Approved by the HW Cutler Elementary School Building Committee on February 26, 2024

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
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HAMILTON-WENHAM ELEMENTARY SCHOOL BUILDING COMMITTEE

MEETING MINUTES

Virtual Meeting **Monday, February 5, 2024**

Zoom Call **6:30pm – 8:00pm**

MEMBERS PRESENT:

Eric Tracy (SBC)
Tom Myers (SBC) – exited early
Shane Lougee (SBC)
Rebecca Butler (SBC) - late
Steve Poulos (SBC)
Carolyn Shediac (SBC)
Stacy Bucyk (SBC)
Sarah Bilello (SBC)
Vincent Leone (SBC)
Joe Domelowicz (SBC) – exited early
Peter Clay (SBC) - late
John McGrath (SBC)
Scott Schonberger (SBC)

GUESTS PRESENT:

Nick Masse (PMA)
Matt Gulino (PMA)
Kevin Nigro (PMA)
Alicia Caritano (JCJ)
Peter Morgan (JCJ)
Dusin Lombardi (JCJ)
Doug Roberts (JCJ)

- **6:34 PM**
  - Open Meeting

- **6:35 PM**
  - Approve meeting minutes for January 22, 2024
    - Carolyn Shediac motions to approve. Stacy Bucyk seconds the motion.
    - Discussion: none.
    - VOTE: 9 yes, 0 no, 0 abstain, 5 not present.

- **6:37 PM**
  - Schedule Update
    - PMA provided a schedule update of what has taken place recently, and what is coming up for the project team. PMA highlighted the key milestone dates for the PSR phase, to stay on schedule with the MSBA.

- **6:43 PM**
  - Community Outreach
    - The project team met with the Hamilton Council on Aging this afternoon.
    - The project team will be presenting to all of the elementary school staff at the Winthrop School this Wednesday 2/7/24.
    - The project team is expected to host our 3rd Community Forum on Wednesday 2/28/24 from 6:30-8:00pm at the High School Auditorium.
    - JD suggested for the project team to create a survey for the public to engage in. PMA noted that a survey can be made. At our next SBC meeting, we will have an idea on how to approach, for the SBC's discussion.

- **6:47 PM**
  - Review Project Statement for Social Media
    - PMA provided the new project statement, in which revised the "HERE" links to the actual hyperlinks for ease of accessing the links on multiple platforms.
    - Questions continue to be received from the community, and the project team and the district meeting once or twice a week to review and answer any questions as a team. All questions and answers received are posted on the website.
    - PMA noted that we will send this document to all SBC members through email so they have for their use.

- **6:50 PM**
  - Designer/OPM Updates
    - PMA and JCJ presented an overview of what the PSR phase will contain and what the MSBA requirements are during this phase (January 26, 2024 to May 2, 2024).
    - PMA noted that the MSBA had no comments on the PDP submission, besides the note that we knew was coming which is certified meeting minutes of SBC vote of PDP submission on 1/22/24.
    - PMA highlighted the factors that determine what may be eligible costs for reimbursement and what may be considered ineligible costs for reimbursement, as determined by the MSBA.

- PMA notes that we may be ahead of providing any information on what the reimbursement rate would be or what the exact tax impact to the communities would be, as no two projects are alike.
- PMA presented the template of what the Form 3011 is, that PMA is responsible to complete as part of the PSR phase, which will provide a more in depth look of eligible and ineligible costs.
- PMA noted that at our 2/26 scheduled SBC meeting we will be presenting again, on the differences between CM-at-Risk and Design-Bid-Build (project delivery methods).
- District refreshed the committee and summarized why the 430 enrollment options didn't work, and why they were eliminated from design options being further studied.
- ET notes this is may be difficult for the committee members as they have heard from so many people. ET wants to serve all kids to the best of our ability, equitably. ET noted we need to run through all scenarios to see if we fit. ET noted that we are also still waiting to see how Hamilton will handle the leases of each property – Cutler and Winthrop sites.

- **7:43 PM**
  - Items Unanticipated by the Chair
    - None.

- **7:44 PM**
  - Vote to Adjourn
    - Eric Tracy motions to adjourn. Peter Clay seconds the motion.
    - VOTE: 9 yes, 0 no, 0 abstain, 5 not present.

NOTE: All Meetings will be held the 4th Monday of every month at 6:30 PM. (Intermittent meetings may be had to break down information provided to the SBC).