# Whitman Middle School Building Committee

**Meeting Minutes**

**Time: 4:30 PM**

**Place: Whitman Middle School**

**Date: Tuesday, August 26th, 2025**

**Members Present:**
Beth Stafford, *Chair*
Robert Curran
Jeffrey Szymaniak
Justin Evans
George Ferro
Brandon Frost
Mike Driscoll
Rich Pulkinen
Stephen Marshall
Crystal Regan
Kathleen Ottina (on phone)
Steven Bois
Josh MacNeil.

**Building Team Present:** Justin Ferdenzi, OPM – Colliers Project Leaders (CPL), Daren Sawyer, Architect - Ai3.

**Absent:**

Don Esson, Mary Beth Carter

**Call to Order:**

Beth Stafford opened the meeting by calling it to order.
***Pledge of Allegiance***

1. **Public Comment**
   No Comments.

2. **Meeting Minutes**

***Ms. Stafford made a motion to approve the July 22nd meeting minutes with three adjustments.***

***Motion seconded by Steven Bois.***
***Roll Call***
***Abstained by Brandon Frost.***
***Motion passed unanimously.***

3. **Funding Update**

Stephen Marshall informed the Committee that the 15th submission to the MSBA has been submitted. Some delays occurred due to issues with the Fontaine invoice related to retainage. A more detailed update on reimbursements from the MSBA will be available at the next meeting.

**4. OPM Update**

**A. Construction Status**

Justin Ferdenzi presented updated construction photos showing significant progress since July. He shared drone footage and time-lapse video illustrating steel erection and the installation of metal decking for concrete floors. The time-lapse camera has recently been repositioned to capture the next phases of construction, including concrete placement and envelope work.

Justin reported that the underground water detention system has been installed and backfilled using a conveyor belt system. Temporary loading docks and walkways have been constructed. Interior steel framing, electrical conduits, and preparations for HVAC hangers are underway.

The structural steel framing of the building is essentially complete, with the topping-off ceremony scheduled for the final piece of steel placement. Deck pours are ongoing; the first floor has been completed, and the second floor is expected to be finished within two weeks. Concurrently, subcontractors have begun MEP rough-ins, including HVAC hangers and electrical conduits.

George noted that site grading raised the back of the building approximately 12–14 inches compared to the old loading dock, which was previously about 4 feet lower. Despite the change in elevation, deliveries continue to access the same area, with temporary adjustments to fencing and paving to maintain site access.

**B. Financial Update**

Justin Ferdenzi presented the project budget and cost summary, noting that the PFA bid amendment from the MSBA had an issue with the provided value, as the contract for the early package was missing. The missing contract and related information have been sent to the MSBA. The project manager indicated that the information will be processed and included in the next update.

The approved PFA budget remains $106 million. Total expenditures to date are $15,427,924, which includes Fontaine's Req. Number 3, accounting for prior discrepancies with retainage that have since been corrected and paid. Administrative costs to date are $1.2 million.

The Committee was informed that the upcoming change orders will draw from the construction contingency. Budget adjustments for Change Order 1 total $99,651, with a corresponding committed cost of $99,000. Expenditures for the current month include AI3's invoice, Colliers' invoice, and Fontaine's Req. Number Four, bringing the total expended to date to $26,304,854.

***Kathleen Ottina made a motion to acknowledge the Ai3, Colliers & Fontaine invoices #0036B-2203.00, #0029E-2203.00, #1079462 & Req #4 totaling $6,930,491.***
***Motion seconded by Steven Bois.***
***Roll Call***
***Motion passed unanimously.***

The Committee reviewed the current Project Change Order (PCO) log. Justin explained that PCOs represent individual cost items that make up each change order. PCOs are submitted by the General Contractor (GC) and may not be sequential. The log includes the PCO number, description, source (RFI, ASI, PR, or CCD), submission date, Colliers' estimate, the GC's initial amount, the responsible party, and the current amount. For example, Change Order One was revised from an initial amount of $31,000 to a current amount of $20,000.

Kathleen Ottina raised questions regarding PCO 010 (hydrant relocation) and PCO 013 (floor drains and hose bibs in five bathrooms), specifically regarding responsibility for the oversights. Daren Sawyer confirmed that the oversights were made by Ai3 in the design documents. The plumbing contractor identified the need for floor drains, and sketches were issued to incorporate them. The relocation of hydrant was required due to an existing hydrant within the building footprint not shown on the survey. Beth Stafford confirmed that costs for these items are covered by the Whitman Hansen Regional School District, and that contingencies address such unforeseen items. No additional design costs are charged for these corrections.

George Ferro noted that a subcommittee, including herself, Kathleen, Mike, Beth, and Justin, reviewed all PCOs prior to the Committee meeting. The subcommittee's review ensures that items are vetted and ready for approval. The Committee agreed that items reviewed and approved by the subcommittee could proceed, with opportunities for discussion on any "hot topic" items during the full Committee meeting.

***George Ferro made a motion to approve the August 22nd Proposed Change Order Log (PCO Log) as presented.***
***Motion seconded by Brandon Frost.***
***Roll Call***
***Motion passed unanimously.***

Justin reported that the current estimated value of upcoming PCOs, as calculated by the team, is approximately $540,000. This includes items that are part of the already approved Change Order One. As the log is updated with approved change orders, these estimated values will decrease, and the approved amounts will be reflected separately.

The total General Contractor (GC) initial amount for all PCOs is $980,626, with the current amount recorded at $960,173, which includes Change Order One. Justin confirmed that these amounts are considered typical for a school construction project at this stage.

The Committee discussed the project cash flow. Once the PFA bid amendment is received, the cash flow provided by the General Contractor will be updated. Currently, the project is trending in line with the preliminary cash flow established at the start of the project. A graph presented by the OPM shows that expenditures and progress are tracking closely with the projected cash flow.

Regarding the August 25 meeting, it was noted that Fontaine Brothers' Requisition Number Three ($3,189,989) had been on hold and has since been finalized. The upcoming Requisition Number Four ($7,652,270) will be reflected in the September update, as payment will occur at that time. The Committee confirmed that any questions regarding these figures can be addressed via email ahead of the September meeting or discussed during the meeting itself.

**C. Schedule Update**

Justin Ferdenzi provided an update on the project schedule, noting the project remains in the construction phase. The teacher transition into the new building is planned during winter vacations, using dumpsters for gradual material moves. Teachers were informed minimal personal, or school materials will need moving. Detailed scheduling for furniture, technology, and transition logistics will be developed closer to the dates

5. **Next Steps / Next meeting**

***The Next School Building Committee meeting will be on Tuesday, September 23rd, at 4:30 pm***

6. **Adjournment**

***Ms. Stafford entertained a motion to adjourn.***
***Motion made by Steven Bois.***
***Motion seconded by Brandon Frost.***
***Roll Call***
***Motion passed Unanimously.***