Approved by the HW Elementary School Building Committee on March 11, 2024

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

HWRSD Central Monday, February 26, 2024 Administration Building 6:30pm – 8:00pm 2nd Floor Conference Room

5 School Street

Wenham, MA 01984

MEMBERS PRESENT: GUESTS PRESENT: Eric Tracy (SBC) Kevin Nigro (PMA) Dave Polito (SBC) Nick Masse (PMA) Rebecca Butler (SBC) Doug Roberts (JCJ) Carolyn Shediac (SBC) Alicia Caritano (JCJ) Stacy Bucyk (SBC) Peter Morgan (JCJ) Sarah Bilello (SBC)

Vincent Leone (SBC)

Peter Clay (SBC)

- **6:39 PM**
  - Open Meeting
- **6:40 PM**
  - Approve meeting minutes from February 5, 2024.
    - Vincent Leone motions to approve. Carolyn Shediac seconds the motion.
    - Discussion: none.
    - VOTE: 8 yes, 0 no, 0 abstain, 6 not present.
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of January 2024.
    - Carolyn Shediac motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 8 yes, 0 no, 0 abstain, 6 not present.
- **6:45 PM**
  - Budget Update
    - PMA presented the current status of the budget, as well as reimbursement requests to the MSBA. PMA noted that they have been working closely with HWRSD and recently submitted our first reimbursement request, in which MSBA will be paying HW as we go.

- **6:48 PM**
  - Community Outreach
    - The project team presented to all elementary school staff within the HWRSD on 2/7/24.
    - PMA presented the community outreach events that are scheduled, as well as other prospect groups/events that the project team is planning to do for community outreach.
    - Survey – PMA provided HW with an example from another project, where a survey was done. ET noted we are going through to gather some options of what may be best for content on the survey.
    - CS noted that pros/cons with each model, would be nice to provide in the survey, and this is a great idea to have the community participating in the process.

- **7:01 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.
    - PMA noted that we received MSBA's PDP Review Comments at the end of last week. The project team will have 14 days to respond.
    - PMA presented a slide on additional SBC meetings we would like to have, for the purpose of breaking down information presented to the SBC members.
    - Geotechnical borings and probes scheduled at the Cutler for 3/7 and 3/8. PMA received the plan on where the borings are located and have coordinated with Parks & Rec and the School principal. PMA will be on site full time during the two-day operation.

- **7:13 PM**
  - Designer/OPM Updates
    - JCJ presented that they will be shortly hosting a Sustainability and a Security Charrette.
    - PMA presented a review of Project Delivery Methods – CM at-Risk (Chapter 149A) vs Design, Bid, Build (Chapter 149).
    - JCJ presented design progress rough sketches that JCJ has developed thus far. JCJ noted that this is a progress and wanted to show the work we've been doing. JCJ noted there will be the same content to present to you in the coming meetings for the other enrollments of 285 and 645. JCJ noted they typically like to start with biggest option and move down to smaller options, as it makes it easier to take away, than add, when it comes to building mass and landscape/parking features.
    - Continue to discuss pros and cons of current (11) design options so the least viable options can be removed from project consideration. The milestone for SBC to select a preferred option is 4/22/24
      - Eric Tracy makes a motion to remove all design options that weren't in the Top 5 (voted on by SBC members) from further consideration. One of the Top 5 options was a 430 option, which was previously removed, so we could proceed with the Top 4. However, we are required by the MSBA to keep the code upgrade option (C1.0) and an addition/renovation of the alternate site (Winthrop School), so we could include W3.3, which was the next highest voted option.
      - To clarify – this would accept to continue studying the following: C1.0, C2.1, C3.1, C3.3, C3.4 and W3.3
        - Peter Clay seconds the motion.
        - Discussion: CS would like to amend the motion to add W3.4, as Winthrop add/renovations are not ideal situations for student learning (during construction) and the largest impact financially.

- Peter Clay seconds the motion.
- VOTE: to accept the amendment: 8 yes, 0 no, 0 abstain, 6 not present.
- VOTE: to accept the initial motion with the amendment: 8 yes, 0 no, 0 abstain, 6 not present.

- **8:14 PM**
  - Items Unanticipated by the Chair
    - None.

- **8:15 PM**
  - Vote to Adjourn
    - Rebecca Butler 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. (Intermittent meetings may be had to break down information provided to the SBC).