

## **Whitman Middle School Building Committee**

### **Meeting Minutes**

**Time: 4:30 PM**

**Place: Whitman-Hanson Regional High School**

**Date: Tuesday, September 24, 2024**

#### **Members Present:**

Beth Stafford, *Chair*

Kathleen Ottina, *Vice Chair*

Crystal Regan

Robert Curran

Jeffrey Szymaniak

George Ferro

Brandon Frost

Stephen Marshall

Josh MacNeil

Rich Pulkinen

Justin Evans

Steven Bois

Mike Driscoll

**Building Team Present:** Mike Carroll, OPM – Colliers Project Leaders (CPL), Shirley Ng, OPM - Colliers Project Leaders (CPL), Julie Rivera, Architect – (Ai3) )(On Phone), Troy Randall )(On Phone), Principal Architect – Ai3 Architects (Ai3), Harani Kumares, OPM – Collier Project Leaders (CPL)(On Phone), Elizabeth Dagnal – Website maintenance

#### **Absent:**

Don Esson, Mary Beth Carter

#### **Call to Order:**

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

#### **Pledge of Allegiance**

##### **I. Public Comment**

*No Public comment.*

##### **II. Meeting Minutes**

*Ms. Stafford, entertained a motion to approve the August 20<sup>th</sup> meeting minutes as presented.*

*Motion made by Steven Bois.*

*Motion seconded by Kathleen Ottina.*

*Roll Call*

*Abstained by Mike Driscoll*

*Motion passed unanimously.*

Beth Stafford raised concerns about the team's absence from the zoning meeting on September 23rd. In response, Mike Carroll stated that the team had not been informed about the meeting. Robert Curran pointed out that the invitation should have been sent via mail. During the meeting, the zoning board heard testimony from neighbors, and the meeting was rescheduled for October 21st. Beth mentioned that neither Jeffrey Szymaniak, the school superintendent, nor George Ferro had received the letter or invitation for the meeting, and that the invite did not include Ai3 and the school. Mike confirmed that he had received the invitation for the October 21st meeting and assured that the team would be present.

### **III. OPM Update**

#### **A. Financial Update**

Shirley Ng presented the project budget and cost summary sheet, briefly explaining the columns and sections. She mentioned that there were no new budget adjustments or commitments this month. Next, she presented invoices #0025B-2203, #0019E-2203, and #978644 with the cover letters for Colliers and Ai3.

***Stephen Marshall moved a motion to pay Ai3's three invoices totaling \$588,965.06***

***Motion seconded by Jeffrey Szymaniak.***

***Roll Call***

***Motion passed unanimously.***

***Kathleen Ottina moved a motion to pay Colliers two invoices totaling \$39,223.40.***

***Motion seconded by Steven Bois.***

***Roll Call***

***Motion passed unanimously.***

Shirley presented the project cash flow versus the actual cash flow table and graphic. She explained that Collier's trend is slightly below expectations. Mike further explained that it is a good sign not to spend the contingency early and that the budget is trending in the right direction.

#### **B. Prequalification**

Shirley mentioned that the prequalification draft RFQs were reviewed with the prequalification subcommittee members during the meeting. Since then, the documents have been submitted to the Subcontractor and contractors, and Colliers has received over 88 requests for interest, including 12 general contractors. Shirley mentioned that the next step is to collect the SOQs and review them with the team to proceed with the assessments and bid selections. George Ferro asked if 12 requests from the general contractors a healthy number is. Mike replied that in the previous project, he had received 3-4 bidders and also clarified that 12 prequalified GC doesn't mean all 12 will bid for the job, and typically, 5-6 bidders are good. Shirley further explained that the process is ongoing, and the number presented is subject to change.

### **C. Early Bid Package**

Shirley presented the early bid package timeline for switch gears and generators. The next step is to complete and review the 30B documents and publish it for public posting. Beth Stafford asked if the switchgear and generators also go out to bid. Mike Carroll replied that the pre-qualification for this job is under Chapter 149, and the switchgear and generator will be out as a standard 30B form. The team is currently working to finalize the bid package, and the next step is to bid and award this before onboarding the general contractor. However, we will not receive the goods until after the general contractor is onboarded. Shirley mentioned that a vote to approve the 30B document will be required during the next SBC meeting.

### **D. MSBA Reimbursements**

Stephen Marshall updated the team regarding the MSBA reimbursement, noting the current submission of over 5.5 million through August, and expecting approximately 3.5 million of the reimbursement amount. He mentioned that there was a delay due to a large request in terms of the number of invoices and paperwork needed. He mentioned that the team is working with the MSBA on the reimbursement, and a typical turnaround time is two weeks. Moving forward, the request will be made once a month with fewer invoices.

### **IV. Next Steps / Next meeting**

***The Next School Building Committee meeting will be held on Tuesday, October 22nd, at 4:30 pm.***

Robert Curran requested the team to reach out to the zoning board chairman as the abutters from last night's meeting had a few questions and concerns regarding the construction. Mike informed that Colliers and Ai3 members will be attending the zoning meeting and will be discussing the construction phasing plan during the meeting.

### **V. Adjournment**

***Ms. Stafford entertained a motion to adjourn.***

***Motion made by Steven Bois.***

***Motion seconded by Brandon Frost.***

***Roll Call***

***Motion passed Unanimously.***

To view the full recording of this meeting please visit: <https://www.youtube.com/watch?v=lqZLnES2lJo>