*Approved by the Cutler School Building Committee on April 28, 2025*

HAMILTON-WENHAM
REGIONAL SCHOOL DISTRICT
5 School Street, Wenham, MA 01984 · Tel. 978-468-5310

# HAMILTON-WENHAM ELEMENTARY SCHOOL BUILDING COMMITTEE

## MEETING MINUTES

**Virtual Meeting** **Monday, March 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)
Thomas Myers (SBC)
Peter Clay (SBC)
David Polito (SBC)
Sarah Bilello (SBC)
Stacy Bucyk (SBC)

**GUESTS PRESENT:**

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

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

- **6:33 PM**
  - Approve meeting minutes from February 24, 2025.
    - Allison Goodchild 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 February 2025.
    - Thomas Myers motions to approve. Peter Clay seconds the motion.
    - Discussion: none.
    - VOTE: 12 yes, 0 no, 0 abstain, 3 not present

- **6:35 PM**
  - Budget Update
    - PMA highlighted that the project is currently 93% through billing of the Feasibility and Schematic Design phases. PMA noted that regardless of outcome in the vote, there will be a SBC meeting in April.
    - PMA noted that MSBA ProPay Reimbursement Submission #8 received it's approval, and ProPay Reimbursement Submission #9 is being currently being coordinated between PMA and the District to be submitting that within the 2 weeks.

- **6:37 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 noted that the Winthrop School Open House and Q&A next Monday is in response to residents' requests.

- **6:38 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 that the MSBA Board of Directors unanimously approved the project's Schematic Design submission.
    - PMA then highlighted the upcoming Town Meeting votes in both Hamilton and Wenham on April 5th.

- **6:40 PM**
  - Designer / OPM Updates
    - CMR Subcommittee Update
      - PMA thanked the extra volunteerism by the subcommittee members.

- PMA gave an update on where the subcommittee is with the process and that the subcommittee has chosen to short list (4) out of the (7) firms to be invited into the Request for Proposal phase: Consigli, Gilbane, Shawmut and Suffolk.
- PMA noted that the Site Walk Through at the Cutler School on 3/18 went well with all (4) firms, and there is a potential to move interview dates to the week after April vacation to allow more staff from the firms to attend.

▪ Website Update / Tax Calculator

- PMA showed that the Tax Calculator is now up on the project website and is a breakdown of per year, for the life of the 20 year bond. Residents and SBC members are welcome to use it to see the tax impacts.

- **6:43 PM**
  - Items Unanticipated by the Chair
    - ET noted that this committee will get together after the Town's vote, either to close project out or continue forward.

- **6:44 PM**
  - Vote to Adjourn
    - David Polito motions to adjourn. Steven Poulos seconds the motion.
    - VOTE: 12 yes, 0 no, 0 abstain, 3 not present