Approved by the Cutler Elementary Building Committee on June 10, 2024

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

MEETING MINUTES

Virtual Meeting **Tuesday, May 28, 2024**

Zoom Call **5:30pm**

MEMBERS PRESENT:

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

GUESTS PRESENT:

Kevin Nigro (PMA)
Nick Masse (PMA)
Doug Roberts (JCJ)
Alicia Caritano (JCJ)

- **5:36 PM**
  - Open Meeting

- **5:38 PM**
  - Approve meeting minutes from April 18, 2024 and April 22, 2024.
    - Allison Goodchild motions to approve. Carolyn Shediac seconds the motion.
    - Discussion: none.
    - VOTE: 11 yes, 0 no, 0 abstain, 2 not present
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of April 2024.
    - Peter Clay motions to approve. Joe Domelowicz seconds the motion.
    - Discussion: none.
    - VOTE: 10 yes, 0 no, 0 abstain, 3 not present
      - AG not present during vote.
  - SBC to ratify all previous decisions made by the School Building Committee
    - Joe Domelowicz motions to approve. Peter Clay seconds the motion.
    - Discussion: SL inquires to clarify the requirement to ratify. ET notes that the Regional Agreement doesn't say either way about requiring a vote of the school committee and the MSBA leaves it up to local towns. Nothing in bylaws say anything about it, but the legal counsel recommended the School Committee to ratify the School Building Committee, and then for the School Building Committee to ratify all previous decisions/actions made by the building committee.
      - JM notes that he imagines that there is regular presentations or updates to the School Committee about this project, ET says yes. JM believes the School Committee is in the loop as much as we are, ET agrees. ET notes we bring back info to the School Committee on how far along we are in process.

    - VOTE: 10 yes, 0 no, 0 abstain, 3 not present
      - AG not present during vote.

- **5:46 PM**
  - Budget Update
    - PMA presented a budget update and highlighted that the second ProPay reimbursement is currently under audit review by the MSBA. The third ProPay submission is being coordinated on between PMA and HWRSD for submission shortly.
      - JM inquires if the delay will cost the District anything. ET notes yes, it does cause financial issues with construction costs. As a team, we are still aiming to hit the April 2025 date for voting. PMA and JCJ both confirmed this delay will not result in additional OPM or Designer services, will just crunch our time and responsibilities. JM notes that the town of Hamilton is hosting a community forum and costs will be a subject of interest, and it'll be an interesting part of the conversation.

- **5:49 PM**
  - Schedule Update
    - PMA presented the previous schedule update and the upcoming schedule events.

- ET notes that he wants to clarify things on this schedule – on 6/6 the School Committee is expected to choose their preferred option. This will either be supporting the SBC's recommendation or not. If the vote is taken in favor of C3.4, then the SBC would need to just approve submission of PSR, as we would have 4/29. If the School Committee votes against the SBC's recommendation, then the next SBC meeting on 6/10, would be to both align with the school committees preferred option (or not), and approve the PSR submission with the inclusion of the new preferred option if acceptable to the SBC.
- CS asks ET how he thinks the polling data is expected to go. ET notes that a representative from the polling company will do a presentation on the 6/6. They get certain demographics of all different sections and people of the towns.
- JM says he was contacted by two School Committee members on tax analysis that the town of Hamilton has done, in which JM sent analysis sheets to them, which tracks to our 2023 and 2024 Town Meetings and shared some detail.
- JD inquires once polls are complete, can you share the polling results with the SBC, ET says yes once public.

- **5:56PM**
  - Town of Hamilton Select Board Update for Lease Agreement
    - HWRSD received a letter from the town of Hamilton and this outlines the discussions from March 18th select board meeting, and the status of the lease agreement that the Select Board commits to – leasing the Cutler School property for 30 years, and going to Town Meeting for approval of another 20 years on top of that, while continuing to operate the Winthrop School during the building design and construction process. This letter will be included within the submission of the PSR to the MSBA.

- **6:00 PM**
  - School Committee Progress Update
    - ET summarized that the SC has retained the right to add to the SBC, in which ET noted there are at least three different people that want to join the committee. Once the SC gets their poling results, the SC will make a determination on 6/6 to approve SBC's recommendation or not.
    - JM notes that the SC had months to review this info and make an opinion. Three groups of elected officials are overseeing this project. This project has been wonderfully documented and available to the public. It is embarrassing that we do not have more people involved or curious about the information. All of these members have had opportunity to chime in. ET notes that people in this Committee are participatory, and this committee is doing the things we are expected to do. The SBC's makeup is mostly prescribed by the MSBA.

- **6:04 PM**
  - Designer/OPM Updates
    - Schematic Design User-Group Meetings
      - JCJ presented what the Schematic Design User-Group meetings are, what they include, and their importance.

- CS inquired about who the designer would need in the user-group meetings, as well as any alternative times and platforms. JCJ and CS will speak offline for further detail in scheduling.

- Lookahead to Schematic Design
  - JCJ provided an overview and reminder of what is included within the Schematic Design phase, and some deliverables that come from this phase.
  - JCJ noted they will be developing renderings for the public, SBC, and the cost estimators, etc. Details like material selection for interior and exterior will come during this phase, as well as a "color theory" selected by the SBC.
- PSR Compilation Progress Update
  - This is a compilation of all previously shared materials or presented materials at one point during PDP and PSR.
  - PMA notes that the "Form 3011" will be completed by the project team and is a requirement by the MSBA that will provide the District with a detailed project scope and budget, as well as what is considered eligible vs ineligible. The MSBA audits each ProPay submission and will perform and provide a final audit once all project invoices are paid. MSBA points will be issued to the project shortly, to show what points the District will be receiving in regards to building maintenance, LEED, etc.

- **6:22 PM**
  - Items Unanticipated by the Chair
    - None.

- **6:23 PM**
  - Vote to Adjourn
    - Joe Domelowicz motions to adjourn. Peter Clay seconds the motion.
    - VOTE: 11 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 scheduled to break down information provided to the SBC).