

Whitman Middle School Building Committee

Meeting Minutes

Time: 4:30 PM

Place: Whitman-Hanson Regional High School

Date: Tuesday, January 14, 2025

Members Present:

Beth Stafford, *Chair*

Robert Curran

Jeffrey Szymaniak

Justin Evans

George Ferro

Brandon Frost

Mike Driscoll

Mary Beth Carter

Rich Pulkinen

Josh MacNeil

Stephen Marshall

Steven Bois.

Kathleen Ottina (Phone)

Building Team Present: Mike Carroll, OPM – Colliers Project Leaders (CPL), Shirley Ng, OPM - Colliers Project Leaders (CPL), Julie Rivera, Architect – (Ai3) (Phone), Troy Randall, Principal Architect – Ai3 Architects (Ai3) (Phone), Harani Kumaresh, OPM – Collier Project Leaders (CPL) (Phone)

Absent:

Don Esson, Crystal Regan.

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 December 10th meeting minutes as presented.

Motion made by Steven Bois.

Motion seconded by Jeffrey Szymaniak.

Roll Call

Abstained by Stephen Marshall and Kathleen Ottina

Motion passed unanimously.

3. OPM Update

A. Prequalification Update

Shirley Ng Shirley Ng informed the committee that the project is currently in the middle of the bidding process. She explained that the prequalification team had to revisit Kapiloff Glass's proposal, which was initially overlooked because their submission was in the spam folder. Shirley provided a brief overview of the evaluation process, noting that the prequalification committee recommends an amendment to the approved list to include Kapiloff Glass for the glass and glazing sub-contractor bid.

Mike Carroll added that Kapiloff Glass Inc. was not evaluated previously because their submission was stuck in the spam folder. They were only evaluated after contacting the team once the prequalification list was published online. Following the school building committee's vote tonight, Kapiloff Glass Inc. will be included in the approved list as an addendum.

George Ferro inquired whether this approval would affect the project timeline. Mike confirmed that the original submission was made within the prequalification deadline and that the Kapiloff team is comfortable with the current bidding period.

Ms. Stafford, entertained a motion to amend the prequalification approval list to include Kapiloff Glass Inc.,

Motion made by Brandon Frost.

Motion seconded by Steven Bois.

Roll Call

Motion passed unanimously.

B. Financial Update

Shirley Ng presented the project budget and cost summary sheet, providing a concise overview of the various sections. She noted that there were no new budget adjustments for this month. Following that, she discussed the committed cost section of the project budget, highlighting that the 30B contract for Tilton Electrical Inc. has been successfully executed. Next, she presented the list of invoices from CPL and Ai3 for the months of November and December.

Ms. Stafford, entertained a motion to pay Ai3's invoices #0029B-2203 & #0023E-2203 for December totaling \$128,678.41

Motion made by Kathleen Ottina.

Motion seconded by Steven Bois.

Roll Call

Motion passed unanimously.

Ms. Stafford, entertained a motion to pay Collier's invoices #1006071 & #1013105 for November totaling \$111,741.50.

Motion made by Kathleen Ottina.

Motion seconded by Steven Bois.

Roll Call

Motion passed unanimously.

Shirley presented a comparison of the project's cash flow against the actual cash flow, highlighting that the graph shows a positive trend. Stephen Marshall then noted that the meeting

package includes two additional documents detailing the MSBA reimbursements and expenditures.

C. Schedule

Shirley provided a brief overview of the master schedule, indicating that the project is currently in the bidding phase. The walkthrough for General Contractors took place on January 9th. Beth Stafford inquired about the number of General Contractors (GCs) who attended the walkthrough. Julie Rivera and Mike Carroll confirmed that four GCs and three demolition contractors were present.

D. Bid Updates

Julie Rivera explained that the team has been issuing addendum on weekly bases which is essential to cover the bidder's questions regarding any addition, changes and/or clarifications. Mike asked if the questions received from the bides have any impact to the project cost or schedule, to which Julie confirmed that questions received so far are quite typical and do not impact the overall project. George Ferro inquired if there will be bid review process once we receive the bids on February 12th. Shirley confirmed that the GC bids are due February 12th, and the bid tabulation sheet with recommendations will be sent the School Building Committee to review before the meeting in the evening to vote. Mike confirmed that the bids are received online via projectdog to avoid any submission errors.

A. Next Steps / Next meeting

The Next School Building Committee meeting will be on Thursday, February 13th, at 4:30 pm. at the Whitman-Hanson Regional High School.

B. Adjournment

Ms. Stafford entertained a motion to adjourn.

Motion made by Jeffrey Szymaniak

Motion seconded by George Ferro.

Roll Call

Motion passed Unanimously.