

January 28, 2022

To: MERSD School Committee

From: Avi Urbas, Director of Finance & Operations

Copy: Pam Beaudoin, Superintendent of Schools

Re: Financials/Warrants for 2/1/22 School Committee Meeting

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Greetings, MERSD School Committee.

Attached please find financials for Tuesday's 2/1/22 School Committee meeting. Here is an overview of the vouchers and a few highlights to bring to your attention.

Voucher 1033: invoices approved at the 1/18/22 MMES School Building Committee meeting. Of note:

- December monthly invoices for project team members, including:
  - WT Rich, construction manager: \$333.1K. Note this is much smaller than the previously common \$1.3-\$2.0 million monthly construction invoices, reflecting the fact that most work is wrapped up. The team is currently working on "punch list" items requiring follow up, which is the standard close out process following the "substantial completion" date, which for us, was the end of last summer. Once the weather warms, some final site work, including the grade 3-5 playground and some landscaping will be completed.
  - JCJ Architects: \$33.9K
    - Of this amount, \$16K is the standard monthly amount that will recur through the 12-month 'close out' phase, which lasts after construction is complete, to ensure punch list items and MSBA documentation are addressed satisfactorily
    - \$17K relates to an 'additional' service contract for the work with the MBTS Conservation Commission on a school sign and potential tree removal. Ultimately, it was decided to rely instead on the letters/name affixed to the building entry due to the many local compliance barriers faced in putting a sign in a visible location by the road side.
  - Dore & Whittier, owner's project managers (OPM): \$17.1K for monthly services during the "close-out" phase. D&W has spread their close out phase fees over only 6 months, but if required close-out items take longer, D&W is still obligated to perform under the current fee structure.

V1034: main Accounts Payable (AP) voucher, totaling \$254K, which is smaller than usual, reflecting the nearly weekly meetings so far in January. Of note:

- Curriculum & Technology:
  - \$7.3K to CDW Government for technology including \$3K for our annual license for Webroot endpoint protection, which enables us to scan all devices connected to our network for malware and also \$2.9K for replacement staff laptops at the MSHS at \$900 each, including LED monitors, and \$933 for wireless keyboards and mice to be used at the elementary level together with the Promethean Activeboards.
- Facilities & Operations:

- \$108K to Chartwells for 2 months of service. Due to our AP staffing transition, we are catching up on prior month invoices that are owed, with two more prior months owed and payable with our next set of vouchers for mid-February.
- \$9.8K to Curtain Shop for classroom shades in 8 classrooms at EES. This item has been on our capital plan for a few years, with building wide replacement taking place over 3 years.
- \$1.1K to ADT Commercial for several old invoices that were held by MERSD pending a final credit that we sought, following closing of relationship with the alarm monitoring company. Our facilities manager, Jason Waldron moved instead to Instant Alarm a Salem based company which has been much more responsive than ADT to all of our needs.
- \$250 to MarketGrinding for Knife Sharpening – no, these are not weapons! This is for our kitchens at all schools.
- \$14.3K to Salter Transportation for January monthly services (\$40K) less 2 months of credits (October \$14K, December \$12K) when routes were consolidated due to driver shortages. This change has led us to consider more seriously a potential permanent consolidation as we currently have 2 routes for MBTS and 4 for Essex (at the MSHS, just 3 for elementary), which was traditionally the case due to wider geographic footprint. Ultimately we must balance ridership, cost and route durations to ensure students are not on the bus for too long if we use fewer buses.
- \$2.5K for PPE from WB Mason – this will be submitted to FEMA for potential reimbursement

V1035: invoices for February health insurance through Tufts Health Plan. These invoices were added last this week, hence the separate voucher. Amounts paid are consistent with prior months as rates last for the entire fiscal year, with the only variable being number of plan participants, which can change mid-year if employees come off a plan or change from Family to Single plan or vice versa. Adding subscribers can only occur during Open Enrollment, which is from mid-April to mid-May each year.

Please let me know if you have any questions.

Best regards,

Avi Urbas