



## MEETING MINUTES

Project: Fox Hill Elementary School  
 Subject: School Building Committee Meeting  
 Location: Webex Conference Call  
 Distribution: Attendees, Project File

Project No:  
 Meeting Date: 05/21/2024  
 Time: 6:00 PM  
 Prepared By: A. O'Toole

Pres	Name	Affiliation	Present	Name	Affiliation
✓	Anne Hill	SBC Member	✓	Steve Brown	DWMP
✓	Bob Cunha	Director of	✓	Andrea O'Toole	DWMP
✓	Christine Monaco	SBC Member		Jason Boone	DWMP
✓	David Rosenblatt	Fox Hill Principal	✓	Donna DiNisco	DiNisco Design
	Dennis Villano	SBC Member	✓	Vivian Low	DiNisco Design
	Ed Parsons	SBC Member	✓	Neil Harrigan	DiNisco Design
✓	Eric Conti	Superintendent			
✓	George Papayannis	SBC Member			
✓	Jennifer Priest	SBC Member			
✓	Jeremy Brooks	SBC Member			
✓	John Danizio	SBC Member			
	John Lyons	Pine Glen Principal			
✓	Katherine Bond	Vice Chair of SBC			
✓	Kristen Downie	Secretary			
	Margo Bunker	SBC Member			
✓	Martha Simon	SBC Member			
✓	Melissa Massardo	SBC Chair			
✓	Nichole Coscia	Business Manager			
	Paul Sagarino	SBC Member			
✓	Roger Riggs	SBC Member			
	Tara Carroll	SBC Member			
✓	Meghan Nawoichik	SBC Member			

<b>Item No.</b>	<b>Call to Order &amp; Intro:</b> 6:00 pm meeting was called to order by SBC Chair Melissa Massardo with 10 of 15 voting members in attendance.	Record
1.	<p><b>Approval of April 29th, 2024, Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>➤ A motion to approve the 4/29/2024 meeting minutes as submitted made by K. Bond. 2<sup>nd</sup> by J. Brooks. Discussion: None. Roll Call Vote:          Massardo- Yes          K. Bond – Yes          C. Monaco – Yes          M. Nawoichik – Yes          J. Brooks – Yes          E. Conti – Yes          B. Cunha – Yes          J. Danizio – Abstain          D. Rosenblatt – Abstain          J. Priest – Yes</li> </ul> <p>Approve: 8, Abstention: 2, Motion passes, minutes approved, 8-0-2</p>	Record
2.	<b>Public Comment:</b> None	Record
3.	<p><b>Invoices, Commitments and Budget Revision Request</b></p> <ul style="list-style-type: none"> <li>• Dore &amp; Whittier (D&amp;W) Invoice No. 20 in the amount of \$21,648.00</li> <li>• DiNisco Invoice No. 10002 and 10003 with the combined amount of \$112,805.00</li> <li>• J. Brooks – Do we have enough in the budget to cover these items?</li> <li>• M. Massardo – Yes these are budgeted items.</li> </ul> <p>➤ A motion to approve D&amp;W Invoice No. 20 and DiNisco Invoices 10002/10003 made by E. Conti. 2<sup>nd</sup> by C. Monaco Discussion: None. Roll Call Vote:          Massardo- Yes          K. Bond – Yes          C. Monaco – Yes          M. Nawoichik – Yes          J. Brooks – Yes          E. Conti – Yes          B. Cunha – Yes          J. Danizio – Yes          D. Rosenblatt – Yes          J. Priest – Yes</p> <p>Approve: 10, Abstention: 0, Motion passes, invoices approved, 10-0-0</p> <ul style="list-style-type: none"> <li>• S. Brown – DiNisco’s Amendment No. 6 is for additional traffic studies and is within the remaining budget amount. We recommend approval.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ A motion to approve DiNisco Amendment No. 6 in the amount of \$1,760.00 of made by C. Monaco. 2nd by M. Nawoichik. Discussion: None. Roll Call Vote:        Massardo- Yes        K. Bond – Yes        C. Monaco – Yes        M. Nawoichik – Yes        J. Brooks – Yes        E. Conti – Yes        B. Cunha – Yes        J. Danizio – Yes        D. Rosenblatt – Yes        J. Priest – Yes        Approve: 10, Abstention: 0, Motion passes, Amendment approved, 10-0-0</li> <li>• S. Brown – The Budget Revision Request No. 1 (BRR) is a vehicle the MSBA uses to shuffle the budget amounts and where they are allocated. The budget remains the same, the amounts are just moved to different buckets to reflect the actual project expenditures.</li> <li>➤ A motion to approve Budget Revision Request No. made by C. Monaco. 2nd by K. Bond. Discussion: M. Massardo- when drafting BRR please update the COO to Paul Sagarino. Roll Call Vote:        Massardo- Yes        K. Bond – Yes        C. Monaco – Yes        M. Nawoichik – Yes        J. Brooks – Yes        E. Conti – Yes        N. Coscia - Yes        B. Cunha – Yes        J. Danizio – Yes        D. Rosenblatt – Yes        J. Priest – Yes        Approve: 11 (N. Coscia joined the meeting), Abstention: 0, Motion passes, BRR approved, 11-0-0</li> </ul>	
4.	<p><b>Design Update:</b></p> <ul style="list-style-type: none"> <li>➤ Schedule – We are at the end of SD and the drawings are out for cost estimating. The project team has a cost estimate reconciliation next week and once the numbers are reviewed, we will be reporting out to this group.</li> <li>➤ Site Updates – The site design, parking and playing fields remain the same.           <ul style="list-style-type: none"> <li>• M. Simon – The longer canopy reminds me of other existing breezeways we have in town. When the decision is made, please consider the sizing of these canopies. They do not seem to be very weather protective at a certain size.</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>• V. Low – You are correct Martha if there is a wind driven rain this type of canopy does not really shelter. We will continue to study the size, height, and whether it can support potential solar panels.</li> <li>• J. Priest – Would the bollards allow for all accessibility scenarios?       <ul style="list-style-type: none"> <li>• V. Low – Yes we are designing full accessibility, and will have some raised tables to bring the drop off area to the same elevation as the sidewalk.</li> </ul> </li> <li>• C. Monaco – Will there be a time when we look at all these options to see what costs need to or should be cut?       <ul style="list-style-type: none"> <li>• V. Low – As part of the cost estimate we have priced items separately to allow for addition or subtraction to the project budget as determined by the SBC. We plan to have this information for the next meeting.</li> </ul> </li> <li>➤ Interior design update – calming colors, glass enclosures, lobby views, media center, project areas, typical classrooms and bright airy stairwells.</li> <li>➤ Images of potential solar canopies from some similar projects are shown.       <ul style="list-style-type: none"> <li>• J. Priest – Is there a guideline as to how the snow is cleared off the canopies?           <ul style="list-style-type: none"> <li>• V. Low- They are dark and slightly tilted so the snow just melts right off.</li> <li>• D. DiNisco – They might not be the most attractive, but most users like the provide shade for cars and protection from the elements.</li> </ul> </li> <li>• M. Simon – Some people are concerned about what these canopies look like versus a flat parking lot. I would question this issue because flat parking lots have no aesthetic advantage and there are so many benefits.</li> <li>• M. Nawoichik – In one of the exemplary images it looks like the supports for solar panels are taking up space on the sidewalk. We need to make sure if we do choose this option, it will be important to maintain all accessible routes to and from the school.</li> <li>• M. Simon – Plowing might be an issue, if selected, the Town will need to make sure the measurements are such that the DPW can plow beneath them as well as maintaining all accessibility options.</li> <li>• D. DiNisco – If the Town decided to proceed there are two options for acquisition. You can buy them or rent them through a PPA. Either way we will provide the infrastructure to allow for installation at any point.</li> <li>• J. Danizio – Is there a rule of thumb for the size that makes a canopy parking lot worth the cost?           <ul style="list-style-type: none"> <li>• D. DiNisco – As part of the solar study we will determine how many the project would need on both the roof and in the parking lot based on the size of the building.</li> </ul> </li> </ul> </li> </ul>	
5.	<p><b>Committee Member Change:</b></p> <ul style="list-style-type: none"> <li>• The Pine Glenn Principal and teachers (Margo Bunker, John Lyons, Amanda Hanafin, Meliss Gilberg) would like to be removed from the SBC.</li> <li>• C. Monaco – Shouldn't this first go before the School Committee?</li> </ul>	

	<ul style="list-style-type: none"> <li>• M. Massardo – This body had been authorized make changes regarding MSBA items.</li> </ul> <p>➤ A motion to amend the make-up of the Fox Hill SBC made by J. Brooks. 2nd by M Nawoichik. Discussion: See above. Roll Call Vote:  Massardo- Yes  K. Bond – Abstain  C. Monaco – Abstain  M. Nawoichik – Yes  J. Brooks – Yes  E. Conti – Yes  N. Coscia - Yes  B. Cunha – Yes  J. Danizio – Yes  D. Rosenblatt – Yes  J. Priest – Yes  Approve: 9 (N. Coscia joined the meeting), Abstention: 0, Motion passes, BRR approved, 9-0-2</p>	
6.	<p><b>Budget Review:</b></p> <p>➤ The project is about halfway through the Design Phase. As we progress the budget along with the individual line items will increase. Our first estimate will be completed later this week with a reconciliation to follow. The process you can expect over the next few weeks is as follows and will end with a submission to the MSBA.</p> <ul style="list-style-type: none"> <li>• <b>Construction Cost Estimate</b> – Two independent estimates consisting of direct work and markups.</li> <li>• <b>Cost Reconcile</b> – Alignment of quantities, unit costs, and general condition markups.</li> <li>• <b>Value Management</b> – Reviewing the items that maintain functional performance while also optimizing cost efficiency.</li> <li>• <b>Total Project Budget</b> – This number will include project administration, building architecture and engineering, construction costs, and Furniture/Fixtures/Equipment.</li> <li>• E. Conti – This project is much difference from the Police Station. The design is set and will only be refined from this point out. This will allow the projected costs to be more accurate.</li> </ul>	
7.	<p><b>Upcoming Meetings:</b></p> <p>Tuesday June 4<sup>th</sup>, 2024, <b>SBC</b> @ 6:00pm - Budget/Value Engineering  Wednesday June 12<sup>th</sup>, 2024 – 7:00 Virtual Community Meeting  Monday June 17<sup>th</sup>, 2024 – Upload MSBA SD Draft Submission  Tuesday June 18<sup>th</sup>, 2024, Placeholder <b>SBC</b> Value Engineering Vote if Needed.  Tuesday June 25, 2024, <b>SBC</b> @ 6:00pm – Vote to submit. (Before 7:00 SC)</p>	Record

	Thursday June 27 <sup>th</sup> , 2024 - Submit to MSBA	
8.	<b>Public Comment (15 Minutes):</b> None	Record
9.	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the meeting:</b></p> <ul style="list-style-type: none"> <li>• M. Simon – Has the discussion of lockers and cubbies been explored with all applicable groups?           <ul style="list-style-type: none"> <li>- D. DiNisco – Yes, we have had lots of conversations as well as another site visit.</li> </ul> </li> <li>• C. Monaco – How do they open? Do they have locks?           <ul style="list-style-type: none"> <li>- D. DiNisco – They have a latch and do not lock. The administration can decide if they want to add locks later.</li> </ul> </li> <li>• J. Prest – Are they shared or individual lockers?           <ul style="list-style-type: none"> <li>- D. DiNisco- they will all have individual lockers.</li> </ul> </li> <li>• G. Papayannis – Are they metal lockers? Are you concerned with noise in the project areas?           <ul style="list-style-type: none"> <li>- D. DiNisco – Yes, they are typical metal lockers. The kids at this level only visit them one or two times a day so noise it isn't a concern.</li> </ul> </li> <li>• D. DiNisco – We are no longer going back to the MSBA Facilities Assessment Committee. They have given the project a green light at this juncture. There will be an SD Submission upload on 6/17 for the SBC review in advance of the 6/27 submission. Once submitted the MSBA will then vote to approve the project 9/28 with review comments in advance if needed.</li> <li>• C. Monaco – In your experience how much value engineering do you think we will have to do?           <ul style="list-style-type: none"> <li>- D. DiNisco – We are in a good place in the construction marketplace. We also have a good amount of contingency built into the project budget.</li> </ul> </li> <li>• J. Brooks – Just to confirm the MSBA will have the project budget they are willing to support by the time we go to Fall Town Meeting?           <ul style="list-style-type: none"> <li>- D. DiNisco - Yes</li> </ul> </li> </ul>	Record
10.	<p><b>Adjourn</b></p> <ul style="list-style-type: none"> <li>➤ A motion to adjourn submitted by E. Coni. All in Favor Adjourn.</li> </ul>	Record

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.