



HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
5 SCHOOL STREET, WENHAM, MA 01984 • TEL. 978-468-5310

HAMILTON-WENHAM ELEMENTARY SCHOOL BUILDING COMMITTEE

MEETING MINUTES

Virtual Meeting

Zoom Call

Monday, November 13, 2023

6:30pm – 8:00pm

MEMBERS PRESENT:

Eric Tracy (SBC)
Vincent Leone (SBC)
Tom Geary (SBC)
Joseph Domelowicz (SBC)
Steve Poulos (SBC) - LATE
Tom Myers (SBC)
Peter Clay (SBC)
Carolyn Shediak (SBC)
Juliana Schnieder (SBC)
Stacy Bucyk (SBC)
Allison Goodchild (SBC)
Sarah Bilello (SBC)
Shane Lougee (SBC) - LATE
Rebecca Butler (SBC)
David Polito (SBC)
John McGrath (SBC)
Tom Connors (SBC)
Scott Schonberger (SBC)

GUESTS PRESENT:

Matt Gulino (PMA)
Nick Masse (PMA)
Kevin Nigro (PMA)
Doug Roberts (JCJ)
Alicia Caritano (JCJ)
Jim LaPosta (JCJ)
Peter Morgan (JCJ)
Dustin Lombardi (JCJ)
Mike Pirollo (MLP)

- **6:38 PM – Open Meeting**
- **6:42 PM – Approve meeting minutes for September 25, 2023.**
 - David Polito motions to approve. Peter Clay seconds the motion.
 - VOTE: 16 yes, 0 no, 2 not present
 - Steve Poulos and Shane Lougee not present at the time to vote
- **6:44 PM – Review Project Budget**
 - Monthly invoices for OPM Services & Architect/Engineer Services, for the months of September and October.
 - Tom Myers motions to approve. Peter Clay seconds the motion.
 - VOTE: 16 yes, 0 no, 2 not present
 - Steve Poulos and Shane Lougee not present at the time to vote
 - Budget Revision Request (BRR) #001
 - Peter Clay motions to approve. Joe Domelowicz seconds the motion.
 - VOTE: 16 yes, 0 no, 2 not present
 - Steve Poulos and Shane Lougee not present at the time to vote
- **6:50 PM – Schedule Update**
 - Project Team critical next steps
 - Design Options to be presented to SBC on 11/27/23 for approval.
 - Preliminary Cost Estimates expected to be presented to SBC on 12/18/23. Estimates are order of magnitude based off massing options, derived from the Educational Plan.
- **6:53 PM – Community Outreach Update**
 - Project Team attended the Farmer’s Market on both 9/29/23 and 10/6/23.
 - Project Team will attend the Ski & Skate Sale at Cutler School on 11/18/23.
 - Project Team has requested to attend the Winter Boutique at Winthrop School on 12/2/23
 - Project Team is looking to schedule a Community Forum for open Q&A from public.
- **6:56 PM – Designer Updates**
 - Evaluation of Existing Conditions
 - JCJ Architecture presented the findings from the Evaluation of Existing Conditions study that was completed of the Cutler School. JCJ reminded all that the studies were strictly for the Cutler School, as that was the Statement of Interest accepted into the program, by the MSBA.
 - Educational Visioning is complete
 - The project’s Educational Planner held a number of educational visioning sessions with district leaders, educators, and community members. The basis of the meetings were for all parties to advise the project what they envision future education to be. The results of the Visioning Sessions became the corner stone of the district’s Educational Plan.
 - Educational Plan Review and Approval
 - The project’s Educational Planner collaborated with district educators and leaders for the MSBA requirement to update the Educational Plan. This document will inform the design team of the educational needs which will dictate the design of the building.

- Joe Domelowicz inquired if this includes all 4 options under the study of the project. Eric Tracy noted it explains what the vision is, aiming towards smaller learning communities. The goal is to encompass these visions into a plan that drives the design of the building and MSBA reimbursement. This plan is designed for all 4 options and goal is for small, student focused and inclusive spaces and resources.
 - JCJ adds that this becomes the references guide for the square footage of design.
- Joe Domelowicz motions to approve. Peter Clay seconds the motion.
 - VOTE: 17 yes, 0 no, 1 abstain
 - Shane Lougee abstains
- Alternative Site Review and Approval
 - JCJ Architecture completed the Alternative Site Studies, which evaluated all potential locations that support either of the 4 building options. JCJ recommended the further studies of the current Cutler and Winthrop School sites for approval.
 - JCJ notes that these sites were in coordination with both Towns in receiving the documents to study of Town-owned land. The project alternatively could acquire land, which is not recommended as fiscally responsible, as the acquisition costs would non-reimbursable by the MSBA. Additionally, the project could be donated land at no cost, but no options presented at this time.
 - Dave Polito inquired on Iron Rail site and why can't it be considered. JCJ noted that the land have many wetlands, in which the actual buildable lot would not fit with the test fits of the building they're studying. Additionally, the soccer field relocation would be at the responsibility of the project to replace in kind.
 - Peter Clay noted that the Town has an ongoing best fit study of the Iron Rail site. Additionally, Peter notes he does not see a scenario where Wenham would give up that property for a building. Lastly, Peter notes he is unfavorable on all properties in Wenham.
 - Joe Domelowicz notes that because the current Winthrop and Cutler sites & buildings are leased by the Town to the School Department, the sites would ultimately need Town of Hamilton approval. Both sites are under a current 10 year lease agreement that ends on 6/30/25. Joe notes that the Winthrop is a much more valuable site than for schools and the Town of Hamilton is expecting to use that site in hopes of retrieving the property back from the School Department.
 - Joe Domelowicz inquires what options are there if we remove the Winthrop School from the site options. JCJ noted that the project would have demonstrated to the School Building Committee, both Town's and the MSBA, that we presented options of available sites, and one of the two was removed by the governing body, indicating that the Cutler would be the only other feasible site for the building.
 - Joe Domelowicz noted that because we understood this project in the pipeline at the time of the agreement, the desire of the Town was to regain the Winthrop site back at the expiration of that agreement and not renew.
 - JCJ noted that in order for this project to be permitted under this MSBA program for funding, an agreement would need to be in place that the Town would provide the School Department the site for the life of the project, which the MSBA considers 50 years.

- Joe Domelowicz noted that he would need to bring this in front of the Select Board and requested a presentation from the project team on this subject. The project team agreed to present on 12/18/23. The Select Board will need to decide on the sites for ultimate approval.
- Peter Clay motions to approve the two sites contingent upon the Hamilton Select Board voting to extend lease or intent to extend. Joe Domelowicz seconds the motion.
 - VOTE: 17 yes, 0 no, 1 abstain
 - Tom Myers abstains
- **8:07 PM – Items Unanticipated by the Chair**
 - Shane Lougee requests for the materials that will be presented to the public at Ski & Skate Sale to be shared with the School Building Committee ahead of the date. PMA noted they will do so.
 - Joe Domelowicz inquired if there is any effort on the project's part to combat some of the misinformation that is going around the communities. Eric noted that the public forum for Q&A will soon be scheduled to explain more of the MSBA process of the project to the community. Eric additionally noted that today's conversations were very important to have in order to progress the project.
- **8:14 PM – Vote to Adjourn**
 - Peter Clay motions to adjourn. David Polito seconds the motion.

NOTE: All Meetings will be held the 4th Monday of every month at 6:30 PM.