

**MEETING MINUTES**

Project: Fox Hill Elementary School
 Subject: School Building Committee Meeting
 Location: Webex Conference Call
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 4/13/2023
 Time: 6:00 PM
 Prepared By: A. Place

Present	Name	Affiliation	Present	Name	Affiliation
✓	Nichole Coscia*	Business Manager	✓	Mike Burton	DWMP
✓	John Danizio*	SBC Member	✓	Christina Dell Angelo	DWMP
✓	Paul Sagarino*	SBC Member	✓	Mike Cox	DWMP
✓	Melissa Massardo*	SBC Chair	✓	Steve Brown	DWMP
✓	Eric Conti*	Superintendent	✓	Aidan Place	DWMP
✓	Bob Cunha*	Director of Operations		Jason Boone	DWMP
	David Rosenblatt*	Principal	✓	Donna DiNisco	DiNisco Design
	Dennis Villano*	SBC Member	✓	Vivian Low	DiNisco Design
	Roger Riggs	SBC Member	✓	Neil Harrigan	DiNisco Design
✓	Ed Parsons	SBC Member			
✓	Jennifer Priest*	SBC Member	✓	Jeremy Brooks	
✓	Tara Carroll	SBC Member			
	Audrey Boeri	SBC Member			
	George Papayannis	SBC Member			
✓	Katherine Bond*	Vice Chair of SBC			
	Carl Foss*	Vice Chair School Committee			
✓	Christine Monaco*	SBC Member			
	Martha Simon*	SBC Member			
✓	Kristen Downie	Secretary			

* SBC Voting Member

Item No.	Description	Action
6.1	Call to Order & Intro: 6:04 pm meeting was called to order by SBC Chair M. Massardo with 8 of 13 voting members in attendance.	Record
6.2	<p>Previous Topics & Approval of March 7th, 2023, Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the 03/07/2023 meeting minutes¹ as submitted made by E. Conti and seconded by B. Cunha. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes - N. Coscia – Yes M. Massardo – Yes – P. Sagarino – Yes – J. Danizio – Yes – J. Priest – Yes. Abstention: C. Monaco. Motion passes, minutes approved. 	Record
6.3	<p>Public Comment:</p> <ul style="list-style-type: none"> ➤ None. 	Record
6.4	<p>Financial Update:</p> <ul style="list-style-type: none"> ➤ A motion to approve the DiNisco Invoice No. 02 in the amount of \$29,545.00, Dore + Whittier Invoice No. 05 in the amount of \$15,989.00, Dore + Whittier Invoice No. 06 in the amount of \$16,232.50, made by B. Cunha and seconded by E. Conti. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes - N. Coscia – Yes M. Massardo – Yes – C. Monaco – P. Sagarino – Yes – J. Danizio – Yes – J. Priest – Yes. Abstention: None. Motion passes, contracts approved. ➤ M. Cox goes over the budget breakdown in the slideshow². 	Record
6.5	<p>Existing Conditions Update:</p> <ul style="list-style-type: none"> ➤ D. DiNisco starts talking about the PDP and the progress that has been made. This includes the educational program and space summary; they also document the existing conditions to better understand the site. 	Record
6.6	<p>Educational Program Update:</p> <ul style="list-style-type: none"> ➤ D. DiNisco talks about the educational program and what it entails. They identify special education programs offered district wide. They identify programs to be offered within the “new” Fox Hill/Pine Glen School. Identify programmatic spatial relationships and adjacencies. The program defines the space needs and total square footage for the project. ➤ D. DiNisco talks about the different visioning sessions that have taken place with Fox Hill and Pine Glen. Then talks about the enrollment alternatives and how they are looking at two different enrolments, one for 325 and one for 640. Goes over the slide² that breaks down each 	Record

¹ March 7, 2023, Meeting Minutes

² D+W PowerPoint Presentation

	<p>enrollment. Then shows the breakdown for space summary for the 325-student enrollment.</p> <ul style="list-style-type: none"> ➤ K. Bond asks about the future enrollment and how the design will reflect that. D. DiNisco responds saying that they can design flexibility onto the school so it can support additional classrooms. They will also look at where the building can be expanded, to allow for future expansion. D. DiNisco says that the MSBA’s enrollment projections have a proven track record of being correct. ➤ J. Brooks asks if there is time down the road to add more classrooms and have MSBA reimburse them. D. DiNisco says no that the MSBA won’t reimburse and if they want to increase classroom size now would be the time to have that conversation. ➤ E. Conti says that a couple years back they had a discussion with the MSBA about having two options with the MSBA which was 325 and 640 students and the community signed off on the MSBA enrollment projections. ➤ K. Bond asks about the MSBA allowing space additions for increasing populations. D. DiNisco responds saying they take the student population and give a cafeteria that will accommodate two sections of dining for half of the school. The MSBA will give a buffer on spaces like that. The gym wouldn’t be modified because it can hold two sections at once. ➤ K. Bond asks about space for mental health services. D. DiNisco says the MSBA allows a certain amount of space and lets the district decide how to use it. ➤ S. Brown speaks about asking for more space and classrooms and advises that the best thing to do is to continue the process and going back to ask for more classrooms/space isn’t worth the risk of being taken out of the program. D+W will ultimately help the town in whatever decision it decides to make. ➤ D. DiNisco will ask MSBA to see if it’s possible to add 1 more classroom per grade paid for by the town because it would be outside the MSBA reimbursement. ➤ Discussion is had about the two-school concept of 640 enrollment. Also discussed are the traffic implications of combining the two schools. A traffic study will be performed to gauge the new traffic impact. The study will make sure to include the new traffic that will be had by combining both schools. ➤ C. Monaco comments the idea of combining Pine Glen and Fox Hill in any manner, one big school or two smaller ones on the same campus. She thinks it’s a very bad idea to have so much congestion deep in a residential area. 	
6.7	Upcoming Dates:	Record

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	<ul style="list-style-type: none"> ➤ Building tour on 4/26 at 10:00 AM. ➤ Community Meeting on May 18th. 	
6.8	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ None. 	Record
6.9	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ Tuesday May 2nd, 2023, at 6:00PM. ➤ Tuesday May 16th, 2023, at 6:00PM. 	Record
6.10	<p>Adjourn: 7:05 pm A motion was made by M. Massardo and seconded by J. Priest to adjourn the meeting, Discussion: None. Meeting adjourned.</p>	Record

Submitted: 5/2/23

Approved: 5/2/23

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.

¹ March 7, 2023, Meeting Minutes

² D+W PowerPoint Presentation