



**MGR SBC MEETING MINUTES**

**DATE OF MEETING:** May 8, 2018, 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#51)

<b>ATTENDING:</b>	Mark Schiek	SBC Chair
	Paula Consolini	SBC Co-Chair
	Kimberley Grady	Interim Superintendent of Schools (Arrived 6:05pm)
	Jesse Wirtes	MG facilities supervisor
	Hugh Daley	Williamstown
	Carrie Greene	School Committee Vice-Chair
	Mary MacDonald	Principal, MGRHS
	Steve Wentworth	Lanes. Finance Committee
	John Goerloch	Lanesborough Select Board Chair
	Rich Cohen	Lanesborough
	Al Terranova	School Committee
	Trip Elmore	DWMP
	Mike Cox	DWMP
	Dan Colli	Perkins Eastman
	Jason Springer	Perkins Eastman
	Mike Ziobrowski	Turner Construction
	Mike Giso	Turner Construction

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**1. Call to Order of SBC Meeting at 5:36 PM by M. Schiek with 10 voting Members in attendance.**

Welcome to John Goerloch, voted on by TSC to replace Bob Ericson.

**2. Approval of April 10, 2018 Meeting Minutes**

April 10, 2018 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting.

*Motion to approve the April 10, 2018 SBC Meeting Minutes by P. Consolini, 2nd by S. Wentworth.*

Discussion: None

*VOTE: 9 approve, 0 against, 1 abstain*

**Approval of April 25, 2018 Meeting Minutes**

April 25, 2018 Meeting Minutes as presented in the Meeting Packet and distributed prior to the meeting.

*Motion to approve the April 25, 2018 SBC Meeting Minutes by P. Consolini, 2nd by S. Wentworth.*

Discussion: None

*VOTE: 8 approve, 0 against, 2 abstain*

**3. Construction Change Order #6 Review and SBC vote to approve:**

Perkins Eastman reviewed Change Order #6 with the committee. There is one change that is applied to the Construction Contingency account totaling \$212,232.00.

COR #035 Parking Lot (Electrical Only) \$212,232.00

PROJECT MANAGERS  
ARCHITECTS

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

www.doreandwhittier.com

This reduces the balance in the Construction Contingency account to \$600,043.00

T. Elmore explained that Turner had expended \$3,865.00 of the GMP Contingency in one Approval Letter over the past month.

AL-157 Misc. Painting Changes (for \$3,865.00 GMP Contingency Expenditure)

The current GMP Contingency unspent balance is \$926,424.00.

*Motion to approve Change Order #6 for District Signature and Submission to the MSBA by P. Consolini, 2nd by M. MacDonald.*

Discussion:

T. Elmore states, the parking lot went through 3-4 revisions, from lighting to future security opportunities, and was thoroughly vetted. If you take this Change Order and include the hardscape cost that was previously approved, we fell under the \$975,000.00 do not exceed limit that was established.

T. Elmore explains the GMP expenditures shown on the Change Order appear as a \$0.00 impact. T. Elmore states that Turner has the right of to spend GMP Contingency, however, they must request permission through approval from the SBC.

*VOTE: 10 approve, 0 against, 0 abstain*

**4. Budget Revision Request #17 to adjust GMP Construction Contingency based on Change Order #6**

*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 #17 for District Signature and Submission to the MSBA by P. Consolini, 2nd by M. MacDonald.*

Discussion: T. Elmore explains, when we apply contingency line items, through the MSBA's process we need to submit a BRR form explaining the money transfer. In BRR 17 we moved \$3,865.00 from 0502-0030 GMP Contingency to 0502-0900 Division 9 – Finishes.

*VOTE: 10 approve, 0 against, 0 abstain*

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

**a. Perkins Eastman Invoice No. 33 in the amount of \$65,400.00 for Designer services in April 2018**

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

Discussion: D. Colli states, Perkin's Eastman met with the building inspector this afternoon, and Perkins will now reduce presence on site to 2 days a week but will remain with a stronger presence until all above ceiling inspections are passed. T. Elmore adds Perkins Eastman is not contractually required to be onsite, rather they have made the decision for the betterment of the project. R. Cohen adds his appreciation of the Teamwork by all party's

*VOTE: 10 approve, 0 against, 0 abstain*

**b. D&W Management Partners Invoice No. 38 in the amount of \$60,434.50 for April 2018 OPM Services, and 3rd party testing**

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

Discussion: R. Cohen states, the 3<sup>rd</sup> party budget line item has been expended fully, are we expecting to need any future testing? T. Elmore answers, at the April 10<sup>th</sup> SBC meeting we requested and approved a \$20,000.00 transfer to this line item for the testing required this summer. The DWMP bill will be updated to reflect the current budget line for next SBC meeting.

*VOTE: 10 approve, 0 against, 0 abstain*

**c. Turner Construction's Application Requisition No. 22 in the amount of \$2,358,488.36 for April 2018**

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

Discussion: M. Schiek asks, M. Giso, is the spending accurate for this time in the project? M. Giso responds yes, but the spending curve will increase in the summer months due to the sitework that will be ramping up. M. Giso also adds the project is tracking on schedule.

*VOTE: 10 approve, 0 against, 0 abstain*

**d. Axia Invoice No. 1000121024 in the amount of \$20,750.00 (Utility Company Fees)**

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

Discussion: T. Elmore explain the contract for this invoice was approved in the front half of 2017, what we have put before the committee is the invoice associated with the contract. We have vetted it and it matches the contract.

*VOTE: 10 approve, 0 against, 0 abstain*

**6. Unibank Fiscal Advisory Services, Inc. Invoice – For Record**

T. Elmore states, this invoice will be drawn from the legal fee budget line. H. Daley explains, Unibank is the bond agent. As part of the bond agreement, we are responsible to five financial updates. H. Daley also reminds the committee, the bond was for the initial financing of \$30 million in October 2017. Additional financing need will be coming soon, as the new financing need is going to be somewhere around \$4 million. State House notes is an easy 12 to 15-month financing vehicle. H. Daley adds, some of the financing will depend on the MSBAs reimbursement amount. T. Elmore adds, the MSBA on average reimburses over 95% of the reimbursable project costs they allocate for the project, this means that they may not provide 100% of the Grant amount identified.

**7. MGRSD Electricity cost December 2017 – March 2018. – For Record**

T. Elmore states, we anticipated the electrical cost for the building would rise as the construction activities would greatly expand the utility costs. This bill represents the portion of additional electrical costs on the building over the course of December 2017 through March 2018.

**8. Movers Proposal from Diamond Relocation Update**

K. Grady states, Diamond Relocation Company has been onsite a few times, which people may have noticed. The district has working with Diamond to secure a contract for the move and recycling of old existing furniture in the amount of ~\$68,000.00. A deposit will be required prior to the start of the move, which is a part of their contract agreement. Diamond will be onsite May 9<sup>th</sup> to advise the teachers for the upcoming move. K. Grady states, the proposal is all inclusive, including containers, and recycling old

furniture. R. Cohen asks, how much are we depending on staff to pack. M. MacDonald answers, the library will be packed by the moving company, however, classrooms will be packed by teachers. M. MacDonald adds a few calendar days have been allocated to these packing efforts. Laboratory/ Science packing will be selectively chosen to keep & dispose of. Chemicals (not including cleaning supplies) will be moved by special vendors. K. Grady organized the kitchen move and states, items will be moved to Williams College to be stored until the new space is operational. M. MacDonald also adds, the main area of concern will be the band equipment and instruments. M. MacDonald also adds custodians will help with various parts of the move. All items will be packed/moved in paper boxes due to the inability to unpack right away and will need to be packed by June 22<sup>nd</sup>.

Al, thanked the district for their efforts on the move.

## 9. **Preparing for Building Turnover to the district**

Turnover items to complete and items that require Owner personnel involvement and participation: (for planning purposes)

Items to complete to turnover the building and receive a Temporary Occupancy Permit issuance in late August 2018:

1. **Complete the Construction** of the building which meets all Building Code Requirements. (exceptions- Auditorium & Band Practice Rooms along West party wall with existing building)
2. FF&E and Technology: (NOTE: **Functional Furniture and its placement needs to be in place** for "Temporary Occupancy Permit")
  - a. Complete the procurement of any FF&E and Technology items required for opening of school. (in progress)
  - b. Allocate staff to receive and manage deliveries as they arrive and sign off on materials delivered. Check list for standard delivery activity below:
    - i. Verify number count,
    - ii. Ensure that they are in good condition,
    - iii. Directions for distribution locations with-in the building,
    - iv. Record damage to the building by FF&E delivery and distribution,
    - v. Ensure that packing materials are properly removed,
    - vi. List items in damaged condition for punch list/replacement.
3. **Parking lot change order work may need to be complete** prior to issuance of "Temporary Occupancy Permit", parking lot is being scheduled by the subcontractor currently, and specifically for ADA / MAAB compliance dates. Currently the new parking lot is scheduled to be complete by August 25<sup>th</sup>, 2018.

Owner personnel will be invited and needed to participate with following activities:

- A. **Building Start-up and Commissioning** – verification that various building systems are running as required by the construction documents/design team and manufacturers' specifications. There is an opportunity for the owner to learn more about the systems and how they work, not mandatory that the owner is involved but helpful down the road.
- B. **Owner Equipment Training** by vendors/suppliers to review operations and maintenance of the equipment in the building. The Owner will need to participate in this training, standard operations and maintenance will be provided and the training will be videotaped. Any vendor

that would be a part of a maintenance agreement providing service to the district for that equipment should also be invited to participate.

- C. **Acceptance of attic stock** by the District, inventory items(optional), and storage of significant quantities of repair and maintenance materials. For example:
  - a. Air filters and other mechanical system parts/belts/gaskets
  - b. Ceiling, Flooring and Wall Tiles (all types)
  - c. Paint (all colors)
  - d. Millwork/casework...etc.
- D. **Punchlist generation and sign off**, this activity will start in June and run through August for all turnover areas. (Note Auditorium and West Wall Rooms to follow in September)

## 10. Working Group Update

### a. Interiors

M. MacDonald states, we have developed the purchase orders for over \$600,000.00 of the FF&E items which accounts for roughly 2/3 of the total FF&E for furnishings. The remainder is split between the cafeteria and the remaining supplies.

M. MacDonald states, we could use a working group to help with the move of the stained glass and mural outside. The goal would be the preservation and redistribution of items to be brought as well as those unable to be brought to the new building. Includes cataloging information. P. Consolini volunteers to be the head of this Working Group. C. Greene suggests the historical group may be a good group to contact for assistance. M. MacDonald adds, she has started a wish list for current items not being brought to the new building. This new subgroup should reach out to see who would be interested in remaining items. Working Group will be called, Preservation & Re-use Committee.

### b. Finance

H. Daley states, projections will be completed again prior to the next SBC with the OPM team. T. Elmore adds, the committee will need to finance the last 5% of the project. MSBA does this to assure they do not over reimburse. H. Daley responds, we are currently factoring a bond for the last 5% as well as the remaining ~ \$4 million not financed in the initially bond.

### c. Security

K. Grady states, we are required to complete compliance steps with the local and state police. Currently K. Grady and Perkins Eastman are working together to have plans submitted.

### d. Facilities

J. Wirtes, read the following statement;

“As some of you may not be too familiar with what I do, as Mt. Greylock regional school facilities supervisor I have been a long-term component of this project, mostly behind the scenes. My main priority has been the health and safety of our student’s staff and faculty as our building project advanced into a merged environment. Also, I was part of the bridging gap between building project and our occupied school facility on a facility’s supervisor level which led to efficiencies on both ends. I stand here today because I have exhausted every effort to gain support over the last 15 months from the Mt. Greylock regional school district. It’s unfortunate that I am at this point. I’m overly disappointed in the Mt Greylock Regional School districts leadership of this project first hand on how the MGRS facilities supervisors position which has been undermined from the involvement in this project over the past 18 months. MGRSD has ignored needed replacement labor request along with my vacation request which has expired.”

J. Wirtes adds this is a statement of acknowledgment.

**e. Whiteboard**

R. Cohen states, one problem that has recently identified is the height of the placement of the projector/whiteboards. Secondly, is the full-size boards capable of being installed. Informs committee there will be another update with expanded information.

**11. 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 #6 reviewed earlier in the meeting that will show up in next month's meeting update. In addition to this update, T. Elmore directs the committee to various line items that were affected by the April 10<sup>th</sup> approved invoices. (Budget is always based off previous months invoices.)

**12. Schedule Update:**

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.

1. Classroom Wing - 30 Day Look Ahead:
  - Complete Painting, Ceiling Grid /Tile,
  - Radiant Panels
  - MEP Trim
  - Complete Flooring including stair wells
  - Complete Lockers and Casework
  - Acoustical Wall Panels, Marker / Tack
  - Boards
  - Folding Partitions
  - Doors & Hardware
2. Kitchen - 30 Day Look Ahead:
  - Quarry Tile
  - Ceiling Tile
  - Finish Painting
  - MEP Trim
  - Lockers
  - Food Service Equipment
  - Overhead Doors, Doors & Hardware
3. Area C - 30 Day Look Ahead:
  - Complete Drywall / Finishing
  - Continue Painting & Ceiling Grid
  - Exterior / Interior Storefront
  - OH Doors
  - MEP Trim rough-in
  - Ceiling Tile / Wood Ceiling Grid/Panels
4. Cafeteria - 30 Day Look Ahead:
  - Complete Drywall / Finishing
  - Painting
  - Ceiling Grid
  - MEP Trim
  - Restroom Ceramic Tile
  - Ceiling Tile
5. Auditorium -
  - 30 Day Look Ahead:
  - Complete Overhead MEP
  - Rough-in
  - Wall / Soffit Framing &
  - Drywall / Finishing
  - Rough-in for Stage Rigging
  - Paint Overhead MEP

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

C. Greene states, for anyone looking for the discussion of the capital gift, the transition committee is the correct venue to receive information.

C. Greene also adds, to find the video of the meetings online you will need to go to the willinet/vimeo site directly. There is no clear indication on the willinet site on where to find the videos.

<https://vimeo.com/willinet>

**14. Upcoming SBC Meeting**

- i. Tuesday, June 5<sup>th</sup>, at 5:30PM
- ii. Wednesday, June 20<sup>th</sup>, at 5:30pm (Tentative)

**15. Motion to adjourn by A. Terranova, 2<sup>nd</sup> by H. Daley, VOTE: 10 approve, 0 against, 0 abstain  
Meeting adjourn at 7:39 PM**

**This is a summary of the School Building Committee meeting, for an actual video transcript of the meeting, it is recorded and can be viewed on the local Willinet community TV and internet link:**

**<http://willinet.org/content/mgrhs-committee-meetings>**

**or**

**[www.mgrhs.org/broadcasts/](http://www.mgrhs.org/broadcasts/)**

**or**

**<https://vimeo.com/willinet>**

*Trip Elmore*

**DORE AND WHITTIER MANAGEMENT PARTNERS, LLC**

Dore & Whittier Management Partners, Project Manager/Director

Cc: Attendees, File.

The above is a summation of our meeting. If you have any additions and/or corrections, please contact D&WMP 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 and contractual notification to the owner of project information.