



## MEETING MINUTES

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

Project No:  
 Meeting Date: 10/29/2024  
 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		Donna DiNisco	DiNisco Design
	David Rosenblatt	Fox Hill Principal	✓	Vivian Low	DiNisco Design
✓	Dennis Villano	SBC Member	✓	Neil Harrigan	DiNisco Design
	Ed Parsons	SBC Member			
✓	Eric Conti	Superintendent			
✓	George Papayannis	SBC Member			
✓	Jennifer Priest	SBC Member			
✓	Jeremy Brooks	SBC Member			
	John Danizio	SBC Member			
✓	Katherine Bond	Vice Chair of SBC			
	Kristen Downie	Secretary			
✓	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> 6:30 pm meeting was called to order by SBC Chair Melissa Massardo with 9 of 13 voting members in attendance.	Record
1.	<b>Public Comment: None</b>	Record
2.	<p><b>Approval of October 8th, 2024, Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• <i>Motion to approve the 10/8/24 meeting minutes as submitted by J. Brooks. 2<sup>nd</sup> by K. Bond. Discussion: None. Roll Call Vote:</i> <ol style="list-style-type: none"> <li>1. J. Brooks - Yes</li> <li>2. M. Nawoichik - Yes</li> <li>3. K. Bond - Yes</li> <li>4. M. Massardo - Yes</li> <li>5. C. Monaco - Yes</li> <li>6. E. Conti- Yes</li> <li>7. B. Cunha- Yes</li> <li>8. J. Priest- Yes</li> <li>9. D. Villano – Yes</li> </ol> </li> </ul> <p>Approve: 9, Reject: 0, Abstain: 0, Motion passes, minutes approved, 9-0-0</p>	Record
3.	<p><b>Invoice for Approval:</b></p> <ul style="list-style-type: none"> <li>• <i>Motion to approve DiNisco Contract amendment 8 for RE-14 for Supplemental Borings in the amount of \$11,000 and RE-15 for Preconstruction Soil Testing in the amount of \$15,778.40 made by E. Conti 2nd C. Monaco Discussion: J. Priest – Is this in addition to the feasibility funding? S. Brown – Yes this is coming from the Detailed Design budget.</i> <ol style="list-style-type: none"> <li>1. J. Brooks - Yes</li> <li>2. M. Nawoichik - Yes</li> <li>3. K. Bond - Yes</li> <li>4. M. Massardo - Yes</li> <li>5. C. Monaco - Yes</li> <li>6. E. Conti- Yes</li> <li>7. B. Cunha- Yes</li> <li>8. J. Priest- Yes</li> <li>9. D. Villano – Yes</li> </ol> </li> </ul> <p>Approve: 9, Reject: 0, Abstain: 0, Motion passes, minutes approved, 9-0-0</p>	Record

	<p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"><li>• The following list of upcoming meetings has been approved and will be used to schedule the next 12 months of SBC meetings.<ul style="list-style-type: none"><li>• November 19th, 2024</li><li>• December 17th, 2024</li><li>• January 21st, 2025</li><li>• February 25th, 2025</li><li>• March 18th, 2025</li><li>• April 8th, 2025</li><li>• May 20th, 2025</li><li>• June 17th, 2025</li><li>• July 15th, 2025</li><li>• August 19th, 2025</li><li>• September 16th, 2025</li><li>• October 21st, 2025</li><li>• November 18th, 2025</li><li>• December 16th, 2025</li></ul></li></ul>	
	<p><b>Items not anticipated in the last 48 hours:</b></p> <p><b>M. Simon</b> – Do you have a sense of when the Building Interior working group will be scheduled?</p> <ul style="list-style-type: none"><li>• S. Brown – Staff and school user groups will be meeting next week. The first interior working groups will be scheduled for some time in November.</li></ul>	
	<p><b>Public Comments: None</b></p>	
	<p><b>Motion to Adjourn:</b></p> <ul style="list-style-type: none"><li>• <i>Motion to adjourn by J. Brooks, 2<sup>nd</sup> by J. Priest.</i> All in favor. Meeting Adjourn.</li></ul>	

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.