Approved by the Cutler School Building Committee on January 21, 2025

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

MEETING MINUTES

Virtual Meeting **Monday, December 16, 2024**

Zoom Call **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)
Shane Lougee (SBC)
Rebecca Butler (SBC)
Allison Goodchild (SBC)
Vincent Leone (SBC)
Steven Poulos (SBC)

GUESTS PRESENT:

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

- **6:34 PM**
  - Open Meeting

- **6:35 PM**
  - Approve meeting minutes from December 9, 2024.
    - David Polito motions to approve. Jennifer Hunt 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 November 2024.
    - David Polito motions to approve. Jennifer Hunt seconds the motion.
    - Discussion: none.
    - VOTE: 13 yes, 0 no, 0 abstain, 2 not present

- **6:39 PM**
  - Designer / OPM Updates
    - SBC to Authorize SBC to Authorize OPM/Designer, on behalf of the HWRSD, to Submit Schematic Design to the MSBA & DESE
      - PMA provided an overview of the cost differences between PSR submission in April and December's SD submission. PMA also provided the estimated MSBA and District share, with updated reimbursement percentages from the MSBA as of last week, to support the values provided above. PMA highlighted the "claw back" portion of the prior projects that have been completed within the last 20 years.
      - VL inquired if the claw back value is only the Cutler School or inclusive of the Winthrop School as well. PMA responded that this is what the MSBA had on their website, however we will find out for sure when the MSBA responds to the Schematic Design submission.
      - PMA reported that the estimated total construction cost and the total project budget have significantly decreased, as we heard the community and the pushback on the $150-151m cost, and sharpened our pencils to find inefficiencies. The estimated District share of the project is $93.5 million dollars that would be spread across both Hamilton & Wenham.
      - PMA highlighted the alternates in the project, all which are being considered as part of the Total Project Budget, for the committees selection at a future date.
      - SB inquired if the alternate "magnetic hold opens" are for the doors, and PMA explained it's an additional security measure that we are still reviewing the specifics of how it would work.
        - Stacy Bucyk motions that the Hamilton-Wenham Cutler School Building Committee moves to authorize the OPM/Designer, on behalf of the Hamilton-Wenham Regional School District, to submit the Schematic Design package, inclusive of Total Project Budget with alternates, updated project schedule, updated space summary and DESE package to the MSBA on December 19, 2024. Peter Clay seconds the motion.

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

- **6:55 PM**
  - Items Unanticipated by the Chair
    - None.

- **6:56 PM**
  - Vote to Adjourn
    - Jennifer Hunt motions to adjourn. Peter Clay seconds the motion.
    - VOTE: 13 yes, 0 no, 0 abstain, 2 not present