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

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

MEETING MINUTES

Virtual Meeting **Monday, February 24, 2025**

Zoom Call **6:30pm**

MEMBERS PRESENT (15):

Eric Tracy (SBC)
Curtis Wightman (SBC)
Vincent Leone (SBC)
Rebecca Butler (SBC)
Allison Goodchild (SBC)
Carolyn Shediac (SBC)
Steven Poulos (SBC)
Joe Domelowicz (SBC)
Thomas Myers (SBC)
Peter Clay (SBC)
David Polito (SBC)
Sarah Bilello (SBC)
Shane Lougee (SBC)
John McGrath (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 January 21, 2025.
    - Joe Domelowicz motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 11 yes, 0 no, 1 abstain, 3 not present
  - Approve invoices for PMA Consultants and JCJ Architecture for the month of January 2025.
    - Thomas Myers motions to approve. Rebecca Butler seconds the motion.
    - Discussion: none.
    - VOTE: 12 yes, 0 no, 0 abstain, 3 not present

- **6:37 PM**
  - Budget Update
    - PMA highlighted that the project is currently 88% through billing of the Feasibility and Schematic Design phases, leaving approximately 2 months of the scope remaining.
    - PMA noted that MSBA ProPay Reimbursement Submission #7 received it's approval, and ProPay Reimbursement Submission #8 is being currently being coordinated between PMA and the District to be submitting that within the next week as well.

- **6:38 PM**
  - Community Outreach Update
    - PMA updated the committee on the recent community outreach completed by the project team.
    - PMA provided a look-ahead schedule for community outreach efforts that are planned.
    - PMA highlighted that Community Forum #5 will be held this Wednesday night 2/26 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 and for Q&A.
    - CS reminded all that the kindergarten has an event tomorrow, which is upcoming parents into the system and believes it would be a good encouragement to show this project. This is held at Winthrop. ET responded that there will be a representative there to show or answer any questions, and that also the boards will be shown.

- **6:40 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 Board of Directors Meeting on Wednesday, as this project will be up for approval of the Schematic Design.

- **6:43 PM**
  - Designer / OPM Updates
    - CMR Subcommittee Prequalification Update
      - PMA thanked the extra volunteerism by the subcommittee members.
      - PMA gave an update on where the subcommittee is with the process and who the firms that have submitted their statement of qualifications for the project.
      - PMA noted that they would send out a mass email to the committee once the subcommittee elects who to invite to the Request for Proposal stage.
    - Community Forum Preview of "A Day in the Life" Video
      - PMA showed the committee a video created by the District, in consultation and conjunction with the project team, that will also be shown at the Community Forum on Wednesday.
      - JM notes that it is well done. The "school within a school" is a great way to put what this school will be.
      - PC asks if HW News is in the loop for exposing these videos. ET notes that they are working with them to issue.
      - RB notes that this "a day in the life" is a great showing to the community on what they will experience what this will be like.
      - AG asked that before the vote is taken, if this compilation video be distributed. ET responded that it would be.
    - Project Scope & Budget / Tax Calculator
      - The District presented the breakdown of projected taxes of Hamilton & Wenham.
      - The District presented what an average family assessed value is in FY2025 in both Towns. This was then broken down into the taxes added from Year 1 to Year 20, and explained that this debt exclusion would be declining per year.
      - DP asked if an actual tax calculator will be uploaded to our website. ET responded that there will be, that is in creation with our Bond counsel.
      - PC noted that Wenham launched a new website and that this information should be placed on that website. ET noted that he will coordinate to do so.

- **7:03 PM**
  - Items Unanticipated by the Chair
    - None.

- **7:04 PM**
  - Vote to Adjourn
    - Allison Goodchild motions to adjourn. David Polito seconds the motion.
    - VOTE: 11 yes, 0 no, 0 abstain, 4 not present
      - Two members adjourned before the meeting reached the Vote to Adjourn.
      - One member joined the meeting after the votes taken earlier in the meeting.