

# Whitman Middle School Building Committee

## Meeting Minutes

Time: 4:30 PM

Place: Whitman-Hanson Regional High School

Date: Tuesday, July 18, 2023

### **Members Present:**

Frederick Small, *Chair*

Kathleen Ottina, *Vice Chair*

Beth Stafford

Robert Curran

George Ferro

Brandon Frost

Crystal Regan

Rich Pulkinen

Justin Evans

John Stanbrook

Jeffrey Szymaniak

Josh MacNeil

**Absent:** John Galvin, Mary Beth Carter, Christopher Scriven, Don Esson

**Building Team Present:** John Bates, OPM – Colliers Project Leaders (CPL), Joe Naughton, OPM – Colliers Project Leaders (CPL), Mike Carroll, OPM – Colliers Project Leaders (CPL), Alisa Santos, OPM – Colliers Project Leaders (CPL), Troy Randall, Principal Architect – Ai3 Architects (Ai3), Julie Rahilly, Architect – (Ai3)

### **Call to Order:**

Fred Small, The Committee Chair opened the meeting by calling it to order.

### Pledge of Allegiance

#### **I. Approval of Meeting Minutes**

The Chair entertained a motion to approve the minutes:

Motion: Ms. Stafford

**The motion was approved by unanimous vote to amend meeting minutes that Crystal Regan was not present during the June 27<sup>th</sup> meeting.**

#### **II. OPM Report**

##### **a) Introduce Mike Carroll**

Mr. Bates (CPL) explained that he will be moving to another company. Mr. Naughton introduced Mike Carroll, who is stepping in as the new Colliers project lead. Mr. Carroll explained that he's an experienced OPM, specifically in MSBA projects.

##### **b) Budget and Schedule**

Mr. Bates provided an update on the budget status, noting the total encumbrance on the project date as well as the invoices received and approved for both the architect and OPM services. The project is currently on budget. SD cost estimates have been sent to both cost estimators for review, due on the 3<sup>rd</sup> of August. The following week a cost reconciliation meeting will be held. The project remains on

schedule with the next major milestone being the PDP submission to the MSBA in October.

### **III. Public Relations Subcommittee Update**

Discussions were held about 2 videos that were produced by Colliers and Mr. Galvin. The subcommittee concluded that the most time effective and best way of producing the videos is to have Ai3 in conjunction with Colliers come out with the narrative. John Galvin agreed to do the video editing.

### **IV. Vote to approve Mass Save Engineering Services Agreement for Zero Net Energy Consultant Support**

Topic had been discussed a few meetings back and agreed to take the next step to enter into it.

**The motion was approved by unanimous vote to sign cost saving document.**

### **V. Designer Report**

Ai3 provided an overview of all the elements that will be involved in this schematic design submission that they're working towards for the August 31<sup>st</sup> deadline. Ai3 feels that the project is in a really great place. Ai3 put together the cost estimating drawings that would include the architectural set, and the landscape drawings. At this stage engineering drawings aren't available, but there are narratives which will describe all the expectations. These items have been made available to those in the committee through Google Drive or a link that'll be sent. Ai3 was also looking for a vote to approve proprietary items specifications.

**The motion was approved by unanimous vote to identify the Protégé GX access control card system and the Avea IP office 11 phone system as proprietary items.**

### **VI. Invoice and Bill Approvals**

The Subcommittee meeting reviewed 2 invoices. One from Colliers and the other from Ai3. The total invoice amount from Colliers is \$4,061, and the total invoice amount from Ai3 is \$40,840. Both are already encumbered.

**The motion was approved by unanimous vote to approve invoices.**

### **VII. Next Meeting Date August 15<sup>th</sup>**

#### **Adjournment**

The Chair entertained a motion to adjourn.

To view the full recording of this meeting please visit: <https://youtu.be/q6zZ5sFJkr0>