



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

**HAMILTON-WENHAM ELEMENTARY SCHOOL BUILDING COMMITTEE**  
**MEETING MINUTES**

**HWRSD Central Offices**  
**Administration Building**  
**2<sup>nd</sup> Floor Conference Room**  
**5 School Street**  
**Wenham, MA 01984**

**Monday, October 28, 2024**  
**6:30pm**

**MEMBERS PRESENT:**

Eric Tracy (SBC)  
Curtis Wightman (SBC)  
Peter Clay (SBC)  
Jennifer Hunt (SBC)  
Carolyn Shediak (SBC)  
Allison Goodchild (SBC)  
Rebecca Butler (SBC)  
Stacy Bucyk (SBC)  
Sarah Bilello (SBC)  
Tom Myers (SBC)  
Joe Domelowicz (SBC)  
Steven Poulos (SBC)  
David Polito (SBC)  
John McGrath (SBC)

**GUESTS PRESENT:**

Kevin Nigro (PMA)  
Nick Masse (PMA)  
Doug Roberts (JCJ)  
Peter Morgan (JCJ)  
Alicia Caritano (JCJ)  
Emily Czarnecki (JCJ)  
Eric Haggstrom (JCJ)



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- **6:34 PM**
  - Open Meeting
  
- **6:35 PM**
  - Approve meeting minutes from October 7, 2024.
    - Allison Goodchild motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 12 yes, 0 no, 1 abstain, 2 not present
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of September.
    - Steven Poulos motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 13 yes, 0 no, 0 abstain, 2 not present
  
- **6:37 PM**
  - Budget Update
    - PMA highlighted that the project is currently 63% through billing of the Feasibility and Schematic Design phases.
    - PMA noted that MSBA ProPay Reimbursement Submission #5 is pending approval by the MSBA.
      - JM inquired on how much of the billing will MSBA reimburse. PMA noted that 47.63% is typical for monthly rate of billing PMA and JCJ, however there are intricacies within the budget that the MSBA can deem ineligible – as shown in the slides with the scanning of the existing building drawings, and as always MSBA disclaims that they only reimburse on eligible costs after audit.
  
- **6:39 PM**
  - Community Outreach Update
    - PMA provided an updated look-ahead schedule for community outreach efforts that are planned.
    - JM inquired how and when we are issuing the invite to neighbors/abutters. ET noted within the next two weeks or so, and it may be by mail or door-knocking, that is undecided.
    - TM inquired what is the biggest feedback at community outreach events – ET noted that it is a combination between 3A Zoning Overlay and costs.
      - It was then discussed that Hamilton has officially removed the Winthrop School site as a potential proposal for this 3A Zoning compliance, and that should be communicated to the community.
  
- **6:55 PM**
  - Schedule Update
    - PMA provided a schedule update on completed or ongoing tasks since our last SBC meeting and what is upcoming for the project team.
    - PMA noted that the Office of Inspector General Application for Construction Manager at Risk is ongoing and expected to be submitted by the end of the week.



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- **7:04 PM**

- Designer / OPM Updates

- Overview of CM-at-Risk Procurement
  - PMA presented a brief overview of the procurement process, and also handed out a 1-page informational handout to all SBC members that provides more detail into the process than the slideshow.
  - The prequalification committee will need to be established at the next meeting.
- Overview of First Responders Meeting #2
  - Intrusion resistant glazing on the interior and exterior of the building. (areas that enter the classrooms – side lights, etc).
- Design Update: Site Plan & Massing
  - JCJ provided an update to the site plan after continued coordination with their landscape architect, traffic consultant, and other subconsultants.
- Exterior & Interior Materials Update
  - JCJ presented tiers of interior and exterior finishes and the costs that are associated with those finishes.
  - For the front entrance of the school, there were two “themes” presented – the Rock Garden and the Mini Village. The Committee prefers Rock Garden.
  - Curtis inquired about Snow management and to ensure that access will be adequate to all locations.
  - SB inquired about the facades on the front of the building – noting that from the road there should be something that captures the exterior façade on either side of the entrance, as right now it doesn’t show anything. JCJ noted these are the ends of the classrooms with writing surfaces, etc, and this concern can be addressed through patterns of façade, signage, etc.
  - For roofing, there were two options presented – asphalt shingles and standing seam metal roof. The Committee believes that asphalt shingles are not worth it from experiences in the past, and longevity/maintenance savings is critical.
  - SB inquired about one of the guiding principles of this project, which was “Using the building as a learning tool”. JCJ responded about signage, teaching the kids what is being used within their day-to-day activities, could be a small window into the mechanical room, could be exposed ceilings with paint identification, etc. There is also the idea of a Data Acquisition System Dashboard that would be a screen at the entrance of the building showing how the building is performing to standards, and allow students to understand the usage of the building.
- Solar Studies Overview
  - JCJ presented an in-depth review of their Spatial Daylight Autonomy and Annual Sunlight Exposure study that was completed. JCJ provided recommendations to the committee for what they believe is the best application for this project.
- Overview of Schematic Design Estimating Package
  - The Building Committee authorizes the project team to submit the Schematic Design estimating package to the (2) independent estimators.
    - Peter Clay motions. Joe Domelowicz seconds the motion.



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- Discussion: none.
- VOTE: 13 yes, 0 no, 0 abstain, 2 not present

- **8:34 PM**

- Items Unanticipated by the Chair
  - PMA mentioned the DESE submittal, in which there will be some action items that PMA will send the District. PMA will include an example of another project where these action items were completed, for a guide to the District.

- **8:41 PM**

- Vote to Adjourn
  - Rebecca Butler motions to adjourn. Allison Goodchild seconds the motion.
  - VOTE: 13 yes, 0 no, 0 abstain, 2 not present