



## 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: 05/15/24  
 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.	<b>Intro:</b> 1:00 Meeting begins	Record
2.	<p><b>Upcoming Public Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ <b>May</b> Tuesday May 21st, 2024, <b>SBC @ 6:00pm</b></li> <li>➤ <b>June</b> Tuesday June 4<sup>th</sup>, 2024, <b>SBC @ 6:00pm</b> - Budget/VE Option Wednesday June 12<sup>th</sup>, 2024, Community Meeting Tuesday June 18<sup>th</sup>, 2024, <b>SBC</b> placeholder VE vote if needed. Tuesday June 25, 2024, <b>SBC @ 6:00pm</b> – Vote to submit to MSBA</li> </ul>	
3.	<p><b>Project Team Meetings and Corresponding Submissions:</b></p> <ul style="list-style-type: none"> <li>➤ <b><u>May</u></b> Tuesday May 21st, 2024, <b>SBC @ 6:00pm</b> May 28-30 Cost Estimate Review</li> <li>➤ <b><u>June</u></b> Tuesday June 4<sup>th</sup>, 2024, <b>SBC @ 6:00pm</b> - Budget/VE Wednesday June 12<sup>th</sup>, 2024 – Community Meeting Monday June 17<sup>th</sup>, 2024 – Upload package to SBC (budget section to be uploaded on June 20 if VE vote required) Tuesday June 18<sup>th</sup>, 2024, <b>SBC</b> (Placeholder if VE vote needed) Tuesday June 25, 2024, <b>SBC @ 6:00pm</b> – Vote to submit. Thursday June 27<sup>th</sup>, 2024 - Submit to MSBA</li> </ul>	Record
4.	<p><b>Fox Hill Utility Bills</b></p> <ul style="list-style-type: none"> <li>➤ The project team would like a copy of the properties yearly utility bills to allow them to calculate net zero numbers. Bob Cunha to see what he can pull.</li> </ul>	
5.	<p><b>Generator</b></p> <ul style="list-style-type: none"> <li>➤ The project team is to work with town offices to put together generator bi-law amendment language for Fall Town Meeting.</li> </ul>	
6.	<b>Adjourn:</b> 2:00 pm	

Sincerely,  
**DORE + WHITTIER**

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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.