Approved by the Cutler School Building Committee on October 7, 2024

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
5 School Street, Wenham, MA 01984 · Tel. 978-468-5310

HAMILTON-WENHAM ELEMENTARY SCHOOL BUILDING COMMITTEE

MEETING MINUTES

Buker Elementary School
Multi-Purpose Room
1 School St.
Wenham, MA 01984

Monday, September 23, 2024
6:30pm

MEMBERS PRESENT:

Eric Tracy (SBC)
Curtis Wightman (SBC)
Peter Clay (SBC)
Shane Lougee (SBC)
Carolyn Shediac (SBC)
Jennifer Hunt (SBC)
Allison Goodchild (SBC)
Rebecca Butler (SBC)
Stacy Bucyk (SBC)
David Polito (SBC)
Vincent Leone (SBC)
Sarah Bilello (SBC)

GUESTS PRESENT:

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

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- **6:32 PM**
  - Open Meeting

- **6:33 PM**
  - Approve meeting minutes from August 26, 2024.
    - Peter Clay motions to approve. Allison Goodchild seconds the motion.
    - Discussion: none.
    - VOTE: 12 yes, 0 no, 0 abstain, 3 not present
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of August.
    - David Polito motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 12 yes, 0 no, 0 abstain, 3 not present

- **6:36 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 MSBA ProPay Reimbursement Submission #4 is pending approval by the MSBA.

- **6:37 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 highlighted the past 2 weeks that the project team has attended the Curriculum Night's at the High School & Middle School, as well as the Open House's at the Cutler, Buker and Winthrop Schools.
      - PMA noted they handed out an average of 100 fliers per day at the community outreach events.
      - Most community feedback was positive
    - PMA presented the Informational Video, which is now completed and expected to be released to the public in phases.
    - PC inquired on what was feedback from public. PMA noted that the most frequently asked question was in relation to the 3A Zoning Law, in which the project team reiterated to the residents that this project has no ties to the 3A Zoning Law. PMA noted that we plan to address this within upcoming community forums and dedicating a slide to explain to the public that these two are not comingled.
      - ET noted that he also wrote something in his updates that untangle the project from the 3A Zoning Law.
    - PMA noted that upcoming community outreach events include a Neighborhood/Abutters meeting, and our Community Forum #4 – both which do not have definitive dates yet.

- **7:00 PM**
  - Schedule Update
    - PMA notes that we have included a "Big Picture" schedule slide to remind committee members of upcoming schedule milestones.

- PMA noted that the project team has been busy advancing the design, and incorporating feedback from HVAC System meetings, Sustainability Workshops, and Traffic Studies.
- PMA highlighted a couple of SBC meetings that are coming up in October and what the contents of those meetings include. PMA noted that the intermittent meeting set up on 10/7/24 is to allow the committee to digest information, and so that they are not presenting information and asking the committee to vote on it on the same night.

- **7:08 PM**
  - Designer / OPM Updates
    - MSBA Board Meeting – Authorization to Proceed to SD
      - PMA presented the letter from the MSBA to the HWRSD, who accepted the project to proceed into Schematic Design.
    - Project Delivery Method Recap: CMAR v. DBB
      - PMA presented the differences between CM at Risk (CMAR) vs. Design-Bid-Build (DBB). PMA highlighted the pros and the cons of each project delivery method, as well as the risks that are associated with each delivery method. PMA highlighted the reasoning behind presenting this a second time is because the vote to select either of the two options will take place at the next SBC meeting.
    - 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.
    - Sustainability Workshop
      - JCJ provided an overview of the 2nd Sustainability Workshop that was held with the project team, the District, some SBC members, the Climate Action Group (residents within the District), and more.
      - SL inquired about pervious surfaces considered in the project. JCJ noted that water runoff is regulated by the State and our civil engineers continue to take this into consideration.
    - HVAC System / Life Cycle Cost Analysis Results
      - JCJ's mechanical engineer presented to the committee the options
      - ET noted that the federal incentive for the ground source geothermal system would require a tax advisor to assist with the incentive program that may or may not come 1-2 years after the project is completed.
      - SB inquired if pros and cons can be included in the packet sent to the committee to vote upon the HVAC system. PMA noted they would include.
      - RB inquired on the noise level of the systems, and compared it to the current HVAC systems in Cutler – noting they are very distracting for student learning. JCJ noted that all of the systems presented tonight will be much improved for noise than the current system that the Cutler School has.
    - User Group Meetings Progress
      - JCJ explained that we continued User Group Meetings – met with the principals of the three elementary schools, the director of facilities, the director of food services, and a representative for Science.
    - Design Updates: Site w/ Grading, Building Floor Plans, Massing
      - JCJ presented the updates made on the site and floor plans. Some updates were taken from the user-group meetings that took place last week.

- JCJ also presented a massing diagram to the committee to show what the exterior massing of the building looks like from an aerial view.
- SB noted that the two ILP classrooms should located next to each other, mentioned in the Educational Plan, and that the program shares staff and resources. JCJ noted that they will look into this and can incorporate changes as requested.

- **8:17 PM**
  - Items Unanticipated by the Chair
    - None

- **8:18 PM**
  - Vote to Adjourn
    - David Polito motions to adjourn. Rebecca Butler seconds the motion.
    - VOTE: 12 yes, 0 no, 0 abstain, 3 not present