Approved by the Cutler Building Committee on August 26, 2024

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
5 SCHOOL STREET, WENHAM, MA 01984 · TEL. 978-468-5310

HAMILTON-WENHAM ELEMENTARY SCHOOL BUILDING COMMITTEE

MEETING MINUTES

Virtual Meeting **Monday, August 5, 2024**

Zoom Call **6:30pm**

MEMBERS PRESENT:

Eric Tracy (SBC)
Peter Clay (SBC)
Rebecca Butler (SBC)
Carolyn Shediac (SBC)
Vincent Leone (SBC)
Allison Goodchild (SBC)
Sarah Bilello (SBC)
John McGrath (SBC)

GUESTS PRESENT:

Kevin Nigro (PMA)
Nick Masse (PMA)
Peter Morgan (JCJ)
Alicia Caritano (JCJ)
David Warner (WL)

- **6:35 PM**
  - Open Meeting
  - ET kicked the meeting off with summarizing how the presentation went to the MSBA's Facilities Assessment Subcommittee. ET noted that the F.A.S. was very impressed with the Educational Plan that the District has written.

- **6:36 PM**
  - Approve meeting minutes from June 10, 2024.
    - Allison Goodchild motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 7 yes, 0 no, 0 abstain, 6 not present
  - Approve PMA Consultants and JCJ Architecture for the months of May and June.
    - Peter Clay motions to approve. Carolyn Shediac seconds the motion.
    - Discussion: none.
    - VOTE: 7 yes, 0 no, 0 abstain, 6 not present

- **6:40 PM**
  - Budget Update
    - PMA highlighted that the project is currently 47% of the way through the Feasibility & Schematic phases. PMA also noted that ProPay submission #3 (for the MSBA to reimburse the District) has been sent to the MSBA and is pending.

- **6:44 PM**
  - Community Outreach Update
    - PMA provided an updated look-ahead schedule for community outreach efforts, and noted the key milestone dates of the Schematic Design phase.
      - CS noted that the elementary school Open House will be a different school per day from September 16-18.
    - The District explained more information to the Committee as to the informational video series that is being created by a 3rd party, to help inform residents of the process and where we stand.
      - VL asked if the cost for these videos are reimbursable by MSBA. ET noted that they are most likely not but budget is available.
    - The District explained to the Building Committee that they will be touring Hamilton & Wenham Town Officials (Select Board, Finance Committee, and School Committee) through both the Cutler School and then the Manchester Memorial Elementary School in Manchester-by-the-sea. This will be a good opportunity for Officials to see the difference between state of the art educational facility and the Cutler School to understand the opportunity the District has.

- **6:49 PM**
  - Schedule Update
    - PMA reviewed the activities that the project team has recently completed, activities that are coming up over the next month, and key milestone dates of the Schematic phase.

- ET invited all committee members to join the tours of either Cutler or Manchester Memorial. RB notes that if teachers are available in the building, they could assist with the tour of Cutler.
- PMA touched upon the MSBA Facilities Assessment Committee, and takeaways from the meeting. PMA noted that the MSBA said that the current buildings are antiquated in comparison to our goals. PMA also noted that the MSBA stated "this is one of the best Educational Plan's that we've read – thorough and thoughtful".
- PMA noted that DESE noted that the Educational Plan was great and a pleasure to read.
- PMA noted that one item incidentally missed on this schedule is the Board of Directors Meeting with the MSBA on August 28th, which would be the formal approval of the PSR. The project team is advancing the plans in the interim.

- **6:58 PM**
  - Designer / OPM Updates
    - SD Additional Existing Conditions Investigations
      - JCJ provided an overview of the further existing conditions investigations that are, and have been, continuing at the Cutler School property.
    - MSBA Facilities Assessment Subcommittee Presentation
      - JCJ provided an overview of the takeaways from the FAS presentation provided by the project team to the MSBA. JCJ noted that several rooms were accepted as part of our Educational Plan.
    - MSBA PSR Comments
      - JCJ noted that the project team has received the comments by the MSBA on our PSR submission, and the project team is reviewing and will be responding by 8/15.
    - User-Group Meetings
      - JCJ provided an overview of the purpose of the user-group meetings with the several different departments within the District, and the remaining groups will take place closer to School start.
      - JM noted that he is hearing positive feedback from different sources, and if possible we should capture the teachers' thoughts of the large school/small school discussions being had in the community.
      - AG agrees with JM, and noted that there can be a some things done within the Teacher Group for support.
    - Site & Building Development
      - JCJ introduced Dave Warner, of Warner Larson Landscape to present.
      - JCJ noted that the project team would like to hear input and feedback from the committee, if there is any.
      - Vehicular Circulation – 4 options presented.
        - JM inquires as to how many buses does it take to get all students dropped off. 12 buses total is what is reported. JM then inquires how many cars at pick up and drop off. CS noted that it can fluctuate depending on weather, day of the week, etc.
        - JM, RB, PC, all endorse Option D. CS then notes that all 3 elementary school principals endorse D, as well.
      - JCJ presented the development of the floor plans and some space summary changes, in an effort to decrease costs.

- **7:49 PM**
  - Items Unanticipated by the Chair
    - ET noted that there is a new principal for the Cutler School, and in time, she will be joining our committee. She has been involved building projects in her past and has some good experience.
    - ET also noted that the District has hired a new Facilities Director, who started today and will also, in time, be joining this committee.

- **7:52 PM**
  - Vote to Adjourn
    - Peter Clay motions to adjourn. Rebecca Butler seconds the motion.
    - VOTE: 7 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 scheduled to break down information provided to the SBC).