*Approved by the Cutler School Building Committee on December 16, 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 Street**
**Wenham, MA 01984**

**Monday, December 9, 2024**
**6:30pm**

**MEMBERS PRESENT:**

Eric Tracy (SBC)
Curtis Wightman (SBC)
Peter Clay (SBC)
Jennifer Hunt (SBC)
Carolyn Shediac (SBC)
Stacy Bucyk (SBC)
Sarah Bilello (SBC)
David Polito (SBC)
John McGrath (SBC)
Shane Lougee (SBC)

**GUESTS PRESENT:**

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

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

- **6:34 PM**
  - Approve meeting minutes from October 28, 2024.
    - Jennifer Hunt motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 9 yes, 0 no, 0 abstain, 6 not present
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of October 2024.
    - Jennifer Hunt motions to approve. Carolyn Shediac seconds the motion.
    - Discussion: none.
    - VOTE: 9 yes, 0 no, 0 abstain, 6 not present

- **6:36 PM**
  - Budget Update
    - PMA highlighted that the project is currently 69% through billing of the Feasibility and Schematic Design phases, leaving approximately 5 months of the scope remaining.
    - PMA noted that MSBA ProPay Reimbursement Submission #5 received it's approval, and ProPay Reimbursement Submission #6 was submitted today to the MSBA for reimbursement.

- **6:38 PM**
  - Community Outreach Update
    - PMA provided an overview of how the most recent Community Outreach events went and an updated look-ahead schedule for community outreach efforts that are planned.
    - PMA noted that the Holiday Boutique on Saturday was a good turnout with great traffic and interested individuals.
    - PMA highlighted the Community Forum #4 on 1/22/24 and encouraged all of the Hamilton & Wenham communities to join to learn more about the project's most updated status'.

- **6:41 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 highlighted the MSBA and DESE submittal of Schematic Design on 12/19/24.

- **6:46 PM**
  - Designer / OPM Updates
    - DESE Submittal
      - JCJ provided an overview of the steps for the DESE submittal and what is included.

        - SB inquired on updates made to the plan during a recent working meeting that took place. JCJ noted that those changes will be reviewed with the working group this week.
    - Mass Save & Utilities Meeting
        - Project team met with Mass Save and National Grid, inclusive of our sustainability team and provided an overview of how the meeting went.
    - Traffic Report
        - JCJ provided an overview of the traffic report that was completed and issued to the District on 11/26/24.
            - JM requested a statistics sheet that says how many cars we can fit, busses, parking, etc. JCJ noted they can provide this information.
    - MSBA Green Schools Program Additional Reimbursement
        - JCJ presented on the MSBA green schools program, which could yield additional reimbursement percentage for the District. JCJ noted they are confident in reaching the maximum additional reimbursement percentage, but noted that the MSBA does not reconcile this percentage until the audit phase.
    - Design Update: Site Plan, Exterior & Interior Renderings
        - JCJ presented updates to the site plan, some minor edits from the feedback of the traffic consultant. JCJ also presented new renderings that have been created for the project.
    - Confirmation of No Proprietary Items
        - The District has confirmed there are no proprietary items to include within the project.
    - Schematic Design Estimate Overview
        - PMA presented the updated Schematic Design Estimates that were just received last week. PMA noted the cost share to the District is expected to be issued within 1 week, as well as JCJ and PMA's draft fees for moving forward.

- **7:27 PM**
    - Items Unanticipated by the Chair
        - SB inquired on the Construction Manager at Risk application and the timeline for the process of hiring a CM. PMA provided a detailed explanation, while also noting that a CM Selection Subcommittee will need to be established in a coming SBC meeting.

- **7:34 PM**
    - Vote to Adjourn
        - Peter Clay motions to adjourn. Carolyn Shediac seconds the motion.
        - VOTE: 9 yes, 0 no, 0 abstain, 6 not present