

Whitman Middle School Building Committee

Meeting Minutes

Time: 4:30 PM

Place: Whitman-Hanson Regional High School

Date: Tuesday, April 26, 2022

Members Present: Fred Small, Beth Stafford, John Stanbrook, Ernest Sandland, Crystal Regan, Lincoln Heineman, George Ferro, Paul Duprey, David Codero, Rich Pulkinen,

~ Christopher Scriven participated remotely

Absent: Randy LaMattina, Jeff Szymaniak, John Galvin, Robert Curran, Donald Esson

Building Team Present: John Bates, OPM – Colliers Project Leaders (CPL)

Absent: Ken Guyette, OPM - Colliers Project Leaders (CPL)

Call to Order:

At 4:32 pm Fred Small, The Committee Chair opened the meeting by calling it to order.

Pledge of Allegiance

A. April 5, 2022 Meeting Minutes Approval

The Chair entertained a motion to amend the minutes to reflect that Paul Duprey was in attendance:

Motion: Mr. Duprey

Second: Mr. Ferro

The amendment was approved by unanimous roll call vote.

The Chair entertained a motion to remove Kerri Sandler from the attendance list (replaced on the Committee last year by Paul Duprey):

Motion: Mr. Duprey

Second: Mr. Ferro

The amendment was approved by unanimous roll call vote.

The Chair entertained a motion to approve the meeting minutes of April 5, 2022 as amended:

Motion: Ms. Stafford

Second: Mr. Ferro

The amendment was approved by unanimous roll call vote.

B. Review Monthly OPM Report

Mr. Bates noted the following OPM activities from the previous 30+ days:

- Attended Designer Pre-Bid walkthrough on March 9th
- Received and distributed the designer applications on the March 31st
- Performed Designer reference checks and produced Designer Subconsultant matrix
- Attended MSBA DSP meetings, both the dry run on April 13th and the DSP meeting on April 19th
- Attended the April 5th Building Committee Meeting.
- Provided general coordination between District and MSBA, phone calls, emails.

Looking ahead to the next 30 days, Mr. Bates noted the following upcoming milestones:

- Designer interviews on May 3rd, 2022.
- Negotiate the Designer contract and coordinate with the MSBA for approval.
- May 18th, 2022 Designer contract award date.
- Existing conditions survey process should begin in the weeks following contract award.

Mr. Bates provided the following overview of the project's financials:

- The total budget for the Feasibility Study is \$850,000
- Colliers has a total fee for services of \$179,977
- Through March 31st Colliers has billed at total of \$18,657, making a remaining balance of \$161,319
- Per the Feasibility Agreement, the MSBA is reimbursing 57.74%, up to \$490,790 maximum

Pending Invoice Discussion:

Mr. Stanbrook noted that the only project invoices not paid to date are (2) Colliers invoices in the amounts of \$6,327.36 and \$9,409.92. These invoices have not yet gone on to a warrant. All other invoices have been approved and paid.

The Chair entertained a motion to approve Colliers invoices #739524 and #744099 both payable to Colliers Project Leaders:

Motion: Mr. Heineman

Second: Mr. Ferro

The amendment was approved by unanimous roll call vote.

C. Discussion Regarding the April 19th Designer Selection Panel Meeting

As noted by Mr. Bates, the April 19th Designer Selection Panel (DSP) resulted in (3) interview finalists: Ai3, Lavallee Brensinger, and Studio G.

The District Members of the DSP provided the Committee with an overview of the DSP meeting, noting the following comments:

- TSKP's limited MSBA experience and geographic difference (CT based) placed them at the bottom of the Building Committee's list. However, other DSP panel members did not share this concern and seemed to promote them during the meeting. This may be due to trying to maximize the pool of interested bidders.
- There were positive comments regarding Studio G that reaffirmed the Committee's consensus for including them in the top 3.
- Some DSP members highlighted concerns about Ai3's font sizes in their application. The District DSP members did not share that concern.
- During the DSP meeting, it was mentioned that TSKP's fees were noted to be slightly below average, Ai3's fees are slightly above, and the other 2 firm's fees are average. The Committee agreed that, ultimately, regardless of those statistics, both the Designer's fees and the building design must stay within the District's determined budget.
- Ai3's current MSBA workload was noted to be relatively heavy as compared to the other bidders, but not to a level that would prevent them from delivering this project.

D. Determine Next Meeting Date

Mr. Bates advised that the Committee meet on May 10th, 2022 at 4:30 pm to discuss the results of the May 3rd DSP interview and any progress on the Designer contract. Mr. Bates agreed to send a copy of the MSBA's standard Designer contract to the Town for review.

Adjournment

The Chair entertained a motion to adjourn.

Motion: Mr. Ferro

Second: Ms. Stafford

The motion was approved unanimously by roll call vote at 5:04 pm.