*Approved by the HW Elementary School Building Committee on April 18, 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, March 25, 2024**
**6:30pm – 8:00pm**

**MEMBERS PRESENT:**

Eric Tracy (SBC)
Dave Polito (SBC)
Rebecca Butler (SBC)
Carolyn Shediac (SBC)
Stacy Bucyk (SBC)
Vincent Leone (SBC)
Peter Clay (SBC)
Joe Domelowicz (SBC)
Tom Myers (SBC)
Allison Goodchild (SBC)
Shane Lougee (SBC)
Steve Poulos (SBC)
John McGrath (SBC)

**GUESTS PRESENT:**

Kevin Nigro (PMA)
Nick Masse (PMA)
Jim LaPosta (JCJ)
Alicia Caritano (JCJ)
Peter Morgan (JCJ)

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

- **6:38 PM**
  - Approve meeting minutes from March 11, 2024.
    - Peter Clay motions to approve. Tom Myers seconds the motion.
    - Discussion: none.
    - VOTE: 11 yes, 0 no, 1 abstain, 2 not present
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of February 2024.
    - Peter Clay motions to approve. Joe Domelowicz seconds the motion.
    - Discussion: none.
    - VOTE: 12 yes, 0 no, 0 abstain, 2 not present

- **6:41 PM**
  - Budget Update
    - PMA presented a budget update and highlighted HWRSD receiving their first reimbursement payment from the MSBA. Moving forward, it is expected to be reimbursed at a quicker rate – expected 30 days.
    - PMA noted that after today's approval of February 2024 invoices, we are about 30% billed through feasibility phase (inclusive of PDP, PSR and Schematic).

- **6:44 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.
      - ET notes that the District sent out mailers to Hamilton and Wenham to encourage attendance at Community Forum #3 on 3/27/24 from 6:30-8:00pm at the High School Auditorium.
        - Received feedback from parents saying it's good to know this is happening.
      - Another sign is installed at the Winthrop School to make sure people are aware of the upcoming Community Forum.
      - AG recommends having the next event at the Cutler School to show people the condition of the current school building.
    - Tour of the Memorial Elementary School (Manchester by-the-sea) was had on Saturday 3/16 and the pictures presented to you today are just to show pictures of that school, in which was a JCJ designed, and was great for folks to see what could be.
      - ET drove the importance of the community spaces wanting to be included in this future project and having spaces for that – which is what Memorial Elementary School had.
      - SB inquired on how the attendance was on the tour – ET noted good: 7-8 teachers, a select board member, and a finance committee member.
    - JD inquired on status of survey for residents, ET noted it's just about ready and will be launched at the Community Forum.

- **6:57 PM**
  - Schedule Update
    - PMA presented an overview of the schedule update – what has been completed recently and what is coming up.

- **7:00 PM**
  - Designer/OPM Updates
    - Preliminary Geotechnical Report from Cutler site borings
      - JCJ reviewed a summary of the results from the borings taken at the Cutler School.
      - PMA noted this site is more or less how you would picture this site for ledge underneath the ground, but more of the pleasantly surprising side with ledge deeper than expected.
    - Overview of First Responder's Meeting held on 3/20/24
      - JCJ provided an overview of how the First Responder's meeting was. JCJ noted they got general design parameters that will incorporated into the project, different requirements and requests by the Fire and Police departments.
    - Cost Estimating Packages Issued to 3rd Party Estimators 3/25/24
      - JCJ noted the items that are included in the specifications being sent off to the 3rd party estimators.
      - JM inquires if there is any additional information that might inform that range of costs. JCJ notes the borings results, sustainability goals, and first responders meeting will play a factor into any price changes, however this is the only information we have for now.
    - Review Test-Fit Options Progress
      - JCJ presented the test-fit options 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 of SBC meetings.

- **7:28 PM**
  - Hamilton Select Board Update for Lease Agreement
    - ET notes that HWRSD presented to the Select Board on 3/18. Subsequently, HWRSD sent a letter to Hamilton Select Board with the request of extending the lease of the Cutler and Winthrop sites. The Town elected to make a long term lease with the Cutler site only. This is expected to be a 50 year lease, which will require Town Meeting to extend lease. ET noted we still need Winthrop to operate while the Cutler would be built so the Town has agreed to extend the Winthrop property lease for 5 years. Once confirmed, we can bring to MSBA because they are asking for a 50 year lease from the Town. Hamilton will craft a letter confirming the language of the vote taken by the Board.

- JD noted that the Select Board knew that this was coming. JD noted that the 4 highest scores, voted on by the SBC, were on the Cutler site. The Select Board needed to vote upon the leases for the timeline of the MSBA, and also in order to support a new school project in the District.
- Carolyn Shediac makes a motion to eliminate W3.3 and W3.4 from the SBC's recommendation for remaining design options, as a result of the Hamilton Select Board vote on intent to extend the Cutler site lease for 50 years.
    - Allison Goodchild seconds the motion.
    - VOTE: 12 yes, 0 no, 0 abstain, 2 not present.

- **7:46 PM**
    - Items Unanticipated by the Chair
        - None

- **7:47 PM**
    - Vote to Adjourn
        - Allison Goodchild motions to adjourn. Rebecca Butler seconds the motion.
        - VOTE: 12 yes, 0 no, 0 abstain, 2 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).**