



## 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: 07/24/24  
 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			
✓	Vivian Low	DiNisco Design			
✓	Eric Conti				

Item No.	Description	Action
1.	<b>Intro:</b> 1:00 Meeting begins	Record
2.	<b>Town Meeting Preparation:</b> <ul style="list-style-type: none"><li>➤ More community engagement and informational sessions. The following items will be refined and scheduled by the Town and project team.<ul style="list-style-type: none"><li>• Fox Hill tours possible times and dates (August 12<sup>th</sup> 4-8pm and August 19<sup>th</sup> 2-6pm)</li><li>• Website updates will be made once the project video presentation is finalized.</li><li>• Town meeting member informational session will be attended by the project team to answer questions in person.</li></ul></li></ul>	Record
4.	<b>Adjourn:</b> 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.