Approved by the Cutler Elementary Building Committee on September 23, 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
Administration Building
2nd Floor Conference Room
5 School Street
Wenham, MA 01984

Monday, August 26, 2024
6:30pm

MEMBERS PRESENT:

Joe Domelowicz (SBC)
Peter Clay (SBC)
Shane Lougee (SBC)
Carolyn Shediac (SBC)
Thomas Myers (SBC)
Allison Goodchild (SBC)
Steve Poulos (SBC)
David Polito (SBC)
John McGrath (SBC)

GUESTS PRESENT:

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

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- **6:39 PM**
  - Open Meeting
  - PMA kicked off the meeting, letting the Committee know that the Chairman was unable to attend tonight, and PMA will be facilitating the meeting tonight.

- **6:40 PM**
  - Approve meeting minutes from August 5, 2024.
    - Peter Clay motions to approve. Allison Goodchild seconds the motion.
    - Discussion: none.
    - VOTE: 6 yes, 0 no, 2 abstain, 5 not present
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of July.
    - Joe Domelowicz motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 8 yes, 0 no, 0 abstain, 5 not present

- **6:42 PM**
  - Budget Update
    - PMA highlighted that the project is currently over the half-way point of the Feasibility and Schematic Design phases.
    - PMA noted that the District has received their reimbursement #3 from the MSBA, noting none of the expenses were deemed ineligible.
    - PMA noted that the District has been awarded a score of 1.76% for the District's Maintenance and Capital Planning, in which that percentage immediately gets added to the project's percentage for reimbursement of eligible costs. The 1.76% would get added on to the project's baseline of 47.63%, bringing the new total to 49.39%.
    - PMA also noted that the project is targeting to maximize the additional reimbursement percentage for sustainability. PMA noted that the project can receive up to 4% additional reimbursement, however this percentage would not be determined until the end of the project when receiving your LEED Certification.

- **6:46 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.
    - PMA noted that there are a couple of busy weeks for community outreach coming up in which we will be present at both HS and MS Curriculum Night's on 9/11 and 9/12, as well as the Open House's for Cutler, Buker and Winthrop Schools from 9/16 – 9/18. The project team will be handing out literature to inform residents of the status of the project.

- **6:49 PM**
  - Schedule Update
    - PMA reviewed the activities that the project team has recently completed, activities that are coming up, and key milestone dates of the Schematic Design phase.
    - JM inquired as to when the MSBA Board votes to approve the project's Schematic Design Phase, in which PMA noted that is 2/26/25. Additionally, PMA noted that the District & MSBA's date to execute project scope and budget is 3/5/25.

- **6:59 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.
      - Groundwater encountered 14.5' below surface at one location, but there was no flow of water.
    - HVAC System / Life Cycle Cost Analysis Overview
      - JCJ provided an overview on how the meeting went. There were 5 options presented – one baseline (the current system) and four alternatives. The engineer will run energy models for these systems, to show life cycle costs and projected maintenance costs to the District.
      - The designer is looking into utility incentives and any rebates that may be available to capture for the District to assist with funding of these systems.
    - Site Plan and Floor Plan Progress
      - JCJ provided some site plan and floor plan developments of their design, that was stemmed from input of many – MSBA, District, SBC, user-groups, community, etc.
      - JCJ touched upon how the School Committee Workshop went. JCJ noted that it was a great meeting – receptive and interactive. JCJ noted that the School Committee is now more informed on the project facts.
        - JM notes to circulate the vehicular diagram "D" to the School Committee, as the Traffic Study was a major concern to the community & getting traffic off Asbury.
      - JM mentioned that a vast majority of the community is following the narrative of small school/large school – but the intention behind the design is to the concept of multiple small neighborhood communities within a school.
        - PMA mentioned that the MSBA noted "this project is a nice balance of small neighborhood scale, sharing resources and school cultures."
        - CS noted that this is a great improvement on ease of accessibility for students to access different specials in the building. The current Winthrop School setup currently has some students that need to walk from one end of the building to the specials that are located at the other end of the building.
      - JCJ noted that the Service Entrance has been moved from the west side of the building to the back of the building, after feedback was received and to limit noise next to Woodland Mead neighborhood.
      - JCJ noted that the Entrance is more prominent, as well as adding a canopy to the front entrance, after receiving feedback from the MSBA.
      - PMA gave credit to JCJ on consistently working on design and incorporating feedback from many different sources, while coordinating with subconsultants, and noted to the SBC to provide feedback where you believe so.
      - CS noted that it may be beneficial to show, for comparison purposes, the current traffic pattern for the Winthrop and Cutler Schools, as it is a struggle at pick up and drop off times for parents.

- SL inquired if there are grading plans for the parking lot. JCJ noted that it will come with time and that is expected to be produced and shared soon.

- **7:35 PM**
  - Items Unanticipated by the Chair
    - None

- **7:36 PM**
  - Vote to Adjourn
    - Joe Domelowicz motions to adjourn. Peter Clay seconds the motion.
    - VOTE: 8 yes, 0 no, 0 abstain, 5 not present