



## MEETING MINUTES

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

Project No:  
 Meeting Date: 04/8/2024  
 Time: 6:00 PM  
 Prepared By: A. O'Toole

Present	Name	Affiliation	Present	Name	Affiliation
	Amanda Hanafin	SBC Member		Mike Burton	DWMP
	Anne Hill	SBC Member		Christina Dell Angelo	DWMP
✓	Bob Cunha	Director of		Mike Cox	DWMP
✓	Christine Monaco	SBC Member	✓	Steve Brown	DWMP
	David Rosenblatt	Fox Hill Principal	✓	Andrea O'Toole	DWMP
	Dennis Villano	SBC Member		Jason Boone	DWMP
	Ed Parsons	SBC Member	✓	Donna DiNisco	DiNisco Design
✓	Eric Conti	Superintendent	✓	Vivian Low	DiNisco Design
✓	George Papayannis	SBC Member	✓	Neil Harrigan	DiNisco Design
✓	Jennifer Priest	SBC Member		David Daley	
✓	Jeremy Brooks	SBC Member		Chris Campbell	
	John Danizio	SBC Member		Melissa Ulliani	
✓	John Lyons	Pine Glen Principal		John Iler	
	Katherine Bond	Vice Chair of SBC			
	Kristen Downie	Secretary			
	Margo Bunker	SBC Member			
✓	Martha Simon	SBC Member			
	Melissa Gilberg	SBC Member			
✓	Melissa Massardo	SBC Chair			
✓	Nichole Coscia	Business Manager			
	Paul Sagarino	SBC Member			
✓	Roger Riggs	SBC Member			
	Tara Carroll	SBC Member			
✓	Meghan Nawoichik	SC 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 9 of 15 voting members in attendance.	Record
1.	<p><b>Approval of March 19th, 2024, Meeting Minutes:</b></p> <p>A motion to approve the 3/19/2024 meeting minutes as submitted made by J. Priest. 2<sup>nd</sup> by J. Brooks. Discussion: None. Roll Call Vote:          C. Monaco – Yes          M. Simon- Yes          J. Brooks – Yes          E. Conti – Yes          N. Coscia – Yes          B. Cunha – Yes          J. Priest – Yes          J. Lyons – Yes          M. Massardo -Yes          Abstention: None, Motion passes, minutes approved, 9-0-0</p>	Record
2.	<b>Public Comment: None</b>	Record
	<p><b>Invoices for Approval: Taken Out of Order</b></p> <ul style="list-style-type: none"> <li>• Dore + Whittier Invoice No. 19 in the amount of \$19,652.50</li> </ul> <p>A motion to approve Dore &amp; Whittier Invoice No. 19, as submitted by M. Massardo. 2<sup>nd</sup> E. Conti. Discussion: None. Roll Call Vote:          C. Monaco – Yes          M. Simon- Yes          J. Brooks – Yes          E. Conti – Yes          N. Coscia – Yes          B. Cunha – Yes          J. Priest – Yes          J. Lyons – Yes          M. Massardo -Yes          Abstention: None, Motion passes, minutes approved, 9-0-0</p> <ul style="list-style-type: none"> <li>• DiNisco Invoice No. 9983 in the amount of \$58,333.00</li> <li>• DiNisco Invoice No. 9984 in the amount of \$4,020.50</li> <li>• DiNisco Invoice No. 9985 in the amount of \$6,380.00</li> <li>• DiNisco Invoice No. 9987 in the amount of \$3,222.67</li> </ul> <p>A Motion to approve DiNisco invoices No. 9983, 9984, 9985, and 9987 as submitted made by J. Priest. 2<sup>nd</sup> J. Brooks. Discussion: None. Roll Call Vote:</p>	Record

	<p>C. Monaco – Yes          M. Simon- Yes          J. Brooks – Yes          E. Conti – Yes          N. Coscia – Yes          B. Cunha – Yes          J. Priest – Yes          J. Lyons – Yes          M. Massardo -Yes          Abstention: None, Motion passes, minutes approved, 9-0-0</p> <p><b>Commitments for Approval:</b></p> <ul style="list-style-type: none"> <li>• Dore &amp; Whittier Amendment No. 4 in the amount of \$98,800.00</li> </ul> <p>A motion to approve Dore &amp; Whittier amendment as submitted made by E. Conti. Discussion: The committee would like more information. This will be provided by D&amp;W and this item tabled until the next SBC/SC meeting. Motion is withdrawn until 4/29.</p>	
3.	<p><b>Design Update:</b></p> <ul style="list-style-type: none"> <li>➤ DiNisco presentation of the overall project timeline, proposed (Option G3) site plan, site impacts and considerations of wetland areas.</li> <li>➤ Field Options 5A and 5B are shown as options with and without a kickball field.             <ul style="list-style-type: none"> <li>• J. Priest – Will they be able to play T-ball and little league on the field?                 <ul style="list-style-type: none"> <li>• N. Harrigan – They will be able to play T-ball but there currently is no plan to skin the infield.</li> </ul> </li> <li>• E. Conti – Everyone is very appreciative of this addition to the site design.</li> </ul> </li> <li>➤ Various precedents using brick, phenolic, fiber cement panels, metal panel, and glass are shown to begin the discussion of exterior building materials.</li> <li>➤ Precedent window and shade options are shown as examples of how size and material can change the look of the building exterior. The Exterior Working Group has reviewed these images in advance of the meeting and so far, the preferred option is the larger window style.             <ul style="list-style-type: none"> <li>• M. Simon – Does the window size allow for solar awnings?                 <ul style="list-style-type: none"> <li>• V. Low – Yes, we can have solar awnings on any size window.</li> </ul> </li> <li>• M. Massardo – Why is the larger window style preferred.                 <ul style="list-style-type: none"> <li>• V. Low – This is a very long building so a lot of small windows would look busy.</li> </ul> </li> <li>• J. Priest – How do you determine which windows are operational?</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>• V. Low – We are very careful when choosing which windows are operational and how far they can open.</li> <li>• G. Papayannis – Moving back to the site plan, is there still talk about having solar canopies over the parking lot and is there any impact on the site?       <ul style="list-style-type: none"> <li>• V. Low – Yes, we are still exploring solar canopies in the parking area. This site design allows for the parking lot to be considered the site yard (per Inspector of Buildings Mark Dupell) and the landscaping would be able to shield the canopies from view when entering the property.</li> </ul> </li> <li>• J. Priest – Will the area in the “front yard” drain or will there be standing water collected?       <ul style="list-style-type: none"> <li>• V. Low – Per the Board of Health standing water is not allowed to be collected on a school property. This area will have some rain gardens and proper drainage.</li> </ul> </li> <li>• G. Papayannis – What are the design requirements for the playground? Has there been any request for shaded areas? Being so close to the edge of the woods it would be nice to include some natural shade elements.       <ul style="list-style-type: none"> <li>• V. Low – Yes there is a desire for shaded spaces in the play areas. The current specified play structure has some sections with a roof that would provide shade as well as covered sections underneath the structure. We are also looking into options for the hard playscape and have involved the Science department to review options.</li> </ul> </li> <li>➤ Interior Floorplans highlighting the media center and project areas are reviewed. DiNisco is studying the need and functionality of locking down portions of the building during community usage.       <ul style="list-style-type: none"> <li>• M. Simon – We often use Media Centers for a lot of evening meetings. Will there be access?           <ul style="list-style-type: none"> <li>• V. Low – Yes, we are designing the ability to lock down areas of the building but also provide access when needed.</li> </ul> </li> <li>• M. Simon – There seems to be a lot of visual connectivity in the project areas. Will that be distracting?           <ul style="list-style-type: none"> <li>• V. Low – We will make sure to strike a balance between the teachers being able to collaborate across the hall when they are standing up and the students being able to focus when they are seated at the project tables.</li> </ul> </li> </ul> </li> </ul>	
4.	<p><b>Zoning and Permitting:</b></p> <ul style="list-style-type: none"> <li>➤ The project team had a great meeting with the Planning Board and will continue to collaborate as the project moves forward.</li> <li>➤ It has been confirmed that the project will need to go before the ZBA for a height variance.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ The team is still looking into possible zoning changes or amendments to current bylaws. The reason for this zoning change is to bring a diesel backup generator onsite as specified by Mass Save. If a diesel generator is allowed the project would be eligible for an estimated \$1,300,000 reimbursement. The project will carry a gas generator for estimating purposes.           <ul style="list-style-type: none"> <li>• E. Conti - We are going to be up against this issue before the Fox Hill project with Frances Wyman's request for a new generator so the town should be thinking about solutions soon.</li> <li>• B. Cunha - You are correct, it would be beneficial for multiple projects if there was an amendment to the bylaw regarding diesel storage on residential zones properties.</li> <li>• J. Brooks - To the neighbors that are worried about the 2-story building height, the trees surrounding the property are much higher than 35ft. and will provide a visual barrier.</li> </ul> </li> </ul>	
5.	<p><b>Public Comment (15 Minutes):</b></p> <ul style="list-style-type: none"> <li>➤ None</li> </ul>	Record
6.	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the meeting:</b></p> <ul style="list-style-type: none"> <li>➤ M. Massardo - We will be doing a school committee reorganization tomorrow night (4/9) that will include a vote of the members of this Building Committee and the High School Building Committee.</li> </ul>	Record
7.	<p><b>Next Scheduled SBC/SC Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ SBC April 29th, 2024, at 6pm</li> </ul> <p><b>Upcoming Community Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ June 12<sup>th</sup>, 2024, 7:00pm</li> </ul>	Record
8.	<p><b>Adjourn</b></p> <ul style="list-style-type: none"> <li>➤ A motion to adjourn submitted made M. Massardo. All in Favor 9-0-0. 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.