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MILLBURY, MASS.

Millbury Public Schools

SHAW BUILDING FINANCE SUB COMMITTEE

Meeting Minutes

Subcommittee of the School Committee

Zoom Virtual Meeting

Date: April 21, 2021

Time: 6:00PM

Attendance: Jen Nietupski, Rachel Decatur, Stephen Decatur, Rob Pine and Rick Bedard.

Absent: None.

Hill International/T2: David Billings, Julie Leduc and Jonathan Teixeira.

- **Rick Bedard opened the meeting.**
- **Review and Approval of Outstanding Invoices**
David Billings reviewed the monthly invoices.
There was a brief discussion about the invoices and project status.

Hill International's Monthly Invoice.

Dated: March 2021

Amount: \$29,339.00

Motion: Rob Pine

Second: Stephen Decatur

Vote: 5-0

All in Favor.

T2's Monthly Invoice.

Dated: March 2021

Amount \$52,563.00:

Motion: Rob Pine

Second: Stephen Decatur

Vote: 5-0

All in Favor.

Bid Docs Online Invoice.

Amount: \$15,044.07

Motion: Rachel Decatur

Second: Jen Nietupski

Vote: 5-0

All in Favor.

Discussion:

The Bid Docs Online invoice was for the online bidding and tabulation completed for the construction general contractor bids and the subcontractor bids.

The was a discussion about the Fontaine Bros. low bid results and how it relates to contingency and possibly borrowing less money. Mr. Billings stated that MSBA will calculate the bid savings into a lower obligation amount for the town and MSBA. The two parties share in the savings. There is also a possibility of adding some funds into the contingency account. MSBA will now revise the Project Funding Agreement (PFA).

Fontaine Bros. is working on breaking out their invoices into an agreed upon Schedule of Values or Divisions. The Divisions is also how MSBA reimburses the Town of Millbury. The town will be billed based upon the completion of work. They can also bill the town based upon materials that have been delivered to the construction site or material being stored off site. Hill will verify those materials requests. Hill also reviews in detail with T2 the monthly construction invoice.

Mr. Billings and Mr. Bedard have established a monthly calendar of meeting dates, bill payment dates and other timelines. The purpose is to have the invoices paid in a timely manner (within two weeks) from the time they are approved by the Finance Subcommittee and the Building Committee. It is imperative that the vendors have the invoices prepared by the time the two committees meet in the middle of the month.

Adjourned at 6:45PM.

Motion: Jen Nietupski

Second: Rachel Decatur

Vote: 5-0

All in Favor.

- Packet: Outstanding Invoices

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Jennifer Nietupski

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Rachel E. Decatur

DocuSigned by:

Rob Pine

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DocuSigned by:

Stephen Decatur

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Richard G. Bedard, Jr.

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