



**JOINT TSC & MGR SBC MEETING MINUTES**

**DATE OF MEETING:** March 27, 2018, 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#48)

**ATTENDING:**

Mark Schiek	SBC Chair
Paula Consolini	SBC Co-Chair
Kimberley Grady	Interim Superintendent of Schools
Jesse Wirtes	MG facilities supervisor
Hugh Daley	Williamstown
Carrie Greene	School Committee Vice-Chair and TSC Member
Mary MacDonald	Principal, MGRHS
Steve Wentworth	Lanes. Finance Committee
Thomas Bartels	Williamstown
Al Terranova	School Committee and TSC Member
<u>Transitional School Committee (TSC):</u>	
Joe Bergeron	Chair
Regina DiLego	Vice Chair
Steven Miller	
Chris Dodig	
<u>Team Members:</u>	
Trip Elmore	DWMP
Jason Springer	Perkins Eastman
Mike Giso	Turner Construction

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- 1. Call to Order of SBC Meeting at 6:03 PM by M. Schiek with 10 voting Members in attendance, and of TSC Meeting by J. Bergeron with 6 voting Members in attendance.**
  - 2. Schedule Update: Revised schedule for next phase occupancy from April to September, over all completion date unchanged- December 2018**

Mike Giso from Turner reviewed the Schedule update by area of the new building. He pointed out that the dates represented on the handout are for expected Construction Activities Complete. This will allow for additional activities to be done; Punchlist, Air Monitoring Testing, Mechanical Systems Testing and Balancing, Owner Furniture Moving, Local Inspectional Services Inspections, and the issuance of the Temporary Certificate of Occupancy for use of the new building. The expected Construction Activities Complete for:

- Area A - 7/6/2018
- Area B - 4/24/2018
- Area C - 8/2/2018
- Area D - 7/26/2018
- Kitchen - 6/27/2018
- Auditorium - 9/7/2018
- Areas along the existing building west wall are likely to be in September due to the abatement and demolition of the connecting existing building.

PROJECT MANAGERS  
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The team has worked collaboratively to establish this new recovery schedule as is outlined in the phasing map attached. This has been reviewed with some members of the School Building Committee and Transitional School Committee, as well as the administration for moving and furniture delivery.

The revised building turnover schedule allows the school to finish their spring semester in their current facility without an April move interruption.

The project will be able to begin the major building “entrance and bus loop” sitework activity in the spring as soon as the winter weather breaks. This “entrance and bus loop” sitework activity was a significant challenge in the previous phasing plan as the work could have impacted the September school start.

With the inclusion of the parking lot work this summer, the site work contractor will have critical activities to complete in the 7-week period of time between June end of school and the start of school in the fall. The revised phasing plan should mitigate some of the schedule risks associated with trying to overload the sitework activities in a short window of time and will restrict ALL access to the site (no sport field access) and building until the 4<sup>th</sup> week of August.

The previous phasing plan had the Auditorium and Music areas potentially turning over in September due to the existing building adjoining wall connections on the west / back side as is mentioned above. This condition still exists as the emergency exits will not be accessible until the current school areas are abated, demolished, and egress routes improved. In the revised phasing plan, the abutting school building areas will be the first areas to be abated and demolished, which will hopefully allow us to open these areas in September. The abatement activities will actually get a jump start by removing floor tile in the hall abutting the project over April school break.

There have been discussion with the local inspectors to inspect various areas as they are ready for inspection as is outlined above. The school will be able to move some of their items into their final destinations as soon as there is fire sprinkler and life safety system complete, again by building area/section.

The Committee had many questions and comments that are summarized below:

- It was clarified that no occupancy of the building will be allowed until the Temporary Certificate of Occupancy (TCO) is issued by the Town, which prevents teachers from accessing the building to make their space ready until the TCO is issued in mid to late August.
- Turner and D&W was asked their level of confidence that this building would be complete for a September school open date, Turner and D&W both expressed strong confidence that the September opening date is achievable and would be achieved sequentially as was presented by Turner above.
- The TSC chair expressed that the initial schedule was very aggressive to meet April turn over.
- Turner was asked if they had NOT delivered a school in time for opening in the past, the response was NEVER and that this would not be the first one.
- As the issue of limited labor availability has been an issue to date, why is it not a concern going forward. Turner stated that this current schedule has been

vetted with the subcontractors and they have their commitment to make the dates to complete the project.

- Some of the dates on the detailed schedule are showing dates that relate to an early start and early finish as the same date. Turner explained that this may indicate that the item is now behind us and was edited in the weekly update as completed and therefore the duration was no longer relevant.
- If there appears to be concern in the future that suggests the project may not be ready for occupancy in September, when is the “drop dead” to halt the taking down of the existing school building so it might be the back-up school. There were several discussions about the potential fall out, but the reality is that the existing building would not be touched until the 4<sup>th</sup> week of June once the school had moved out. This would be the very last date that a “go or no go” could be made.
- There was a question asked about additional reimbursement opportunities with the MSBA due to new regionalization, other members explained that the deal with the MSBA is now behind them and that the question was raised very early in the process and the MSBA considered the region as already regionalized at the Middle High School level and that those incentive points are not available to this project.
- A committee member asked if there needed to be any sort of amendment to Turner’s contract or officially vote on the project schedule changes, noting that the end date remains intact and that the phased turnovers are being modified. Turner commented that they did not require any contractual modification. Other committee member thought that it is a legal question that should be brought to their attorney for clarification and comment. There was concern that the districts contractual rights may be modified by this change and they want to make sure that if there are issues in the future they have protected the districts position. The TSC Chair commented that the TSC will take appropriate steps to protect the Districts contractual rights. There were several “what if” discussions that related to not making the dates by committee members.
- A SBC motion was made to recommend that the new schedule be accepted by the TSC and to have legal counsel review the documents and situation to determine if a contract amendment or other action step should be taken to protect the interested of the district. The motion was discussed and then withdrawn to be restated.
  - **SBC Motion to recommend that the TSC review the documents and situation with legal counsel to determine if a contract amendment or other action step should be taken to protect the interested of the district, and if acceptable approve the schedule revisions by H. Daley, 2<sup>nd</sup> by P. Consolini**  
**VOTE: 9 Yes, 0 No, 1 Abstain, motion passes.**
- Prior to the close of the joint meeting, the TSC Chair wanted to highlight the critical activities for the Administration to incorporate the districts into the “new” region and this would impact their involvement in the project. Therefore;
  - The Chair asked that the regular reporting from the team, OPM and Turner include the TSC and SBC chairs in their distribution, for example weekly and monthly reports.
  - As Change Orders and expenditures are brought forth, he thought that there may need to be more than one person signing and approving this

item so he suggested that there may be 3 approvers and that 2 of the 3 should be signing these documents.

- The communication levels may need to be elevated and documented to keep issues from falling through the cracks, the OPM will look into a method to do this.
- Finally, he was thankful that both towns were working the regional school department to bring this project to a favorable conclusion.

3. **Other Business Not Anticipated 48 Hours Prior to Meeting:** A community member asked to comment on the current building progress and schedule. Chris introduced himself as a member of the construction industry with Estimating and Project Manager experience on 75 projects and was familiar with members of the project team. In his opinion the project dates presented were not achievable. He was concerned about the districts recourse for missed dates and the associated liquidated damages that could be assessed on the contracts and subcontractors needs a legal review. The Committee did not have any questions.

4. **Upcoming SBC Meeting**  
i. April 10th

5. **Motion to adjourn by P Consolini, 2<sup>nd</sup> by H Daley VOTE: 10 approve, 0 against, 0 abstain**  
**Meeting adjourn at 7:18 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.