

WHITMAN MIDDLE SCHOOL BUILDING COMMITTEE MEETING MINUTES

Meeting Title: Whitman Hanson Middle School Building Committee Meeting

Date: September 23, 2025

Time: 4:30PM

Location: Whitman High School Library

Attendees:

Beth Stafford, *Chair*
Robert Curran
Jeffrey Szymaniak
Justin Evans
George Ferro
Brandon Frost
Mike Driscoll
Rich Pulkinen
Crystal Regan
Steven Bois
Josh MacNeil
Mathew Carew

Absentees:

Kathleen Ottina
Don Esson

1. Opening and Administration

- The meeting was called to order.
- The Pledge of Allegiance was recited.
- Opportunity for public comment was offered; none was forthcoming.

2. Meeting Minutes Approval

- A motion was made by Steve Bois and seconded by Brandon Frost to approve the meeting minutes from August 26, 2025.
- The motion was approved unanimously.

3. Funding Update

- **Staffing Changes:** Stephen is no longer with the team. Brian Hyde is now working in the office to assist.
- **MSBA PropPay Status:**
 - o MSBA has received and is processing the request to add Brian Hyde to the PropPay system. Matt from the district will also be added, ensuring two people can manage the system.
 - o A payment request was submitted to MSBA on 8/20/25 for **\$5,630,721**.
 - o MSBA requested clarification on "material installation from Fontaine." Justin is working on providing this clarification.
- **Action Item:** Justin to provide clarification to the MSBA regarding the Fontaine material installation request so the payment can be processed.

4. MSBA PFA Bid Amendment (Project Funding Agreement)

- The committee received the three-page formal amendment document from the MSBA to update the funding agreement.
- **Key Budget Changes:** This document formalizes the bid savings and the reallocation of funds:
 - o **New Total Project Budget:** Reduced from \$135 million to **\$125,938,728**.

- o **Construction Contingency:** Increased from \$5 million to **\$10,752,000**.
 - o The majority of bid savings were moved into the contingency line item.
 - This vote is supplementary to a previous vote (April/May timeframe) and formally allows the project leads (including Jeff) to execute the new, updated agreement with the MSBA.
 - A motion was made by **Brandon Frost** to approve and seconded by **Steven Bois** to approve the bid amendment package and execute the new agreement.
 - The motion was approved unanimously.
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5. OPM Update: Construction Status

The OPM (Owner's Project Manager) provided a visual update on recent construction progress.

- **Concrete Work:** Last month, the majority of work involved pouring concrete on decks and slabs. The current progress includes the installation of rebar and preparation for further pours on the second floor in Zone 1.
 - **Fireproofing:** Fireproofing material is being sprayed onto the steel structure to enhance heat resistance.
 - **Exterior Walls:** The first layer of the exterior "curtain wall" system (referred to as dense glass) is being installed in Zone 1.
 - **Site Work & Utilities:**
 - o An underground water detention system is nearly complete (the structure the children thought was a "pool").
 - o A large slab is being prepped for pouring to anchor the drainage structures on site.
 - o Hangers for mechanical, plumbing, and electrical systems are being installed, and HVAC ductwork is starting to go in.
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6. Financial Update

Justin reviewed the financial summary for the month of August detailing the project budget that has been updated according to the PFA Bid amendment. Justin reviewed the contingency values and Fontaine's contract value after the Approved Change Order #1 has been added to their original Contract amount. Justin explained that the financial summary included no new Commitments or Budget Adjustments and a total of 3 invoices.

Mary-Beth raised a question, asking what the value was for total project funds available, including the amount that was just received for the recent MSBA reimbursement which was summarized as

how much do we (The district) have on hand right now? Mike Carroll, from CPL, explained that this is not something the OPM manages for the district and explained that we can show you what the overall budgets and commitments are and what has been invoiced. A committee member explained that this was something that would be part of the Treasury account and that this information was not available off hand.

A follow up question was then raised asking how much of the \$30 Million borrowed has been spent and what has the project been spending, on average, per month and do we expect to have enough to carry us through March?

Justin explained that the project budget has an updated cash flow which can be discussed after we review invoices

Steven Bois read out loud each invoice number and value and made a motion to approve with that motion being seconded by **Brandon Frost** approved unanimously. Note that there was some confusion regarding the value of Ai3's invoice as the value for the remaining contract amount for Basic Services, which was initially read as a second invoice for Ai3 but this was corrected, and re-established that there is only 3 invoices being one for Ai3, one for Colliers, and one for Fontaine which is described as a Requisition #5.

- **Colliers Project Leaders Invoice #1089825 - \$56,725.00**
- **Ai3 Invoice # 0037B-2203 - \$64,816.16**
- **Fontain Brothers Inc. Requisition #5 - \$5,980,955**

Justin displayed the cashflow chart and explained the different values for "Amount Encumbered" vs. the "Estimated amount". Justin explained how each of the categories are carried over to the Amount Estimated and that the original estimated cashflow did not anticipate the aggressive start that we had with construction (Earlier Requisition values) but as you work your way down the cashflow chart, you can see that the amounts do come back around to what is anticipated at the end of the year.

Mary Beth established \$26 Million has been spent so far and that the district has borrowed \$30 Million and has also received some reimbursements and expressed that she is trying to figure out what is available (Project Funds) and do we have sufficient funds to carry us until March.

Mike Carrroll explained the how the Cashflow is initially created and how it is updated when a major event occurs, like bringing a contractor on board. Mike explained that we are currently a little ahead of the initial estimated cashflow value, that we will be back in line with this value by December, and then about \$4 to \$5 Million below the anticipated amount spent by end of fiscal year in June of next year.

7. Schedule Update

Justin and Mike closed out the cashflow discussion by explaining the information just reviewed using the cashflow graph.

Justin and Mike noted that some dates will be coming up in the future where we can establish cleanout dates to circulate any good items throughout the district and could possibly provide a dumpster to assist with that process.

Next Meeting to be held on 10/21 at 4:30 at the Whitman High School Library

A Motion was made by steven Bois to adjourn and seconded by George Ferro

Meeting Adjourned