

Whitman Middle School Building Committee

Meeting Minutes

Time: 4:30 PM

Place: Whitman Middle School

Date: Tuesday, June 27, 2023

Members Present: Fred Small, George Ferro, Jeff Szymaniak, Crystal Regan, Rich Pulkinen, Beth Stafford, Kathleen Ottina, Mary Beth Carter, Christopher Scriven, Justin Evans, Josh MacNeil, John Stanbrook, Robert Curran, Brandon Frost~ *Participated Remotely*

Absent: John Galvin, Crystal Regan, Don Esson,

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

Absent: Troy Randall, Principal Architect – Ai3 Architects (Ai3), Julie Rahilly, Architect – (Ai3)

Call to Order:

At 4:34pm Fred Small, The Committee Chair opened the meeting by calling it to order.

Pledge of Allegiance

A. Public Comment

No public comment

B. New Committee Member and Vice Chair Vacancy

Justin Evans is recently appointed to the Committee and present at this meeting.

The Chair noted that there is a vacancy at the Vice Chair position due to the absence of Mr. LaMattina.

Mr. Ferro made a motion for Kathleen Ottina as Vice Chair of the Building Committee.

Second: Mr. Scriven

Mr. MacNeil nominated Don Esson as Vice Chair

Second. Ms. Carter

Roundtable Vote:

Mr. MacNeil: Don Esson

Mr. Scriven: Kathleen Ottina

Mr. Ferro: Kathleen Ottina

Mr. Small: Don Esson

Ms. Ottina: Kathleen Ottina

Ms. Stafford: Kathleen Ottina

Mr. Pulkinen: Kathleen Ottina

Ms. Carter: Don Esson

Mr. Evans: Don Esson

Mr. Frost: Kathleen Ottina

Kathleen Ottina was elected Vice Chair 6-4.

C. OPM Report

i. Budget Revision Request #2 – Vote to Approve

Mr. Bates began the OPM update by stating that the project continues to be on budget for the Feasibility Phase of the project with a total encumbrance to date of just under \$814,000 with a total budget for Feasibility of \$850,000. There are no other planned contracts or expenses for this phase, and therefore we expect the project to continue to be on budget through the close of the Feasibility Study Phase (FSA).

The FSA budget was established by MSBA prior to any consultant contracts being executed. The Environmental and Site (E&S) budget line total (\$34,200) is insufficient for the actual contracted amount for that category (\$92,590). Colliers is moving unused money from other budget lines (\$48,000 from *Other* into *E&S* in Budget Revision #1) and now is proposing to the following:

- Move \$10,390 from *OPM* into *E&S* by way of Budget Revision Request #2, making the total amount in the E&S line \$92,590.

The chair entertained a motion to execute the Budget Revision as described above.

Motion: Mr. Szymaniak

Second: Mr. Ferro

The motion passed by unanimous roll call vote.

ii. Discussion and Vote to Approve Owner's Cost Estimating Consultant

Mr. Bates noted that as part of their OPM contract, Colliers is to provide cost estimating services on behalf of the owner. They solicit these services from outside consultants that specialize in MSBA projects and they have a short list of preferred estimators that they work with regularly.

The Request for proposals was written to request a fee breakdown for cost estimates to be done at the following project phases:

- Schematic Design (Occurs during Phase 1 or FSA)
- Design Development (Occurs during Phase 2 – Design through Closeout)
- 60% Construction Documents (Occurs during Phase 2 – Design through Closeout)
- 90% Construction Documents (Occurs during Phase 2 – Design through Closeout)

Mr. Bates noted that only the Schematic Design estimate would go towards the FSA budget and the selected estimator would contract as a subconsultant under Colliers. Out of the 2 estimators that submitted proposals, A.M. Fogarty had the lowest fees. Mr. Bates advised that A.M. Fogarty is a top firm in this area of expertise and they highly recommend proceeding with A.M. Fogarty.

The Chair entertained a motion to select A.M. Fogarty as the Owner's Cost Estimator for the project.

Motion: Ms. Ottina

Second: Mr. Szymaniak

The motion passed by unanimous roll call vote.

iii. Update from Public Outreach Subcommittee

Mr. Bates and Mr. Small explained that Mr. Galvin, Ai3, and Colliers visited the middle school and shot additional footage of the existing conditions for use in a series of videos describing current building deficiencies. Mr. Galvin has taken his footage and edited 2 draft videos with narration. Colliers was asked to take the drafts and rework them with some minor improvements (e.g., professional grade microphones) with the intent that these new videos would serve as templates for the remainder of the series.

Mr. Bates showed the Committee one of Collier's new videos for their review and comment.

The Committee's reaction included the following comments:

- Having Rich Pulkinen provide the voice over narration would provide a recognizable voice to residents, himself being a longtime, active member of the community.
- WHCA might allow the team use of their equipment to do the voice over work.
- Lela Donovan has spearheaded a political action committee that is recently registered with the state and it would be beneficial to incorporate this group in these outreach activities.
- July and August will be used to refine the video product for full release in September and October.
- Dawn Beyers commented that some additional Whitman residents could be used for voice over work.

D. Approval of Meeting Minutes for May 23, 2023

Mr. Small entertained a motion to approve the meeting minutes from May 23, 2023

Motion: Mr. Ferro

Second: Ms. Stafford

The motion passed by roll call vote with 2 abstentions.

E. Invoice Approvals:

The Chair entertained a motion to approve the invoices that were presented in the meeting packet.

Motion: Mr. Szymaniak

Second: Mr. Ferro

The motion passed by unanimous roll call vote.

F. Next Meeting Date

July 18th, 2023 at 4:30pm at Whitman-Hanson Regional High School

Adjournment

Mr. Small entertained a motion to adjourn.

Motion: Mr. Szymaniak

Second: Ms. Stafford

Vote: The motion to approve passed unanimously by show of hands vote at 5:09pm.