Approved by the HW Elementary School Building Committee on December 18, 2023

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

HAMILTON-WENHAM ELEMENTARY SCHOOL BUILDING COMMITTEE

MEETING MINUTES

HWRSD Central
Administration Building
2nd Floor Conference Room
5 School Street
Wenham, MA 01984

Monday, November 27, 2023
6:30pm – 8:00pm

MEMBERS PRESENT:

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

GUESTS PRESENT:

Matt Gulino (PMA)
Nick Masse (PMA)
Doug Roberts (JCJ)
Alicia Caritano (JCJ)
Peter Morgan (JCJ)

- **6:32 PM –** Open Meeting

- **6:33 PM –** Approve meeting minutes for November 13, 2023.
    - Eric Tracy notes to defer the approval of these minutes to the next meeting on 12/18, as they were not posted in time for SBC review.

- **6:34 PM –** Schedule Update
    - Project Team critical next steps
    - Design Options/Building Test Fits for Estimate are ready for approval for tonight's meeting.
    - Comparative Order of Magnitude Estimates will be ready for approval by the SBC on 12/18. Estimates are order of magnitude based off massing/design options, which are derived from the Educational Plan
    - The project team will be meeting with the Select Board of Hamilton on 12/18/23 to present the Alternative Site Study.

- **6:50 PM –** Community Outreach Update
    - PMA provided the community outreach events that we have attended, as well as what we're planning to attend soon.
        - Project team will attend the Ski & Skate Sale at the Cutler School on 11/18/23
        - Project team will attend the Holiday Boutique at the Winthrop School on 12/2/23
        - Project team is finalizing the details to schedule (2) Open Community Forum's w/ Q&A at either the High School or Middle School. Details to come once finalized.
    - John McGrath believes it would be a benefit to show the two communities of how many times we've gone out to meet the communities.
        - PMA noted that as part of our PDP submission in January, the MSBA requires us to complete a "Local Actions and Approvals" certificate which provides the MSBA of all the community outreach we have done during this phase, as well as all public meetings that have been attended.
    - Tom Myers referenced the Facebook dialogue that is currently taking place. Tom noted that a short statement from the project team should be created to acknowledge the disinformation that may be out in the communities and provide facts of the project's process.
        - PMA noted that we will create a statement for the SBC's review and use.
    - JCJ noted that they are creating (6) sets of four poster boards that contain all project information of what has been completed thus far during the PDP phase. These boards will be distributed amongst the (4) schools in Hamilton-Wenham, as well as other public buildings.
    - Joe Domelowicz inquired how the project team can include communities into the discussion of the project to give feedback.
        - Eric Tracy noted the project team will be having the community forums for those purposes. Additionally, the project website provides the community an opportunity to inquire questions directly to the project team for response.
        - PMA adds that the project team is currently coordinating with the Water Department and hoping to provide an excerpt/flyer, within the next quarterly water bill in January, of more project information.
    - Joe Domelowicz notes that the Community Forums line up well with the Preliminary Design Program submission vote by the SBC on 1/22/24. Joe notes that these forums will provide the SBC great feedback from the communities on the approved design options and comparative costs

presented, in which the SBC would be able to consider this feedback for their voting at the SBC Meeting on 1/22/24.

- **6:58 PM –** Designer Updates
  - Alternative Site Selection Refresher & Upcoming Hamilton Select Board Presentation
    - JCJ reviewed what was completed and approved at the last SBC meeting on 11/13/23. JCJ presented the alternative sites selection as a relation to what is being presented today for approval. JCJ also noted that these two sites are pending the lease agreement between the HWRSD and the Town of Hamilton. JCJ noted this presentation of the alternative site selection will be presented to the Select Board of Hamilton on 12/18 at 7:00pm.
  - Review and Approve Design Options for Comparative Cost Estimating
    - Please reference the presentation posted on our website:
      - 11/27/23 SBC Meeting Presentation
    - JCJ reminded all that these design options are based upon square footage test fits of a building on the alternative sites selected at the 11/13/23 meeting. These design options are also based upon the agreement between the MSBA and the District as to what the studies of this program is based upon. The design options are on the sites selected, which are the current Cutler and Winthrop schools.
    - JCJ noted that part of the requirement by the MSBA is to show "potential future expansion" outline on all test fits so the District would be prepared if necessary down the line.
    - JCJ noted the pros and cons of the design options as well.
    - JCJ invited all SBC members to jump in w/ any questions if desired.
    - Tom Myers inquires on the impact of students – learning, safety, etc.
      - JCJ noted that safety is always a top priority in project planning. There will be impacts as any construction project has. The construction manager will need to follow their construction management plan, which will have the school safe and operational at the top of the list.
    - JCJ continued the presentation and noted that walls are not reconfigured as part of the MSBA ADA base repair upgrade option to the Cutler School.
    - JCJ noted that part of all options are aimed to be fiscally responsible and limit the amount of sitework required as the MSBA limits their reimbursement on this discipline.
    - Multiple SBC members noted that there is a fly problem with the current Cutler building being so close to the adjacent horse farm.
    - For the Winthrop site – JCJ notes that with the approved grade reconfigurations between the District/MSBA, there are only limited options for the Winthrop site, while requiring to include the Cutler School (approved school for the program).
    - Joe Domelowicz notes the design options for the Winthrop site doesn't show much of a difference from current condition and wouldn't believe we would have enough parking to consider this.
      - JCJ responded that some options include expanding the parking out front to accommodate and have a separate bus loop.
    - Tom Myers notes that one of the Winthrop options shows the potential future expansion in the bus loop footprint.
    - Dave Polito noted that the walk from the Winthrop parking lot to the new fields is not desirable.
    - JCJ noted they appreciated the feedback and all of it will be communicated to the estimators to account for these issues that could take place.

- Eric Tracy noted that PreK is not included in any of these options as the MSBA does not participate in PreK reimbursement and we are aiming to be as fiscally responsible as possible.
- Eric Tracy noted that only combining Cutler and Winthrop enrollments does not consider the Buker School's current enrollment which is an overwhelmed building right now. This would still be the case without doing any grade reconfiguration.
- John McGrath notes that one of the reasons we are considering going from three to two buildings is financial. If we were to renovate just one school, the other school in the Town would be at its current condition, which has also exceeded it's building life expectancy. Additionally, it would take another eight to ten years to get another one of our schools back into the MSBA program for approval, and another five years after for occupying that second building. The reason for the long duration between MSBA approvals of different buildings is they typically do not accept the same district within small timeframes.
- PMA noted that they will be doing what's called a Form 301, which is a detailed forecast of what the real reimbursement is. 46.7% is the current reimbursement rate approved by the MSBA, and the project could elect to incorporate different aspects into the building to capture additional reimbursement percentages.
- John McGrath notes that a cost-benefit analysis would be really important to see later in this process for the Towns to understand the costs to replace/repair systems as they break down over time.
    - Joe Domelowicz motions to approve. Peter Clay seconds the motion.
    - Discussion: Evaluation matrix will show comparative costs of the options. This is not a hard cost as there isn't schematic or detailed design, it's just comparative.
    - VOTE: Unanimous.

- **7:50 PM –** Items Unanticipated by the Chair
    - Confirmed that the Hamilton Select Board Meeting on 12/18/23 will be held virtually through a Webinar.
    - A reminder the next SBC Meeting on 12/18 is set for 5:30pm which was chosen to maximize the attendance of the SBC members close to the holidays. This will be held virtually, as well.

- **7:56 PM –** Vote to Adjourn
    - Peter Clay motions to adjourn. Joe Domelowicz seconds the motion.

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