

MEETING NOTES

The Executive Working Group is voluntarily making this meeting and minutes public even though it is not a public body covered by the Open Meeting Law and does not waive its position in this regard.

Project: Fox Hill Elementary School
 Subject: Executive Working Group
 Location: Zoom
 Distribution: OPM/Architect/ Project File

Project No:
 Meeting Date: 1/22/2025
 Time: 1:00 PM
 Prepared By: A. O'Toole

Present	Name	Affiliation	Present	Name	Affiliation
✓	Bob Cunha	Director of Operations			
✓	Steve Brown	DWMP			
✓	Andrea O'Toole	DWMP			
✓	Neil Harrigan	DiNisco Design			
✓	Melissa Massardo	SBC			
✓	Nichole Coscia	SBC			
✓	Eric Conti	Superintendent			
✓	David Rosenblatt	Principal			
✓	Vivian Low	DiNisco Design			

Item No.	Description	Action
1.	Intro: 1:00 Meeting begins	Record
2.	Playground: <ul style="list-style-type: none">• DiNisco review of the new playground additions as requested by the SBC.• The working group likes the inclusion of these options and would like them to be refined and priced out during the first round of DD estimating. They understand that some existing items might need to be removed to accommodate the new features.• DiNisco will work to keep as much as they can. DiNisco will work with O'Brien & Sons to extract individual element pricing to help the group make decisions down the line.	Record
3.	Maintenance of the New School <ul style="list-style-type: none">• The school department is concerned with building and site maintenance of the larger Fox Hill and would like a plan to be discussed in advance of building completion.• E. Conti would like to have the drawings reviewed at this stage for input by any on the town maintenance side that would provide regular building/site maintenance.• DiNisco will provide drawings for B. Cunha to distribute to the appropriate town contacts	Record
4.	Solar <ul style="list-style-type: none">• The project team is looking for input on who they should be including in the decision-making process for potential solar panels.• E. Conti would the designer to continue to design all solar options for estimating and present them to the town to decide.	
5.	Adjourn: 2:00 pm	Record

Sincerely,
DORE + WHITTIER
Andrea O'Toole
Assistant Project Manager
Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please submit within 48 hours for incorporation into these minutes.