

**RECEIVED**

By Town Clerk's Office at 12:21 pm, Jun 16, 2023



**MEETING NOTES**

Project: Fox Hill Elementary School  
Subject: Executive Working Group  
Location: Zoom Conference Call  
Distribution: Attendees, Project File

Project No:  
Meeting Date: 4/24/2023  
Time: 1:00 PM  
Prepared By: A. Place

Present	Name	Affiliation	Present	Name	Affiliation
✓	Melissa Massardo*	SBC Chair	✓	Mike Burton	DWMP
✓	Eric Conti*	Superintendent	✓	Christina Dell Angelo	DWMP
✓	Bob Cunha*	Director of Operations	✓	Mike Cox	DWMP
✓	Nicole Coscia*	Business Manager	✓	Steve Brown	DWMP
			✓	Aidan Place	DWMP
			✓	Donna DiNisco	DiNisco Design
			✓	Vivian Low	DiNisco Design
			✓	Neil Harrigan	DiNisco Design

\* SBC Voting Member

Item No.	Description	Action
1.1	<b>Intro:</b> 1:02 pm meeting started with 4 of 4 voting members in attendance.	
1.2	<b>MSBA Update:</b> ➤ PDP schedule	
1.3	<b>School Organization and Educational Program Direction:</b>  ➤ Traffic Study ➤ Need to follow up with DiNisco ➤ Preliminary budget review ➤ Need #'s from DiNisco ➤ Site: identify all town owned land and show why they don't work	

1.4	<b>Managing Community Input and Comment:</b> <ul style="list-style-type: none"><li>➤ Project website updates</li></ul>	
1.5	<b>Next Meetings:</b> <ul style="list-style-type: none"><li>➤ 4/26 Building Tour</li><li>➤ 4/27 Communications WG 11am</li><li>➤ 4/27 Tutor Space Review 1pm</li><li>➤ 5/2 SBC Meeting</li><li>➤ 5/3 Executive WG</li><li>➤ 5/16-SBC/SC Meeting-Approve Space Summary and Ed Program</li><li>➤ 5/17-Executive WG</li><li>➤ 5/18-Community Meeting 7pm</li> <li>- Assessor's office</li> <li>➤ 5/30-SBC Meeting-Approve PDP</li></ul>	
1.6	<b>Close:</b> 2:00 pm meeting ended.	

Sincerely,

**DORE + WHITTIER**

Aidan Place

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.