Approved by the HW Elementary School Building Committee on January 8, 2024

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 Monday, December 18, 2023 Zoom Call 5:30pm – 7:00pm

MEMBERS PRESENT: GUESTS PRESENT: Eric Tracy (SBC) Matt Gulino (PMA) Vincent Leone (SBC) Nick Masse (PMA) Tom Geary (SBC) Kevin Nigro (PMA) Joseph Domelowicz (SBC) Doug Roberts (JCJ) Steve Poulos (SBC) Alicia Caritano (JCJ) Tom Myers (SBC) Peter Morgan (JCJ) Peter Clay (SBC) Dustin Lombardi (JCJ) Juliana Schnieder (SBC) Kelly Schmidt (resident) Carolyn Shediac

Stacy Bucyk (SBC)

Allison Goodchild (SBC)

Sarah Bilello (SBC)

Shane Lougee (SBC)

Rebecca Butler (SBC)

David Polito (SBC)

John McGrath (SBC)

Tom Connors (SBC)

Scott Schonberger (SBC)

- **5:40 PM**
  - Open Meeting – opened late due to technical difficulty

- **5:41 PM**
  - Approve meeting minutes for November 13, 2023.
    - Tom Myers motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 16 yes, 0 no, 0 abstain.
  - Approve meeting minutes for November 27, 2023.
    - Tom Myers motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 16 yes, 0 no, 0 abstain.

- **5:44 PM**
    - Review Project Budget, Approve Invoices & Commitments
        - Approve PMA and JCJ invoices for November 2023
            - Thomas Geary motions to approve. Peter Clay seconds the motion.
            - Discussion: none.
            - VOTE: 16 yes, 0 no, 0 abstain.

- **5:48 PM**
    - Designer Update
        - Review of Additional Winthrop Site Test-Fit Options
            - JCJ presented their additional options of the Winthrop Schools – W2.2 and W3.2 new construction options.
            - Eric Tracy notes that these are additional options that were omitted, which now brings this project to 15 design options.
            - JCJ noted that the base upgrade option to the Cutler School – option C1.0 – would not follow the educational plan that was completed.
                - Thomas Geary notes that the addition/renovation options wouldn't entirely meet the educational plan. The new portions of the building would meet the educational plan, but the renovated portions of the building would not, in which the project is aiming for small neighborhood classroom communities.
            - JCJ highlights the phasing requirements per design option, and note the importance of what may need to be squeezed into the Summer months.
                - New construction options have 1 phase and addition/renovation options have 4 phases.
        - Review PDP Comparative Cost Analysis
            - There is quantitative evaluation and there is qualitative evaluation. The quantitative is the costs presented to you today completed by the project's 3rd party estimator. The qualitative is the criteria agreed to be reviewed when ranking the design options – these are broken out into categories of: educational, cost and schedule, community, building and site.
            - Stacy Bucyk inquires what accommodates the transition without swing space.
                - JCJ noted that phasing would allow the project to build the addition, while students are continuing to occupy the existing school, and as the space becomes available, the students will occupy the new building and the project will renovate/demolish the existing (pending which design option).
            - Eric Tracy notes the idea of this ranking sheet and explained to the committee members on how to use it. PMA adds that we will follow up with formal directions on how to use this sheet and when it is to be submitted.
            - PMA presented the Comparative PDP Estimates and explained that the costs presented to the committee tonight have (2) separate line items for costs – one is construction costs and the other is total project cost.
            - David Polito inquires if the project team can have different nomenclature for the design options and/or if the project team can better explain the design options. • PMA noted that all design options are estimated based off MGL Ch. 149A (Construction Manager at Risk). PMA notes that if the project were to go with MGL Ch. 149 (Design, Bid, Build) we could save some costs, but with potentially many phases and/or building on an occupied campus, Ch. 149 would not be advisable.
            - John McGrath inquires if the project team can better explain and/or has documentation to explain why the cost of an addition/renovation is more

expensive than a new construction build.
    - JCJ noted that these estimates are based off current costs in the market today.
    - PMA/JCJ both noted that we can gather documentation to support the request.
- Review PDP Report
    - JCJ presented the requirements needed to submit to the MSBA for the Preliminary Design Program Report.
    - JCJ notes that these requirements are prescriptive by the MSBA and will be submitted on 1/25/25.
    - JCJ notes that all the documents within the PDP submission have been previously shown, discussed and/or voted upon at SBC meetings.

- Schedule Update
    - PMA touched upon the alternative sites that will be presented to the Hamilton Select Board tonight, immediately following this meeting at 7:00pm, project team joining virtually.
    - PMA presents the score sheet that will be sent to all SBC members for them to rank the design options based upon the qualitative evaluation criteria agreed upon. These will be submitted by each member, to PMA, to compile and have ready to review and approve at our next SBC meeting.
    - PMA notes that we will be scheduling a new SBC meeting for Monday, 1/8/24. This meeting will be to review and approve the compiled score sheet, which will be inclusive of all SBC members' rankings.
        - Joe Domelowicz notes that this is a Select Board meeting date, but would be able to attend this meeting if moved to 5:30pm. All members agree to the new date of 1/8/24 for new SBC meeting, and to be held at 5:30pm.
    - Joe Domelowicz notes that the Town and the HWRSD has received letters from residents around Town with exception to the project and desire for neighborhood schools. Joe suggests responding to this specific concern with community forum.
    - John McGrath inquires if the project team can explain the differences between the stages of an MSBA project and what is included within each phase. PMA noted they will create a graphic to explain the differences.

- Community Outreach Update
    - PMA presented a graphic to show the community outreach events that have been attended to by the project team since project conception, as well as explaining the next steps within Community Outreach and what is planned. PMA highlighted the Community Forums that are scheduled for 1/10 and 1/17. PMA noted that there will be more community forums in the next phase of the project as well.
        - Stacy Bucyk inquires if there will be any sharing of the information gathered or discussions held from the community outreach events we've been to (Farmer's Markets, Ski & Skate Sale and Holiday Boutique)
            - Eric Tracy notes that we have been encapsulating the questions/inquiries received via out in the open (at outreach events) or in email/website submission. We put the questions and answers on the website for transparency.
        - Stacy Bucyk inquires if we are able to tell how many have accessed the project website
            - PMA notes that the website is coming along well, and more information is being consistently published. PMA notes that the project team meets with

the District weekly to review the project website.

- Thomas Geary inquires if there's a better way to explain the project's process and where we stand. Thomas notes if we send updates to the community once every 2 weeks, it may be beneficial to the project.
    - Eric Tracy noted that the HWRSD just started this up and will be a project-specific standalone newsletter sent weekly to update the community on where we stand.

- **6:40 PM**
    - Items Unanticipated by the Chair
        - None.

- **6:42 PM**
    - Vote to Adjourn
        - Thomas Geary motions to adjourn. Dave Polito seconds the motion.
        - VOTE: 14 yes, 0 no, 0 abstain.
            - Joe Domelowicz, and Tom Myers exited meeting before roll call.

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