Approved by the Cutler Building Committee on October 28, 2024

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

MEETING MINUTES

Virtual Meeting **Monday, October 7, 2024**

Zoom Call **6:30pm**

MEMBERS PRESENT:

Eric Tracy (SBC)
Curtis Wightman (SBC)
Peter Clay (SBC)
Shane Lougee (SBC)
Carolyn Shediac (SBC)
Allison Goodchild (SBC)
Rebecca Butler (SBC)
Stacy Bucyk (SBC)
Vincent Leone (SBC)
Sarah Bilello (SBC)
Steven Poulos (SBC)
Tom Myers (SBC)

GUESTS PRESENT:

Kevin Nigro (PMA)
Deborah Shaer (PMA)
Doug Roberts (JCJ)
Peter Morgan (JCJ)
Alicia Caritano (JCJ)

- **6:36 PM**
  - Open Meeting

- **6:37 PM**
  - Approve meeting minutes from September 23, 2024.
    - Steven Poulos motions to approve. Allison Goodchild seconds the motion.
    - Discussion: none.
    - VOTE: 11 yes, 0 no, 1 abstain, 3 not present

- **6:39 PM**
  - Schedule Update
    - PMA provided a schedule update by highlighting what is coming ahead for the project team and the committee over the next few months, leading up to our submission of the Schematic Design to the MSBA, and DESE, on 12/20/2024.

- **6:41 PM**
  - Designer / OPM Updates
    - SBC Vote for HVAC System Selection
      - PMA collected votes over the last week and presented the results of the voting by the SBC members.
        - Peter Clay motions to approve Option 2 as the HVAC system selection. Tom Myers seconds the motion.
        - Discussion: ET reviewed the slides in the presentation related to the four HVAC options in front of the committee. PC asked if the posts to the Q&A website from the public had been reviewed. ET confirmed they have. CW asked to review the engineer's cost analysis summary matrix reviewed at the 9.23.2024 SBC meeting. The matrix was shared with the committee. RBasked if either Option 2 or Option 4 would be better based on site space limitations. JCJ noted that neither option has a significant impact over the other based on site space limitations and/or costs. SB asked which of the two options is best related to energy costs (EUI - Energy Use Intensity). As reflected on the summary matrix from the 9.23.2024 either option is very close in EUI.
        - VOTE: 11 yes, 1 no, 0 abstain, 3 not present
    - SBC Vote for Project Delivery Method
      - PMA has presented an overview of the project delivery methods on 2/26/24 and 9/23/24 for the SBC to understand the difference between the two and see what may fit this project best, and the voting will take place tonight.
        - Peter Clay motions to follow the Construction Manager at Risk (Chapter 149A - CMR) process to build the new Elementary School. Sarah Bilello seconds the motion.
        - Discussion: PMA briefly highlighted the differences between the two contractor procurement methods: Design/Bid/Build (Chapter 149 - D/B/B) involves prequalifying general contractors. Once bids are received the lowest responsive/responsible bid must be accepted. It is a

lump sum contract, with no negotiations. Chapter 149A - CMR involves prequalifying Construction Managers. After review of non-pricing received proposals typically the top 3 firms are invited for interviews. Based on pre-qualifying proposals and interviews the project selects a firm to begin fee negotiations. CMR would join the project during early design phase to assist the project team with items such as project phasing and constructability of design documents.

- VOTE: 7 yes, 5 no, 0 abstain, 3 not present.

- Site Design/Floor Plans/Building Massing/Exterior & Interior Materials
  - JCJ provided an overview of the current status of site design, floor plans, building massing and interior & exterior finish materials currently being studied, with JCJ getting their inspiration for these materials from local architecture.

- **8:16 PM**
  - Items Unanticipated by the Chair
    - None

- **8:17 PM**
  - Vote to Adjourn
    - Peter Clay motions to adjourn. Allison Goodchild seconds the motion.
    - VOTE: 9 yes, 0 no, 0 abstain, 3 not present
      - Three members exited meeting before the vote to adjourn**.**