Approved by the HW Cutler Elementary Building Committee on August 28, 2023

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
5 School Street, Wenham, MA 01984 • Tel. 978-468-5310

Cutler Elementary Building Committee Meeting
Central Office - 2nd Floor
MINUTES - 5/15/23

Present: Joe Domelowicz, Eric Tracy, Tom Geary, Tom Myers, Carolyn Shediac, Stacy Bucyk, Rebecca Butler, Shane Lougee, John McGrath (for Christina Hargrove-Shenker), Vincent Leone, Julianna Schnieder, Sarah Billelo, Matt Gulino (PMA), Nick Masse (PMA)

6:37 PM Open meeting

Introductions

6:39 PM PMA Consultants Introduction and Presentation of Procuring Designer Services

- Meet the Team
- HW Cutler School Timeline
    - 13 months Feasibility process
    - Move in August 2028
- Module 2 - MSBA Designer Selection Process
- Module 2 - Forming the Project Team
- Module 2 - MSBA Designer Selection Panel

Shane Lougee asked, What about scope and questions?
Matt shows the current redline Request for Designer Services. May 31st will be a walk through and question period. PMA Will manage these items.

7:08 PM Matt reviewed the RFS for the Designer Service with the committee.
PMA Manages change orders, labor rate approval, building schedules, etc.

7:34 PM Tom Myers - Motion to approve RFS for Cutler School Project.
Stacy Bucyk - Second

Vote: Unanimous.

7:35 PM
Discussion of Designer Selection Subcommittee. Matt reviews the process for designer selection including an example score sheet

Sub committee: Tom G, Tom M, Sarah, Shane, Stacy

7:10 PM - Discussion of Monthly meeting best date/time

Monthly meetings 4th Tuesday - 6:30 PM - Matt will check the PMA schedule.

Motion by Tom Geary to adjourn meeting 7:56 PM

Second Tom Myers

Vote: Unanimous