

WHITMAN HANSON MIDDLE SCHOOL BUILDING COMMITTEE Meeting Minutes

Date: October 21st

Date: 4:30PM

Location: [Whitman High School Library] (Being filmed and broadcast on WHCA)

Attendees:

Beth Stafford, *Chair*
Kathleen Ottina
Robert Curran
Jeffrey Szymaniak
Brandon Frost
Mike Driscoll
Rich Pulkinen
Crystal Regan
Steven Bois
Josh MacNeil
Mathew Carew

Absentees:

Justin Evans
George Ferro
Don Esson

1. Call to Order

The meeting was called to order. Attendees joined in the Pledge of Allegiance.

2. Public Comment

No members of the public were present for comment.

3. Approval of Meeting Minutes (September 22nd, 2023)

The approval of the meeting minutes from September 22nd was raised. Stephen proposed a motion to approve the minutes with the following amendments:

- The minutes should be dated September 23rd, not September 22nd.
- **Page 3, Top:** The first and second for the motion "to approve the bid amendment package and execute the new agreement" are missing and need to be identified.
- **Page 4, Third Paragraph:** A second is missing for the motion made by Stephen Boyce to approve the three invoices.
- **Meeting Adjournment:** The individuals who moved and seconded the motion to adjourn the meeting are missing.

Amended Meeting Minutes to be approved at the next SBC Meeting

4. Funding Update

Jeff provided a funding update using information provided by district treasurer Marilyn Thompson:

- **Balance as of September 30th:** \$9,362,742.45
- **MSBA Payment Received October 2nd:** \$5,395,205.00
- The treasurer is planning the next borrowing date for February 2026, estimating a monthly expenditure of \$4 million until then.
- The project continues to plan for a 60% reimbursement rate from the MSBA.
- Two new district employees (Business Manager Brian Height and an operations person) are now working directly with the MSBA to ensure timely submission and reimbursement of bills, aiming to avoid lags of one to two months.

5. OPM (Owner's Project Manager) Construction Update

Jeff continued with an OPM update, detailing recent construction activities aided by photographic examples:

- **Underground Work:** Extensive underground conduit work is being performed for the main generator and utility transformer.
- **Main Electric Room:** Conduits are being stubbed up into the main electric room on the first floor. These pipes are kept straight using a base of stone dust before being set in concrete and will eventually lead to panels or switchgear.
- **Fireproofing:** Fireproofing application is nearing completion in Zone 1 on the second floor beams.
- **Zone 1 (Second Floor):** Temporary power has been installed for construction workers, framing is progressing, and HVAC mechanical work is underway.

- **Mechanical Systems:** Hangers are being installed for refrigerant lines and hot water lines. These lines will connect to rooftop units and VAB (Variable Air Box) units that distribute heat to individual classrooms. The hangers are oversized to accommodate future insulation.
- **Building Exterior (Level 3):** The exterior construction consists of a roofing membrane and a weatherproof sheathing material (e.g., DensGlass).
- **Roof Decking:** Curbs have been installed on the roof decking to support future rooftop units (or chillers, which sit on similar pads).
- **Main Electric Room:** Backfilling of soil is underway in the main electric room area to prepare it for finishing.
- **Utility Runs:** Electrical utilities are running up through the second floor to supply utility/electric rooms on the third floor.
- **Concrete Work:** Forms used for pouring floor sections are being stripped away. The building floors are poured in sections rather than all at once.
- **Piping Systems:** Sprinkler system piping (cast iron pipe) and plumbing drains (for toilets and sinks) are being installed in the ceilings alongside the existing mechanical/refrigerant lines.
- **Structural Elements:** The committee noted that significant costs and engineering effort are put into elements hidden behind the walls, such as structural cross-bracing and extensive piping/conduit runs, which provide the building's core value.
- **Site Drainage:** The UDS1 (underground drainage system), installed last month, has been backfilled and is nearly complete.
- **Exterior Views:** Photos were shared showing the exterior framing of the building looking toward the existing fields before the sheathing was installed, noting some standing water due to recent rain.

6. Financial Updates and Invoices

The OPM provided financial updates:

- **Change Orders:** Another change order from the general contractor is anticipated for the next meeting. Only one change order has been applied to the contingency fund so far.
- **Approved Construction Budget (Adjusted):** \$91,999,444.
- **Construction Contingency:** \$10,652,988 remaining.
- **Owner's Contingency/Testing Budget:** New testing for the exterior membrane (ABD) to ensure watertight integrity will likely be funded from the existing \$434,000 testing line item, rather than the owner's contingency.

- **Tax Consultant:** A RFP for a tax consultant is pending approval at the following SBC Meeting. The consultant would help the project take advantage of all available state energy-based tax incentives and opportunities under the Inflation Reduction Act (IRA).
- **Committed Costs/Budget Adjustments:** There were no new committed costs or project budget adjustments required this month.

6.1. Invoice Approvals

Kathleen Ottina made a motion to approve the following invoices/requisitions totaling \$4,345,891.06

- **AI3 (Invoice #0038B):** \$64,816.16 (Motion by Kathleen Ottina, Seconded by Steven Bois).
- **Briggs Engineering (Five Invoices for May-Sep testing):** (Motion by Kathleen Ottina, Seconded by Brandon Frost).
 - o #000228677: \$12,247.00
 - o #0228896: \$11,827.50
 - o #0229106: \$10,945.00
 - o #0229298: \$16,589.75
 - o #0229529: \$11,216.00
- **Colliers Project Leader (Invoice #1110748):** \$87,655.25 (Motion by Kathleen Ottina, Seconded by Stephen Boyce).
- **Fontaine Brothers (Requisition #6):** \$2,959,717.00 (Motion by Kathleen Ottina Seconded by Brandon Frost).

The motions to approve all invoices was passed unanimously.

6.2. Cash Flow and Burn Rate

The committee discussed cash flow projections. The estimated value of expenditures fluctuates (e.g., projecting \$4.5M, then dropping to \$3.8M in November/December, then \$2.6M), averaging out to the projected \$4 million per month burn rate. After approving the current invoices, a total of \$36,753,241.06 will have been spent on the project to date. A graph was presented showing the project is currently in line with the planned cash flow schedule.

7. Schedule Update

- The building is expected to be fully enclosed by winter.
- The OPM suggested scheduling a committee tour once the building is closed in and dry, likely when interior roughing work begins.

- The project is slightly ahead of schedule. A more detailed report on the schedule status and future implications will be provided at the next meeting.

8. MSBA Change Order Log Letter

The committee reviewed a letter from the MSBA regarding the quarterly change order log submission process. The MSBA reviews these logs to determine eligible vs. ineligible costs for reimbursement. Reimbursement for change orders is held until the end of the project to account for potential large credits that might adjust the final project cost. The current submission had no change orders, but the first quarter submission will be made at the end of this month.

9. Next Meeting Date

The next meeting date was scheduled for November 18th (November 25th was noted as Thanksgiving week).

10. Adjournment

A motion to adjourn was made by Mary Beth and seconded by Brandon Frost. The motion was approved unanimously.

The meeting was adjourned.

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