



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: 10/16/24
 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			
	Donna DiNisco	DiNisco Design			
✓	Neil Harrigan	DiNisco Design			
✓	Eric Conti	Superintendent			
✓	Melissa Massardo	SBC			
✓	Nichole Coscia	SBC			

Item No.	Description	Action
1.	Intro: 1:00 Meeting begins	Record
2.	Schedules: <ul style="list-style-type: none">• The project team has been working with the School Department Staff and user groups to set up a time to review the existing data sheets.• Interior and Exterior working groups will be scheduled once we have consultant availability.	Record
3.	Next Steps <ul style="list-style-type: none">• OPM and Designer contracts to be executed.• Ongoing scheduling of DD meetings.• Soil sampling and test well dates to be scheduled for early November once the project is approved at the 10/29 SBC.	Record
4.	Adjourn: 1:40 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.