

Whitman Middle School Building Committee

Meeting Minutes

Time: 4:30 PM

Place: Whitman-Hanson Regional High School

Date: Tuesday, April 29, 2025

Members Present:

Beth Stafford, *Chair*

Robert Curran

Jeffrey Szymaniak

Justin Evans

George Ferro

Brandon Frost

Mike Driscoll

Rich Pulkinen

Stephen Marshall

Crystal Regan

Kathleen Ottina

Building Team Present: Mike Carroll, OPM – Colliers Project Leaders (CPL), Justin Ferdenzi, OPM – Colliers Project Leaders (CPL).

Absent:

Don Esson, Steven Bois, Mary Beth Carter, Josh MacNeil.

Call to Order:

Beth Stafford, The Committee Chair, opened the meeting by calling it to order.

Pledge of Allegiance

1. Public Comment

None.

2. Meeting Minutes

Ms. Stafford, entertained a motion to approve the March 25th meeting minutes as presented.

Motion made by George Ferro.

Motion seconded by Justin Evans.

Roll Call

Motion passed unanimously.

3. Funding Update

Stephen Marshall gave a brief update on the MSBA reimbursement and noted that the district is on track to borrow the \$30M, which could be expected by May 15th. Stephen revisited the question raised regarding the potential cost savings to the taxpayers since the project bids came in under \$15M. Mike Carroll mentioned that based on the committee's vote to return the MSBA portion of the bid savings and move the remaining to project contingency, Colliers has submitted the required documents to the MSBA and is waiting for the updated 3011 form from them. The total project budget will be revised from \$135.3M to approximately \$133.4M. He further noted

that this will reduce the taxpayer burden by about \$140K; however, the larger savings would come toward the end of the project from the remaining contingency.

Beth Stafford inquired about the additional cost that will be added to the contingency. Mike noted that with the bid savings, the contingency has increased to about \$12.9M from the town's share, and assuming the team does not spend that entire amount, it could potentially be returned as further savings.

4. OPM Update

A. Introduction of PM

Mike Carroll introduced Justin Ferdenzi, the new Project Manager from Colliers joining the Whitman Middle School Project. Justin introduced himself, giving a brief description of his previous roles. The School Building Committee welcomed Justin to the team.

Ms. Stafford, entertained a motion to approve Justin Ferdenzi as the new Project Manager for the Whitman Middle School project.

Motion made by Kathleen Ottina.

Motion seconded by George Ferro.

Roll Call

Motion passed unanimously.

B. Construction Status

Mike Carroll gave a brief update on construction activities, sharing recent photos taken at the construction site. He mentioned that the contractors have started with fencing, soil erosion control, site clearing, grubbing of tree stumps, and have begun digging for the building footprint.

Brandon Frost inquired if a live-action camera was set up to capture the construction process. Mike replied that the team would reach out to the contractor to explore that possibility.

C. Groundbreaking Ceremony

Mike Carroll mentioned that the proposed date for the groundbreaking ceremony is May 19th. George Ferro noted that this date works for both the district and the MSBA and added that the full committee, local representatives, and the local senator would be invited. George inquired about the placement of signs. Justin and Mike replied that they could be placed near the equipment, and there would be a pile of dirt for the digging during the ceremony.

D. Workflow process

Mike Carroll presented the invoice processing workflow chart and reiterated the current process the district follows for processing invoices. He noted that with the contractor now onboard, their payment requisitions may require payment within a specific timeframe once certified by the architect, which could mean the committee needs to meet more frequently.

Mike briefly walked through the workflow chart, pointing out the four criteria that should be included in Colliers' cover sheet. He noted that having this workflow in place would allow the SBC meetings to proceed as usual, with the understanding that the committee has already voted on commitments and invoice approvals could be streamlined.

Brandon Frost agreed that the new workflow provides a smoother process with slightly less control. George Ferro and Stephen Marshall also agreed the new process is more efficient and compatible with MSBA reimbursement.

Ms. Stafford, entertained a motion to follow the new Invoice Processing Procedure

Motion made by Kathleen Ottina.

Motion seconded by Brandon Frost.

Roll Call

Motion passed unanimously.

Mike presented the contract, Purchase Order, and Change Order process workflow, recommending designating one or two committee members to act on behalf of the Committee in emergency situations for time-sensitive items. He briefly presented the steps, noting the three criteria on the CPL cover sheet for approval.

George Ferro agreed, stating he is on site every day and can consult with Mike or Bob Curran for any necessary clarifications. With the workflow in place, it would be more of an explanation to the committee, since the approval would already be for committed costs. Mike clarified that Colliers would only make payment recommendations, and George Ferro would make the final approval and execution.

Kathleen Ottina, made a motion to approve the workflow and make George Ferro as the person in designation to handle the decisions.

Motion seconded by Brandon Frost.

Roll Call

Motion passed unanimously.

E. Financial Update

Mike Carroll presented the project budget and cost summary, highlighting that the total project budget remains at \$135.28M. The team has provided the requested documents to the MSBA and is awaiting the official bid amendment. To date, \$109M has been committed between the contractor, designer, OPM, and other vendors.

Mike next presented a new budget revision, explaining the designer's amendment reflecting revised costs. He presented the new commitments, including Briggs for materials testing and a correction to the Tilton Electrical amount.

Kathleen Ottina, made a motion to approve Ai3's Amendment #3 for \$25,987.50

Motion seconded by Brandon Frost.

Roll Call

Motion passed unanimously.

Kathleen Ottina, made a motion to move back \$823,792.00 from Fontain Bros. to Tilton Electrical.

Motion seconded by George Ferro.

Roll Call

Motion passed unanimously.

Mike presented invoices for both Ai3 and Colliers for the month of March.

Kathleen Ottina, made a motion to pay Colliers's invoice #1040327 for March totaling \$67,589.00

Motion seconded by George Ferro.

Roll Call

Motion passed unanimously.

Kathleen Ottina, made a motion to pay Ai3 invoice #0032B-2203 & #0026E-2203 for March totaling \$155, 547.46

Motion seconded by George Ferro.

Roll Call

Motion passed unanimously.

Mike presented a comparison of projected cash flow vs. actual expenditures, noting the team is working with Fontaine Bros. to obtain more accurate cash flow data. He mentioned that with MSBA amended numbers and contractor cost flows, there may be some adjustments to the graph in the future.

F. Schedule Update

Mike provided an overview of the master schedule, noting that the contractor's schedule is a more detailed plan of the construction process. He further highlighted the FF&E schedule, clarifying that it is not supplied by the contractor. The design team is working with the administration and user group to detail furniture and technology specifications.

Kathleen Ottina asked Brandon Frost if a team is designated at the school to take part in the decision-making process. Brandon confirmed that Crystal and he are spearheading the effort, and teachers will join once design mockups are ready.

G. MSBA Bid Amendment Update

Mike reiterated that the documents regarding the bid amendments were submitted to the MSBA and the team is currently awaiting a response.

5. Next Steps / Next meeting

The Next School Building Committee meeting will be on Tuesday, May 20th, at 4:30 pm.

6. Adjournment

Ms. Stafford entertained a motion to adjourn.

Motion made by Brandon Frost.

Motion seconded by Kathleen Ottina.

Roll Call

Motion passed Unanimously.