

Whitman Middle School Building Committee

Meeting Minutes

Time: 4:30 PM

Place: Whitman-Hanson Regional High School

Date: Tuesday, March 26, 2024

Members Present:

Frederick Small, *Chair*

Kathleen Ottina, *Vice Chair*

Robert Curran

Crystal Regan

Rich Pulkinen

Jeffrey Szymaniak

John Stanbrook

Justin Evans

Brandon Frost (on phone)

Beth Stafford (on phone)

Christopher Scriven (on phone)

Building Team Present: Mike Carroll, OPM – Colliers Project Leaders (CPL), Julie Rivera, Architect – (Ai3), Harani Kumaresh, OPM – Collier Project Leaders (CPL), Elizabeth Dagnal – Website maintenance

Absent:

George Ferro, Don Esson, Mary Beth Carter, Josh MacNeil

Troy Randall, Principal Architect – Ai3 Architects (Ai3)

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. Meeting Minutes

Mr. Small, The Committee Chair, entertained a motion to amend December 19th meeting minutes to include Mr. Justin Evans.

Motion made by Justin Evans.

Motion seconded by Kathleen Ottina.

Roll Call

Motion passed unanimously.

Mr. Small, entertained a motion to vote on the minutes of December 19th as amended.

Roll Call

Motion passed unanimously.

Mr. Small, entertained a motion to amend to correct Julie Rivera's last name and be consistent with identifying the speakers.

Motion made by Justin Evans.

Motion seconded by Kathleen Ottina.

Roll Call

Motion passed unanimously with exception of Robert Curran who abstained.

Mr. Small, entertained a motion to vote on the February 26th amended minutes.

Motion made by Jeffrey Szymaniak.

Motion seconded by Justin Evans.

Roll Call

Motion passed unanimously.

Mr. Small, entertained a motion to approve the November 7th and January 9th meeting minutes as presented.

Motion made by Kathleen Ottina.

Motion seconded by Justin Evans.

Roll Call

Motion passed unanimously.

III. OPM Updated

A.) MSBA Monthly Report

Mike Carroll presented the standard monthly MSBA OPM report providing a progress update as of 2/29/2024, detailing encumbrances to date. He then summarized the financials related to commitments and invoices.

B.) Financial Review

Mike presented the project budget, explaining different sections briefly. He mentioned that there were no new budget adjustments or commitments for this month and presented the invoices for Ai3 and Colliers from the beginning of this year.

Next, Mike presented the project cash flow versus the actual cash flow table and graphic. He explained that Collier's trend is slightly below expected. As mentioned in the additional services, Colliers is a cost-plus service, and Ai3 is billed monthly.

Mike then explained that the cost estimate set was issued to two different estimators – AM Fogarty, who works for the OPM, and PM&C, who works for the Design team, to do two independent estimates. He mentioned that the independent estimates were exchanged and shared with the sub-consultants of the design team for the cost estimate reconciliation. Mike briefly explained the Cost Estimate Reconciliation process to the committee by presenting the DD cost estimate worksheet. He mentioned that both estimates are trending to be on budget, and the recommendation is to keep \$ 106,622,441 as the budget going forward. He further mentioned that the similar projects he is working on have come under budget by 1.3M to 2M, and the market is trending towards better bid results.

Lastly, Mike briefly explained the Value Engineering log and informed the committee that there are no recommendations at this point because the project is under budget. However, the list could be used if needed in the next phase.

C.) Review of the MSBA PSBA

Mike presented and explained the email on March 7th, basically the cover letter welcoming the Whitman team into the MSBA program with attachments (Project Scope and Budget Agreement) for the Whitman School Building Committee to sign and execute. He briefly explained MSBA reimbursement rate calculations to the committee, focusing on eligible reimbursable costs and incentive points. The reimbursable percentage of the eligible cost for this project is 63.3%. Mike then presented the 3011 form and noted that this project's total projected budget is \$ 135,289,672 based on the Board Authorization estimation. Additionally, he mentioned that during the October vote, the MSBA also voted to increase their participation, which led to an increase in the maximum grant.

Justin Evans had a question regarding the MSBA PSBA document listing the old numbers, not the updated numbers. Mike explained that the updated number needs to be voted on. If the committee votes on this tonight, the OPM will send the signed agreement to the MSBA, which allows for the ProPay submissions and reimbursements.

Beth Stafford confirmed that she will be coming to the Superintendent's office to sign the Project Scope and Budget Agreement. Mike presented the letter from the MSBA, which needs to be put on a legal council's header and that will certify the members who are signing the agreement..

Mr. Small, entertained a motion to authorize the chair of the school building committee, the chief executive officer & Superintendent, and the chair of the school committee to execute the project funding agreement and to have the legal counsel to authorize the signing members.

Motion made by Kathleen Ottina.

Motion seconded by Justin Evans.

Roll Call

Motion passed unanimously

IV. Website Update

Ms. Elizabeth Dagnal provided updates on the website, explaining the different sections. She also suggested creating a best practices workflow to address future inquiries more quickly. Mike Carroll proposed drafting a response on behalf of the Collier's team and then getting input/authorization from Superintendent Jeff Szymaniak and Assistant Superintendent George Ferro before sending it to the enquirer. Elizabeth recommended creating an automated response to acknowledge the received message with a general timeline for the response. Mr. Small suggested directing questions to the field caterers, depending on the type of question. Mike clarified that he would work with Ai3 to develop an answer, reach out to specific members to form and draft an answer, and then present the questions during the committee meeting for approval before publishing it on the website. Finally, Mr. Small thanked and appreciated Ms. Dagnal for her work on the website.

V. Designer update

Julie Rivera recapped the project schedule, noting that the Design Development completion milestone is on April 4th. She briefly discussed ongoing studies and mentioned that the professional team met with the building commissioner and the DPW Water Sewer to provide an overview of the project. The parties seemed happy to guide the team through the zoning board approvals. She also gave a quick update on the ongoing Geotechnical investigations.

Julie presented the lookahead for the next building committee meeting, discussing construction phasing and sequencing, and how the site would function during construction. She then briefly touched on the project estimates, mentioning that the difference between the schematic design phase and the design development phase is about half a million dollars under budget, as previously discussed by Mr. Carroll.

Julie pointed out that the project is considering two alternatives:

1. Reconstructing the second softball field
2. Including an onsite renewable solar energy system

Julie explained that during the cost reconciliation meeting the team has identified that one of the softball fields as an add alternative to use the area for storing soil or materials during construction and redo the softball fields along with the other fields to save on the cost for transportation and storing of the top soil and construction materials.

Beth Stafford asked Ai3 if the recreation department approves using the second field, it could essentially provide them with a second softball field without having to pay for it, and also save on transportation costs for shipping materials off-site. Julie confirmed that the cost for the second softball field will be covered by the construction budget.

Julie briefly discussed the Value Engineering log and reaffirmed that the team will not make any selections in this phase as the project is currently under budget.

Justin Evans asked the AI3 about the narrative mentioned in the civil section on running a new gas line into the facility while designing a zero school. Julie clarified that the gas would connect to the diesel generator. Mr. Carroll added that it would typically be gas as it's cost-effective or diesel if it's an emergency shelter.

Mr. Small, entertained a motion to approve the submission of the Design Development documents.

Motion made by Kathleen Ottina.

Motion seconded by Justin Evans.

Roll Call

Motion passed unanimously

Mr. Frost inquired about the timeline for informing the town sports members about the add alternative and whether it required approval from them. Julie suggested getting a decision at the upcoming committee meeting to help with construction cost estimation.

Mr. Small asked Ai3 the add alternative's implication on the budget. Julie reaffirmed that the total project budget will remain the same as approved by the town.

At 5:31pm Kathleen Ottina and Justin Evans had to leave the meeting to attend the joint meeting of the Board of Selectmen/Finance Committee.

Brandon Frost volunteered to take the lead in discussing the alternative with the recreation group.

V. Payment of Invoices

Mr. Carroll informed that the payment of invoices will be presented during the next school building committee meeting.

The Next School Building Committee meeting will be held on Tuesday, April 30th, at 4:30 pm.

Mike brought up the two questions inquired through the website. Mr. Small requested that the committee be copied when sending the response email. Mike reaffirmed that the questions will be added to the meeting agenda for the next meeting.

IV. Adjournment

Mr. Small, entertained a motion to adjourn.

Motion made by Jeffrey Szymaniak

Motion seconded by Rich Pulkinen

Motion passed Unanimously.

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