

# **Whitman Middle School Building Committee**

## **Meeting Minutes**

**Time: 4:30 PM**

**Place: Whitman-Hanson Regional High School**

**Date: Tuesday, December 10, 2024**

### **Members Present:**

Beth Stafford, *Chair*

Robert Curran

Jeffrey Szymaniak

Justin Evans

George Ferro

Brandon Frost

Crystal Regan

Mike Driscoll

Mary Beth Carter

Rich Pulkinen

Josh MacNeil

**Building Team Present:** Mike Carroll, OPM – Colliers Project Leaders (CPL), Shirley Ng, OPM - Colliers Project Leaders (CPL), Julie Rivera, Architect – (Ai3), Troy Randall, Principal Architect – Ai3 Architects (Ai3), Harani Kumares, OPM – Collier Project Leaders (CPL)

### **Absent:**

Kathleen Ottina, Stephen Marshall, Don Esson, Steven Bois.

### **Call to Order:**

Beth Stafford, The Committee Chair, opened the meeting by calling it to order.

### **Pledge of Allegiance**

#### **1. Public Comment**

John Galvin wanted an update on the Whitman Hanson financial bond rating and mentioned that it would affect the taxpayers this year. Jeffrey Szymaniak informed that the auditors will be on site on Wednesday and will be completing the FY22 audit in January, followed by the FY23 audit. The end of the report for FY24 will be submitted to DESE by December 31st, 2024.

#### **2. Meeting Minutes**

*Ms. Stafford, entertained a motion to approve the November 19<sup>th</sup> meeting minutes as presented.*

*Motion made by Jeffrey Szymaniak.*

*Motion seconded by Brandon Frost.*

*Roll Call*

*Motion passed unanimously.*

### **3. OPM Update**

#### **A. Financial Update**

Shirley Ng presented the project budget and cost summary sheet, briefly explaining the different sections. She mentioned that there were no new budget adjustments this month. Next, she presented the committed cost section of the project budget, noting that there is no new committed cost for the month and updated the committee that the 30B contract for Tilton Electrical Inc., is forthcoming.

Shirley presented the cover letters for the October invoices that was previously presented in the November 19<sup>th</sup> School Building Committee meetings along with the new invoices form Ai3 for the month of November. Mike Carroll noted that the Propay submission is up to date except for the last couple of invoices.

***Ms. Stafford, entertained a motion to pay Ai3's four invoices for October totaling \$534,581.17***

***Motion made by Brandon Frost.***

***Motion seconded by George Ferro.***

Mary Beth Carter inquired about the status of the cashflow after approving these invoices and Jeffrey Szymaniak confirmed that cashflow is positive after approving the invoices.

***Roll Call***

***Motion passed unanimously.***

***Ms. Stafford, entertained a motion to pay Collier's invoices for October totaling \$67,344.***

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

***Motion seconded by Brandon Frost.***

***Roll Call***

***Motion passed unanimously.***

***Ms. Stafford, entertained a motion to pay Ai3's three invoices for November totaling \$309,672.59***

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

***Motion seconded by Brandon Frost.***

***Roll Call***

***Motion passed unanimously.***

Next, Shirley presented the project cash flow versus the actual cash flow table and graphics. She mentioned that there are no changes to the cash flow this month since the October invoices were just approved.

#### **B. Schedule**

Shirley briefly presented the master schedule, noting that the prequalification process was completed and that the General Contractors and Subcontractors were notified of the results. She mentioned that the project is currently starting the bid process and that the advertisement for the

bids will be out shortly, with bids due in February. Mike Carroll added that the project is currently at an exciting milestone of 100% CD submission

#### **4. Design Updates**

##### **A. Review of the Bidding Schedule**

Julie Rivera reiterated that the project is currently at the 100% CD submission milestone. She noted that there are no extensive reports required for this submission, unlike the 90% CD submission, and that the 100% CD consists strictly of contract documents for bidding. Next, she requested the School Building Committee to authorize the 100% CD submission to the MSBA and to release the construction documents.

Next, Julie recapped the project schedule, noting that following the 100% CD submission, the bidding phase will commence with the issuance of the notice of award to the general contractor in mid-February. She then briefly updated the committee on the Zoning Board's appeal meeting on December 9th, noting that the board unanimously approved the variance. Mary Beth Carter inquired if the district's company can prepare a quote for the builder's risk insurance. Mike Carroll responded that typically the general contractor holds the builder's risk insurance for their work, which will be part of the construction bid.

##### **B. Design Update**

Julie briefly presented the phasing plans that were shared with the Zoning Board, noting that the full extent of operations and safety will be refined once the general contractor (GC) is on board. Troy Randall mentioned that the first meeting after the GC is on board will be to discuss logistics, safety, security, and the phasing plan.

Julie also presented various signage and interior design concepts celebrating the nature theme, incorporating Whitman's color-coded palette and logo. She noted that all of the signs that have been prepared are included in the bid package for pricing, but they will be reviewed with the owner before fabrication.

##### **C. Review and approval to submit/release the 100% Construction Document**

***Ms. Stafford, entertained a motion to approve and authorize the Owner's Project Manager to submit the 100% Construction Document to the MSBA and to release for bidding.***

***Motion made by Brandon Frost.***

***Motion seconded by George Ferro.***

***Roll Call***

Josh MacNeil inquired if the technology plans were reviewed by the district. George Ferro confirmed that the technology plans are in line.

***Motion passed unanimously.***

**D. Next Steps / Next meeting**

*The Next School Building Committee meeting will be on Tuesday, January 14th, at 4:30 pm.*

**E. Adjournment**

*Ms. Stafford entertained a motion to adjourn.*

*Motion made by George Ferro.*

*Motion seconded by Brandon Frost.*

*Roll Call*

*Motion passed Unanimously.*