

## Whitman Middle School Building Committee

### Meeting Minutes

Time: 4:30 PM

Place: Virtual – Google Meet

Date: Tuesday, June 05, 2024

#### **Members Present:**

Frederick Small, *Chair*

Kathleen Ottina, *Vice Chair*

Robert Curran

Jeffrey Szymaniak

John Stanbrook

Josh MacNeil

Justin Evans

George Ferro

Beth Stafford

**Building Team Present:** Mike Carroll, OPM – Colliers Project Leaders (CPL), Shirley NG, OPM – Collier Project Leaders (CPL), Harani Kumares, OPM – Collier Project Leaders (CPL)

#### **Absent:**

Don Esson, Crystal Regan, Rich Pulkinen, Brandon Frost, Christopher Scriven, Mary Beth Carter

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

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

#### **Pledge of Allegiance**

*Mr. Fred Small asked if there was anyone for public comment.*

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

No public comment from attendees.

#### **II.**

#### **III. Discussion about the PSB/PFA**

Mike Carroll explained that the PSB is the Project Scope and Budget Agreement, which is the contract/ legal binding agreement between the district and the MSBA, which was previously executed by Jeff Szymaniak. The PFA is the Project Funding Agreement, which defines how the funding is given and is step 2 of the two-step process. Mike mentioned that the PFA was sent to Jeff Szymaniak with the following five parts for execution.

1. Whitman-Hanson RSD PFA - That needs to be executed by Jeff Szymaniak.
2. Whitman-Hanson RSD Legal Certification – For the legal team to confirm that Jeff Szymaniak is authorized to sign.
3. Copy of tonight's School Committee meeting minutes with the vote.
4. Local funding vote results certified by the town clerk.
5. Electronic banking information that was filled by John Stanbrook and Jennifer Kroese.

Mike briefly presented the cover letter and the funding agreement. Mr. Fred Small confirmed that the funding agreement was part of the meeting package that was sent prior to the meeting for

the committee's review. Mike further explained that once both the district and the MSBA execute the PFA, it will enable the team to enter into the Propay system for reimbursements of the project funds.

Mr. Fred Small asked if the MSBA would accept a draft copy of the minutes. Mike Carroll responded that the plan is to send the draft copy of the minutes along with the electronic copy of all other documents for the MSBA to start the approval process. Have the minutes certified on Wednesday, 6/12/24, the morning after the SBC meeting on Tuesday, 6/11/24, and expedite the process by hand-delivering the copy directly to the MSBA on Wednesday.

***Mr. Small, entertained a motion to approve the Project Funding Agreement as requested.***

***Motion made by George Ferro.***

***Motion seconded by Kathleen Ottina.***

***Roll Call***

***Motion passed unanimously.***

***The Next School Building Committee meeting will be held on Tuesday, June 11th, at 5:30 pm. At Whitman Middle School followed by the Public Forum at 6:30 pm.***

#### **IV. Adjournment**

***Mr. Small, entertained a motion to adjourn.***

***Motion made by Kathleen Ottina***

***Motion seconded by George Ferro***

***Motion passed Unanimously.***