Approved by the Cutler School Building Committee on January 22, 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, January 8, 2024**

Zoom Call **5:30pm – 7:00pm**

MEMBERS PRESENT:

Eric Tracy (SBC)
Vincent Leone (SBC)
Tom Geary (SBC)
Joseph Domelowicz (SBC)
Steve Poulos (SBC) – Late
Carolyn Shediac
Stacy Bucyk (SBC)
Allison Goodchild (SBC) – Late
Sarah Bilello (SBC)
Shane Lougee (SBC)
Rebecca Butler (SBC)
David Polito (SBC)
John McGrath (SBC)
Tom Connors (SBC)

GUESTS PRESENT:

Nick Masse (PMA)
Kevin Nigro (PMA)
Doug Roberts (JCJ)
Alicia Caritano (JCJ)
Peter Morgan (JCJ)

- **5:33 PM**
  - Open Meeting

- **5:36 PM**
  - Approve meeting minutes for December 18, 2023.
    - Thomas Geary motions to approve. Carolyn Shediac seconds the motion.
    - Discussion: SB would like to amend the minutes of 12/18/23 with a correction to SB's inquiry regarding the project website activity.
    - VOTE on amended minutes: 11 yes, 0 no, 0 abstain, 5 not present.

- **5:40 PM**
  - Schedule Update
    - PMA touched upon the schedule update – highlighting the Hamilton Select Board presentation done on 12/18/23. PMA also noted the upcoming critical schedule items, highlighting the assembly of the Preliminary Design Program (PDP) submission for approval at our next SBC meeting. PMA reminded the committee that the PDP submission is a compilation of all previously reviewed and/or approved documents by the committee over the last six months or so.

- **5:45 PM**
  - Community Outreach
    - PMA touched upon the community outreach that has been attended to thus far in the process, as well as what the upcoming community outreach events will be – highlighting the Community Forum's scheduled for 1/10/24 and 1/17/24.
    - SB inquired if the community forums will be recorded by HWCAM. Superintendent noted that the 17th morning session will be recorded, but the 10th night session may not be, as the HWCAM department may have previous commitments that night.

- **5:48 PM**
  - Project Statement Review
    - PMA touched upon the request by the committee to have a standard project statement in response to any inquiries for the project. PMA noted that the agreed upon goal is to direct inquiries to the website, which has the most up to date information on the project as well as allowing any individuals to ask any questions directly to the project team.
    - TG noted that it may just need to be revised to replace the "here" link with the actual website links. PMA noted they will make those changes and issue them out to the committee for their use.

- **5:51 PM**
  - Designer Update
    - Approve PDP Test Fit Options and Comparative Cost Analysis
      - JCJ created a legend graphic in response to the SBC's inquiry to better explain the design option nomenclature. DP noted that this is a big leap in the right direction to better understand each design option, and inquired if this legend could be included on handout at Community Forum. PMA noted they will add it to the handout.

- PMA touched upon a graphic that shows the design options, scope, construction costs, and total project costs.
- JD inquired how the score sheet was assembled. PMA noted that each cell is the average of all 16 voting SBC members. JD suggested having those members who did not complete the evaluation with unbiased opinions, to revise and provide accurate evaluations that are at the benefit of the communities. ET inquired if there is anything we can do about this, to receive accurate PMA noted that it is a positive takeaway that all 16 members completed the evaluation. PMA additionally notes that we can ask those who provided a 0 for any design option to reconsider and have it due by Friday 1/12. JCJ noted that this is a preliminary evaluation, there is no decision on a site or a design option, as this just shows current preferences with the information known – preferred option will be finalized in April 2024. SL inquires if reconsidering these evaluations will have any schedule conflicts. JCJ responded that this is something we always do with SBC's, to show the committee what their current thoughts are.
- JCJ notes there are lease issues for these parcels of land, and that conversation needs to continue.
- ET notes that it makes sense to keep all 15 design options on the table and the vote today would be to advance all the options to the PSR phase. ET notes some considerations with the Town need to come into play, and those conversations are continuing at tonight's Hamilton Select Board meeting.
- ET inquires if the project team could provide a 3rd party estimate for the Winthrop School 10 years down the line. JCJ notes that whatever estimator that would provide an estimate for 10 years down the line would mark up the document with dozens of exclusions and this would not provide an accurate representation of what the market could be like 10 years from now. JCJ additionally noted that the MSBA cannot guarantee a project later. JCJ continued by noting the experience from Amherst – where they had a construction project of $64 million dollars, and when they had to resubmit, that cost was escalated to a $94 million dollar project. ET noted that additionally doing a project in 10 years would stack debt over a certain period. DP notes that being invited back to the MSBA is not a guarantee and they could reject any new SOI's we attempt, it's unknown. DP continues by noting that we need to do what makes the most sense to our community right now and being able to articulate that to our community. CS notes that some students will not have the same equity as the others and some students would still be in Winthrop at a school that is falling apart, while others are in a brand new school. ET notes that the realty of this group is the better part decision, some that want small schools, some that want combined school, and some that want no school.
    - Approve advancing all of the current design options to the PSR phase.
        - Joseph Domelowicz motions to approve. Dave Polito seconds the motion.
        - Discussion: (held above)
        - VOTE: 13 yes, 0 no, 0 abstain, 3 not present.

- **6:26 PM**
  - Items Unanticipated by the Chair
    - None.

- **6:27 PM**
  - Vote to Adjourn
    - Joe Domelowicz motions to adjourn. Allison Goodchild seconds the motion.
    - VOTE: 13 yes, 0 no, 0 abstain, 3 not present.

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