Approved by the HW Elementary School Building Committee on March 25, 2024

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

Virtual Meeting Monday, March 11, 2024 Zoom Call 5:30pm – 6:30pm
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) Brian Stone (JCJ) Vincent Leone (SBC)
Peter Clay (SBC)
Joe Domelowicz (SBC)
Tom Myers (SBC)
Allison Goodchild (SBC)
Shane Lougee (SBC)
Steve Poulos (SBC)
Steve Schonberger (SBC)
John McGrath (SBC)

- **5:32 PM**
  - Open Meeting
- **5:34 PM**
  - Approve meeting minutes from February 26, 2024.
    - Peter Clay motions to approve. Carolyn Shediac seconds the motion.
    - Discussion: none.
    - VOTE: 10 yes, 0 no, 3 abstain, 0 not present.
- **5:38 PM**
  - Community Outreach
    - PMA presented the upcoming community outreach events, highlighting the Community Forum #3 on 3/27/24 from 6:30-8:00pm at the High School Auditorium.
- **5:43 PM**
  - Schedule Update
    - PMA presented an overview of the schedule update – what has been completed recently and what is coming up.
    - PMA highlighted that the borings at the Cutler School were successful and thanked all that assisted with the coordination to make that happen.
- **5:50 PM**
  - Designer/OPM Updates
    - Discuss progress/outcomes of the MSBA PDP Review Comments
      - JCJ noted that the project team is in the process of compiling PMA/JCJ/HWRSD responses to the MSBA PDP Review Comments. PMA was able to secure an extension of the MSBA response deadline from 3/7 to 3/13. The project team met with the MSBA to clarify some of the comments. The MSBA clarified that we will need to continue to include some of the options during the PSR study (for cost comparison purposes only) which includes a code upgrade/base repair at the Winthrop School.

- JM asks if it's typical for MSBA to add options back in. PMA noted that the MSBA agreed with our process, but they would like to include all options for price estimating so all options receive same treatment in receiving estimates for comparison. JCJ then clarified that we are not responsible to complete an existing conditions survey of the Winthrop School, just to estimate the code upgrade/base repair based off existing square footage and room adjacencies.
- CS noted that the Winthrop code upgrade/base repair is based upon 285 students and the current Winthrop enrollment is over that. PMA/JCJ noted that we agree, but this is the prescribed process required by the MSBA.
- ET noted that the project team and the District are working on aligning the Educational Plan with the Space Summary during this process.

▪ Overview of Sustainability Charrette held on 3/6/24
- JCJ and their sustainability consultant hosted a Sustainability Charrette on 3/6/24, held virtually. JCJ thanked all that participated and provided and overview of the subjects and items discussed.
- JM inquires if members of the community were there. JCJ said yes, the climate action resolution group of Hamilton-Wenham was present, as well as a parent that joined and in the sustainability field. Peter Clay was also present as a representative of the SBC. There will be another of these during schematic design.

▪ Overview of upcoming First Responder's Meeting
- JCJ provided a brief overview as to the agenda set for the 3/20/24 virtual meeting with First Responders. The purpose of this meeting will be to discuss site requirements and any local requirements by Police and Fire. The information garnered from these meetings will be included in cost estimate packages.

▪ Review Test-Fit options progress by the Design Team
- JCJ presented some progress at the last SBC meeting and presented some more progress of design options today. All design progress shown is noted as a work in progress and nothing is definitive at this stage.

▪ Continue to discuss pros and cons of current (7) 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
- ET recaps where we are at with our current options available, based off the results of the last couple SBC meetings.

- **6:12 PM**
  - Items Unanticipated by the Chair
    - ET invites members of the building committee to attend the Memorial Elementary School (Manchester by the Sea) building walkthrough this upcoming Saturday 3/16 at 9:00am.
- **6:13 PM**
  - Vote to Adjourn
    - Allison Goodchild motions to adjourn. Peter Clay seconds the motion.
    - VOTE: 13 yes, 0 no, 0 abstain, 0 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).