schiek with 12 voting Members in attendance. Call to Order of Transitional School Committee by J Bergeron**

2. **Approval of November 2, 2017 Meeting Minutes**
November 2, 2017 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting. *Motion to approve the November 2, 2017 SBC Meeting Minutes by H. Daley, 2nd by S. Wentworth.*
Discussion: None
VOTE: 7 approve, 0 against, 3 abstain

3. **Public Comment:** None

4. **Construction Change Order #2 Review and SBC vote to approve:**

Perkins Eastman reviewed Change Order #2 with the committee. There are 8 changes that are applied to the Construction Contingency account totaling 117,351.00.

- COR #4 to Revise grading north of area A \$13,073.00
- COR #5 Excavation installation and backfill of 4" underdrain per RFP #33 \$9,880.00
- COR #7 Improvements under fire suppression tanks due to existing soil conditions \$12,344.00
- COR #8 Upgraded Porcelain tile floor material at main lobby and public areas \$23,976.00
- COR #9 Additional game court lines and multi-color court staining at gym floor \$16,509.00
- COR #11 Revisions to lighting controls per RFP #17 \$16,112.00
- COR #12 Revisions to photocell controls \$13,697.00

PROJECT MANAGERS
ARCHITECTS

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

www.doreandwhittier.com

COR #13 Revisions to lighting controls per RFP #20 for LEED \$11,760.00
Questions were asked by the SBC about the selection process on COR#8 and the team review process on COR#9

This reduces the balance in the Construction Contingency account to \$1,862,703.

M Giso, Turner PM explained that Turner had expended \$2,561.00 of the GMP Contingency in two Approval Letters over the past month.

AL-120 Glulam base plate modifications \$665.00 (Div 11)

AL-127 Window transom(3) modifications, \$1896 (Div 9)

The current GMP Contingency unspent balance is \$989,080.00

Motion to approve Change Order #2 for District Signature and Submission to the MSBA by R Cohen, 2nd by H Daley.

Discussion: None

VOTE: 12 approve, 0 against, 0 abstain

5. Review of the existing Gym exterior wall and roof connection detail and expected change order in excess of \$25,000.00.

The OPM explained that due to concerns raised by the roofing manufacturer, that the existing and proposed flashing detail would compromise a full roof warranty, a revised solution was explored by the team to ensure that the MGRSD receives an unencumbered roof warranty. In the packet, the OPM showed the areas impacted, the solution being proposed and the estimated costs associated with the various solutions reviewed in seeking the best option. In the end a through wall flashing solution was determined to be the best option for the best cost when compared to the other solutions proposed. The cost to remove a band of brick, install the membrane and re-brick the area will cost approximately \$90,000.

The SBC discussed some of the details and agreed that the solution seemed to be the best option. However, the committee asked that the Architect review the change with the roof manufacturer to find out why this new detail is a requirement. The OPM explained that we could review that answer in the next SBC meeting and decide what the be course of action is then.

6. OPM Contract amendment #6 for additional Owners' On-site Testing

The OPM informed the SBC that the Owners' On-site Testing contract amendments are fully expended, therefore the owner will need to release additional funds to continue with any on-site testing as is required by both specifications and local inspectors. The OPM recommends that an additional \$30,000 be allocated to this task and will be billed per the initial agreements with CME the testing service. Currently there is \$6,500 remaining in the Testing Line in the budget, so \$23,500 would need to be transferred from another line that has a surplus in budget money.

Recommendation from the OPM was to move funds from the Utility Line in the budget, as there appears to be surplus funds there and transfer it to the Testing Line.

Motion to approve Amendment #6 to the D&W Management Partners to contract additional testing services from CME at a not to exceed cost of \$30,000.00, and allow the District to Sign for the change and Submission to the MSBA by C Greene, 2nd by R Cohen.

Discussion: None

VOTE: 12 approve, 0 against, 0 abstain

7. **Budget Revision Request to adjust Construction Contingency based on Change Order #2**

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 #12 for District Signature and Submission to the MSBA by C Greene, 2nd by R Cohen.

Discussion: None

VOTE: 12 approve, 0 against, 0 abstain

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

a. **D&W Management Partners Invoice No. 33 in the amount of \$72,032.13 for November 2017 OPM Services, and 3rd party testing**

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

Discussion: None

VOTE: 10 approve, 0 against, 2 abstain

b. **Perkins Eastman Invoice No. 26 in the amount of \$2618.62 for Hasmat Monitoring services**

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

Discussion: None

VOTE: 12 approve, 0 against, 0 abstain

c. **Perkins Eastman Invoice No. 27 in the amount of \$163,500.00 for Designer services in November**

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

Discussion: None

VOTE: 12 approve, 0 against, 0 abstain

d. **Turner Construction's Application Requisition No. 16 in the amount of \$2,759,230.95**

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

Discussion: None

VOTE: 12 approve, 0 against, 0 abstain

e. **Richard Jette Inv.# 30 for \$200 for Accounting services (Admin budget): INVOICE Removed by request of Administration as it was already paid.**

f. **Willinet Inv. For 11/2/17 SBC MTG for \$100 (Administration Budget)**

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

Discussion: None

VOTE: 12 approve, 0 against, 0 abstain

g. **Mary MacDonald FF&E Travel costs Inv. for \$378.51 (Administration Budget)**

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

Discussion: None
VOTE: 12 approve, 0 against, 0 abstain

h. MGRSD BP cost for travel costs \$156.22 (Admin Budget)

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

Discussion: None
VOTE: 11 approve, 0 against, 1 abstain

i. FF&E Expenditures, Multiple Inv. Totaling \$5,349.26 (FF&E Budget) FOR RECORD

1. Gopher \$44.89
2. Arcavate \$70.20
3. Rogue Fitness \$4,364.17
4. Rogue Fitness \$960.00

Mt. Greylock Regional School Committee Regionalization update – As the Regionalization vote passed on November 14th, 2017, the Mt. Greylock Regional School District will go from a 7-12 to a preK-12 school district (incorporating Lanesborough and Williamstown elementary schools) on July 1, 2018.

Per state mandate, the new Transition Committee (TSC) will oversee all financial obligations and capital projects in the district starting on January 1, 2018. This project will now be reporting to the TSC and the TSC must officially select the School Building Committee in January 2018.

Joe Bergeron, chair of the new Transition Committee, introduced four of the newly formed committee members: vice-chair Regina DiLego, Dan Caplinger, Carrie Greene, and Al Terranova.

9. 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 #2 reviewed earlier in the meeting that will show up in next month's meeting update.

Other areas of unspent monies were highlighted by the OPM.

10. 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.

The Gym turnover should be as planned for January 2nd, and the lockerroom will follow by about a week.

The SBC asked what items are potential road blocks to reaching the scheduled completion for the building and the Project team responded that not having enough available labor is the biggest hindrance and concern. It was also noted by the SBC, that if our aggressive target date of April school vacation is not achievable for the next phase to alert this committee early so planning measures can take place for the school and community. The Project team agreed to give plenty of notice if the April date is not achievable.

11. **Working Group Updates:**

- a. **Interiors:** M. MacDonald commented that the interior furniture selection has been ongoing, and is mostly complete. They are continuing to focus on their selections and choose colors based on the project color schemes. They are also buying the delivery, unpacking and cleaning of the items with the vendors. Additionally, the moving and recycling of old unused furniture to 3rd world countries is going to be handled by Diamond Moving, who is procured through the state bid list.
- b. **Public outreach:** P. Consolini texted that project updates will continue to be transmitted, and recently were handed out at the Williamstown Holiday Walk and will be also distributed at the Lanesborough Elementary School Concert.
- c. **Facilities:** J. Wirtes reported that the 1st training has occurred with the gyms folding partition.

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

13. **Upcoming SBC Meeting**

- i. January 11th
- ii. February 8th

14. **SBC Motion to adjourn by H Daley, 2nd R Cohen, 12 approve**
Transitional School Committee Motion to adjourn by J Bergeron, 2nd by C Greene, 6 approve

Meeting adjourn at 7:10 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.