Approved by the Cutler School Building Committee on February 24, 2025

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

Virtual Meeting Tuesday, January 21, 2025 Zoom Call 5:00pm

MEMBERS PRESENT: GUESTS PRESENT: Eric Tracy (SBC) Kevin Nigro (PMA) Curtis Wightman (SBC) Nick Masse (PMA) Peter Clay (SBC) Doug Roberts (JCJ) Jennifer Hunt (SBC) Alicia Caritano (JCJ) Stacy Bucyk (SBC)

Sarah Bilello (SBC)

Shane Lougee (SBC)

Rebecca Butler (SBC)

Allison Goodchild (SBC)

Vincent Leone (SBC)

Steven Poulos (SBC)

Joe Domelowicz (SBC)

Thomas Myers (SBC)

David Polito (SBC)

- **5:01 PM**
  - Open Meeting
- **5:05 PM**
  - Approve meeting minutes from December 16, 2024.
    - Allison Goodchild motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 12 yes, 0 no, 2 abstain, 1 not present
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of December 2024.
    - Joseph Domelowicz motions to approve. Vincent Leone seconds the motion.
    - Discussion: none.
    - VOTE: 14 yes, 0 no, 0 abstain, 1 not present

- **5:09 PM**
  - Budget Update
    - PMA highlighted that the project is currently 82% through billing of the Feasibility and Schematic Design phases, leaving approximately 3 months of the scope remaining.
    - PMA noted that MSBA ProPay Reimbursement Submission #6 received it's approval, and ProPay Reimbursement Submission #7 will be submitted shortly.

- **5:11 PM**
  - Community Outreach Update
    - PMA provided a history of all community outreach events that the project team has attended.
    - PMA provided a look-ahead schedule for community outreach efforts that are planned.
    - PMA highlighted that Community Forum #4 will be held tomorrow at the High School Auditorium at 6:30pm and encouraged all of the Hamilton & Wenham communities, to join to learn more about the project's most updated status'.

- **5:13 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 was submitted on 12/19/24.

- **5:15 PM**
  - Designer / OPM Updates
    - OIG Approval to Proceed with CM at-risk Project Delivery Process
      - PMA confirmed that the project has received it's approval from the Office of the Inspector General, to proceed with the Construction Manager at-Risk (CMR) project delivery method.

    - Creation and Appointment of "Construction Manager Prequalification & Selection Subcommittee"
      - PMA reminded the school building committee of a Prequalification & Selection subcommittee that will be required for the process of vetting and selecting a Construction Manager.
      - The District volunteers for the subcommittee are: Vincent Leone, Joseph Domelowicz, and Sarah Bilello. This will be joined by one representative of each the OPM and the Design firm – totaling 5 members.
    - Additional Exterior Renderings
      - JCJ presented newly produced exterior renderings to the SBC.
    - Updates to Cafeteria and Gymnasium in Response to MSBA Initial Comments • JCJ presented the changes that were made to the Cafeteria and Gymnasium, noting this adjustment was made in conjunction with the MSBA, and will garner more eligible SF that is reimbursable. PMA presented cost changes as a result of the design adjustments.
      - SL inquired about larger basketball court and noted that it could be more beneficial for the community to keep full-size court. JCJ noted that this will

serve the community up to the high-school grade level, which typically use the High School building. This is in conjunction and requested by the MSBA and reviewed with District stakeholders.

- CW notes that Cutler has a badminton league and to consider potential future striping on the court.

- Motion to Submit Updates to Schematic Design Submittal to MSBA
  - Steven Poulos 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 updated Schematic Design package, inclusive of all updates to design and budget, to the MSBA. Peter Clay seconds the motion.
  - Discussion: none.
  - VOTE: 14 yes, 0 no, 0 abstain, 1 not present

- **5:46 PM**
  - Confirm Upcoming SBC meeting Schedule
    - The next building committee meetings will be held on February 24th and March 24th.

- **5:49 PM**
  - Items Unanticipated by the Chair
    - PC noted to the Superintendent that he sent him an email from a neighbor of his. The Superintendent noted that he will review the email and if needed will consult with OPM/Designer for response.

- **5:50 PM**
  - Vote to Adjourn
    - Joe Domelowicz motions to adjourn. Peter Clay seconds the motion.
    - VOTE: 14 yes, 0 no, 0 abstain, 1 not present