



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: 04/17/24
 Time: 1:00 PM
 Prepared By: A. O'Toole

Present	Name	Affiliation	Present	Name	Affiliation
✓	Melissa Massardo	SBC Chair			
	Bob Cunha	Director of Operations			
✓	Steve Brown	DWMP			
✓	Andrea O'Toole	DWMP			
✓	Donna DiNisco	DiNisco Design			
✓	Vivian Low	DiNisco Design			
✓	Neil Harrigan	DiNisco Design			
	Nichole Coscia	School Business Manager			
	Bob Young	Resident			
	Dr. Eric Conti	Superintendent			

Item No.	Description	Action
1.	Intro: 1:00 Meeting begins	Record
2.	<p>Upcoming Public Meetings:</p> <ul style="list-style-type: none"> ➤ April Monday April 29th, 2024, SBC @ 6pm ➤ May Tuesday May 21st, 2024, SBC @ 6:00pm ➤ June Tuesday June 4th, 2024, SBC @ 6:00pm - Budget/VE Option Wednesday June 12th, 2024, Community Meeting Tuesday June 18th, 2024, SBC placeholder VE vote if needed. Tuesday June 25, 2024, SBC @ 6:00pm – Vote to submit to MSBA 	
4.	<p>Project Team Meetings and Corresponding Submissions:</p> <ul style="list-style-type: none"> ➤ <u>April</u> Monday April 29th, 2024, SBC @ 6pm ➤ <u>May</u> Tuesday May 14th, 2024, FAS 9:30am-11:30am Friday May 10th, 2024 – SD Cost Estimate Upload Tuesday May 21st, 2024, SBC @ 6:00pm May 28-30 Cost Estimate Review ➤ <u>June</u> Tuesday June 4th, 2024, SBC @ 6:00pm - Budget/VE Wednesday June 12th, 2024 – Community Meeting Monday June 17th, 2024 – Upload package to SBC (budget section to be uploaded on June 20 if VE vote required) Tuesday June 18th, 2024, SBC (Placeholder if VE vote needed) Tuesday June 25, 2024, SBC @ 6:00pm – Vote to submit. Thursday June 27th, 2024 - Submit to MSBA 	Record
3.	Adjourn: 2:00 pm	

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

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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.