



## 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: 02/07/24  
 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			
	* SBC Voting Member				

Item No.	Description	Action
1	<b>Intro:</b> 1:00 Meeting begins	
2	<b>MSBA Capital Maintenance and Planning Score:</b> <ul style="list-style-type: none"> <li>➤ The team was surprised the score was so low and would like to know if everything was sent to the MSBA. B. Cunha to review his submission.</li> <li>➤ M/ Massardo inquired how we got to the score of 1.47. S. Brown- it is part of a formula the MSBA provides. It is important because it will impact the amount of the final reimbursement.</li> </ul>	Open
3	<b>MSBA Meeting Schedule:</b> <ul style="list-style-type: none"> <li>➤ The next meeting is on 2/28 some time between 10-12. The team needs to decide who will be speaking.</li> </ul>	Open
4	<b>Upcoming Meetings:</b> <ul style="list-style-type: none"> <li>➤ Town Vote Review – 2/12</li> <li>➤ Communications - TBD</li> <li>➤ Amesbury ES Site Visit - 3/1</li> <li>➤ Site Plan/Traffic/Safety – 2/26</li> </ul>	Record
	<b>GSHP Test Boring and ACM Testing:</b> <ul style="list-style-type: none"> <li>➤ To occur during February break. This working being coordinated with B. Cunha.</li> </ul>	
7	<b>Close:</b> 2:00 pm	

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.