Approved by the Cutler Building Committee on February 5, 2024

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, January 22, 2024
6:30pm – 8:00pm

MEMBERS PRESENT:

Eric Tracy (SBC)
Tom Geary (SBC)
Shane Lougee (SBC)
Rebecca Butler (SBC)
Steve Poulos (SBC)
Carolyn Shediac (SBC)
Stacy Bucyk (SBC)
Sarah Bilello (SBC)

GUESTS PRESENT:

Nick Masse (PMA)
Matt Gulino (PMA)
Kevin Nigro (PMA)
Alicia Caritano (JCJ)
Peter Morgan (JCJ)
Jeff Calder (Guest)

- **6:37 PM**
  - Open Meeting

- **6:39 PM**
  - Approve meeting minutes for January 30, 2023 and January 8, 2024.
    - Thomas Geary motions to approve. Carolyn Shediac seconds the motion.
    - Discussion: none.
    - VOTE: 8 yes, 0 no, 0 abstain, 6 not present.
  - Approve December 2023 invoices for PMA Consultants and JCJ Architecture.
    - Thomas Geary motions to approve. Carolyn Shediac seconds the motion.
    - Discussion: none.
    - VOTE: 8 yes, 0 no, 0 abstain, 6 not present.

- **6:42 PM**
  - Schedule Update
    - PMA highlighted what the project team has been tackling recently, as well as what is ahead for the project team deliverables. PMA noted that, given the approvals needed, we may need to schedule some intermittent meetings outside of the regularly scheduled meetings on the 4th Monday of the month. This is in an effort to break up the presented information to the committee.

- **6:45 PM**
  - Community Outreach
    - PMA noted that the project team and the District hosted the two community forums – one on 1/10/24 from 6:30-8:00pm, and also on 1/17/24 from 9:00-10:30am.
    - CS inquired if we are receiving questions on the website. PMA and the District both noted that we received (4) more questions recently following the community forums. PMA noted that we met this morning to review these questions and expecting to respond by the end of the week.
    - SB inquired if both community forums were recorded. District noted that the 1/10/24 forum was recorded by HWCAM and posted on YouTube. The daytime one was not recorded due to open availability of HWCAM. ET recommends all SBC members to watch the forum if they have available time.
    - JC inquires if we read Facebook pages, project team notes that we are monitoring.

- **6:51 PM**
  - Designer Update
    - Revisit Evaluation Criteria Scoring for updates responses from the SBC Members
      - PMA touches upon the old evaluations and compared to the new evaluations with the (2) SBC members recently exiting. PMA noted that the five most highly evaluated options from the original score sheet, are still the same five most highly evaluated options in the revised evaluation score sheet.
    - SBC discussion and, if desired, re-vote on design options being submitted in the PDP

- Thomas Geary makes a motion to remove all 430 student enrollment options from advancing to PSR. Carolyn Shediac seconds the motion.
- Discussion:
  - TG notes that after further review, this enrollment option would bring difficulty to the District for space, as the Kindergarten program would not have much space to utilize within the District's schools.
  - Pre-K is ineligible costs and would be bound by local taxpayers. This includes the labor/materials spent on the Pre-K spaces, the fees of both the architect and the OPM, etc. would all be prorated to remove eligibility of reimbursable costs by the MSBA.
  - CS inquires if there is any experiences by other districts that would shed light on what it's like for occupants in the new school, compared to those who are continuing to experience an older school within the same district. PMA noted that the educational planner is currently gathering statements from other clients to answer what the experience has been from consolidating schools and what's the experience like from occupants that stay in the old school. CS also notes if there is experiences of how the community responded to the consolidation.
  - SB notes a tour of a newer elementary school, that is similar in size to this project, would be beneficial for the committee to envision what the future school could be. ET noted we can set that up.
  - SL inquires what the project would do with the building that we could be leaving. TG noted that those discussions are not a part of this committee. A reminder that the District does not own these properties and we would hand the building over to the Town of Hamilton to determine use. SL believes that the plans of repurposing the property of the abandoned school will play a big role in the community's vote.
- VOTE: 8 yes, 0 no, 0 abstain, 6 not present.

- SBC Vote to approve PDP submission to the MSBA
  - Steve Poulos motions to approve. Rebecca Butler seconds the motion.
  - Discussion: none.
  - VOTE: 8 yes, 0 no, 0 abstain, 6 not present

- **7:55 PM**
  - Items Unanticipated by the Chair
    - None.

- **7:56 PM**
  - Vote to Adjourn
    - Steve Poulos motions to adjourn. Carolyn Shediac seconds the motion.
    - VOTE: 8 yes, 0 no, 0 abstain, 6 not present.

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