

Whitman Middle School Building Committee

Meeting Minutes

Time: 4:30 PM

Place: Whitman-Hanson Regional High School

Date: Tuesday, May 31, 2022

Members Present: Fred Small, Beth Stafford, John Stanbrook, Crystal Regan, George Ferro, Rich Pulkinen, Christopher Scriven, Jeff Szymaniak, Robert Curran, Randy LaMattina, John Galvin

Absent: Lincoln Heineman, David Codero, Ernest Sandland, Paul Duprey

Building Team Present: John Bates, OPM – Colliers Project Leaders (CPL), Ken Guyette, OPM - (CPL), Troy Randall, Principal Architect – Ai3 Architects (Ai3), Julie Rahilly, Architect – (Ai3)

Absent:

Call to Order:

At 4:31pm Fred Small, The Committee Chair opened the meeting by calling it to order.

Pledge of Allegiance

Moment of Silence

A. Approval of Meeting Minutes

The Chair entertained a motion to approve the minutes:

Motion: Ms. Stafford

Second: Mr. Curran

The motion was approved by unanimous vote.

B. Recap of MSBA Kick Off Informational Meeting

On Friday, May 27, 2022 the MSBA hosted a virtual kick off meeting attended by CPL, Ai3 and some members of the Building Committee. During this meeting, the MSBA provided an overview of the feasibility study process and the group briefly discussed the proposed schedule.

C. Colliers Project Leaders

a. OPM Report

Mr. Bates presented the OPM Report for the month of May 2022. Financial highlights include the following:

- Total Project Budget (Feasibility) - \$850,000
- Encumbered to Date - \$812,567
- Invoices Received to Date - \$28,927
- Invoices Received this Reporting Period (Colliers) - \$10,270

Project activities for the month of May include:

- Architect contract negotiations
- Project coordination with architect and owner
- Project financial tracking

The project is currently on budget and there are no potential issues being tracked at this time.

Motion:

The chair entertained a motion to approve Collier's invoice in the amount of \$10,270

- Motion: Ms. Stafford
- Second: Mr. LaMattina

The motion was approved by unanimous vote.

D. Ai3 Architects

a. Introduction

Troy Randall, Partner at Ai3 introduced himself and colleague Julie Rahilly, architect and Senior Associate. Ai3 has done projects in over 35 towns across the Commonwealth, developed over 50 schools and has been partnering with the MSBA for over 23 years focusing on k-12 buildings. Part of their expertise includes the development of net-zero energy schools.

- Community Engagement – An important part of the process that Ai3 is committed to. *Mr. Small noted that it will be important for the Committee to be well informed and to have a consistent message that they can communicate to the public.* Mr. Randall agreed and noted that Ai3 will assist in providing simple, key points to share with the community. The Committee agreed that an effective way to communicate about the project will be through the schools, i.e., mailing lists, emails, etc. Other opportunities may include public meetings at various locations in Town.
- Budget and Cost Control – Will be discussed throughout the entire process
- Student Centered Design – Includes the students in the design process
- Ai3 has begun working on scheduling existing conditions analysis including wetlands delineation. Education planner (CIVIC) will be helping to organize the visioning process with staff and students. Ai3 has already met with the Whitman elementary school principals to get a sense of the current conditions, culture and to become generally familiar with these middle school feeder schools.
- As noted by Mr. Randall, as part of this process, Ai3 is tasked with analyzing both the 5-8 and 6-8 options. Past experience has shown that a key piece of that investigation includes taking a close look at the existing elementary school spaces. However, there are no pre-drawn conclusions based on past experience as each town and district are different.

b. Project Design Schedule

Phase 1 of the project includes the following milestones:

- October 21, 2022 – PDP Submission to the MSBA
- December 21, 2022 - Board of Directors Meeting for PDP approval
- March 2, 2023 –PSR Submission to the MSBA
- August 31, 2023 – Submit Schematic Design to MSBA
- Pending public approval, Phase 2 would proceed with Design Development in late 2023/early 2024

MSBA Board Meeting dates after 2022 are tentatively based on the current year's schedule as they will not be published until late this year.

c. Preliminary Design Program (PDP) Activities & Milestones

As described by Mr. Randall, this is the investigative portion of the process that will set up the evaluation of Alternative Options. The Alternative Options are not a detailed analysis at this point. The MSBA will require the review of the following 5 options as a minimum:

- Base Repair
- 5-8 New Construction
- 6-8 New Construction
- 5-8 Addition/Renovation
- 6-8 Addition/Renovation

The Space Summary is an MSBA template that will ultimately identify what the gross square footages would be for the above options. This will allow for preliminary cost estimates to be done for each option.

d. Preferred Schematic Design & Report (PSR) Activities & Milestones

During the PSR Phase, the Space Summary is further evaluated. The review could produce more options beyond the 5 minimum and will include new construction, renovation, as well as location on the site and different 3-D massing. In addition, there will be cost estimating done on each option. The (1) chosen option will be voted on as the Preferred Option for submission to the MSBA for review.

Typically, this Preferred Option would be chosen and recommended by the School Committee and the Building Committee would make the final vote to send the Preferred Option to the MSBA.

To assist in this selection, a matrix will be presented including all of the options and their key details with the purpose of identifying the option that meets all of the Town's goals.

That selected option will be further developed during the Schematic Design Phase from March 2023 through August 2023. The cost estimate that is produced at the end of Schematic Design will be the value that is presented to the community for approval.

The question was asked by the Committee if the wetlands delineation process factored in some site-adjacent property that was recently donated to the Town. As explained by Mr. Small, there are still some items that need to be finalized before it would officially be included as part of the site, therefore, that donated property is not a part of the survey process.

Ai3 has reached out to multiple recently completed projects to schedule building tours with the Committee in the near future. Potential options include Beverly MS, Kennedy MS in Natick, Southwest MS in Quincy, and Hosmer ES in Watertown (a net zero energy building).

Stephanie Blackman, Whitman resident and VP of Whitman Youth Soccer (WYS) spoke regarding the existing fields. Ms. Blackman noted the fields are currently in poor condition and WYS has some money available to address some areas of the fields. The Committee advised WYS to wait until the project is further in design to make a determination on whether to use the money for remedial work on the fields. The Committee also noted that they have no intention of removing or reducing any square footage of existing recreational athletic fields.

Discussion on Public Outreach

There are typically 8-10 Community Forums throughout this process. The Committee recommended beginning with a September Public Forum at the existing Whitman Middle School building to discuss the project and the work that has been done to date. Details regarding the forum date/time could be distributed at the September *Opening Night* at the Elementary Schools.

It would also be helpful to have youth athletic organizations such as WYS involved in providing project input going forward.

It was noted that the Cultural Council is hosting a June 25th event called Whitman Day. Mr. Small requested that Ai3 produce an informational handout for distribution at the event.

Adjournment

The Chair entertained a motion to adjourn.

Motion: Mr. Scriven

Second: Ms. Stafford

The motion was approved unanimously by roll call vote at 5:33 pm.