



MEETING MINUTES

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

Project No:
 Meeting Date: 01/09/2024
 Time: 6:30PM
 Prepared By: A. O'Toole

Present	Name	Affiliation	Present	Name	Affiliation
✓	Melissa Massardo*	SBC Chair		Mike Burton	DWMP
✓	Katherine Bond*	Vice Chair of SBC		Christina Dell Angelo	DWMP
	John Danizio*	SBC Member		Mike Cox	DWMP
	Paul Sagarino*	SBC Member	✓	Steve Brown	DWMP
✓	Dennis Villano*	SBC Member	✓	Andrea O'Toole	DWMP
	Roger Riggs	SBC Member		Jason Boone	DWMP
	Ed Parsons	SBC Member	✓	Donna DiNisco	DiNisco Design
	Jennifer Priest*	SBC Member	✓	Vivian Low	DiNisco Design
	Tara Carroll	SBC Member	✓	Neil Harrigan	DiNisco Design
	Anne Hill	SBC Member		David Daley	
✓	George Papayannis	SBC Member		Chris Campbell	
✓	Jeremy Brooks*	SBC Member		Melissa Ulliani	
	Christine Monaco*	SBC Member		John Iler	
✓	Martha Simon*	SBC Member		Elizabeth Melo	
✓	Margo Bunker*	SBC Member		Eileen Sickler	
	Amanda Hanafin	SBC Member		Nicci Kadilak	
	Melissa Gilberg	SBC Member		Adam Senesi	
✓	John Lyons*	Pine Glen Principal		Sarah Visocchi	
✓	David Rosenblatt*	Fox Hill Principal		Terry Orfanos	
✓	Eric Conti*	Superintendent		Elizabeth Clancy	
	Kristen Downie	Secretary		Bill Boivin	
✓	Nichole Coscia*	Business Manager		Krystal Anderson	
✓	Bob Cunha*	Director of			
	* SBC Voting Member				

Item No.	Call to Order & Intro: 6:03 pm meeting was called to order by SBC Chair Melissa Massardo with 11 of 15 voting members in attendance.	Record
18.1	<p>Approval of December 18, 2023, Meeting Minutes:</p> <p>A motion to approve the 12/18/2023 meeting minutes as submitted made by K. Bond and seconded by E. Conti. Discussion: None. Roll Call Vote: M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker - Yes – K. Bond – Yes- D. Rosenblatt – Yes. Abstention: M. Massardo. Motion passes, minutes approved, 10-1-0</p>	Record
18.2	<p>Previous Public Comment Response:</p> <ul style="list-style-type: none"> ➤ None 	Record
18.3	<p>Public Comment (15 Minutes):</p> <ul style="list-style-type: none"> ➤ 11/20/2023: Jason Brooks Comment: Ward 6 Resident concerned the project does not currently have any playing fields going in at Fox Hill. Existing fields are currently being used during and after school. If there are no designated playing fields do these open spaces become off limits to the students at Fox Hill? There is a currently a lack of fields for recreational youth sports. Requests to maximize this space with the addition of fields to be used by the schools and youth sports. ➤ 12/18/2023 C. Dell Angelo; This comment is still in review and will be addressed at the upcoming January meeting. 	Open
18.4	<p>Approval of Additional Site Exploration and LEED Registration Submittal: (slide taken out of order)</p> <ul style="list-style-type: none"> ➤ D. DiNisco gave an overview of the contracts provided as back up for the meeting. LEED Registration to have the project registered into the current program, GSHP Test Well drilling to take place over February vacation, Hydrology Study to review the northern watershed, Mass Save Net Zero consulting services, and Geotechnical Services. ➤ A motion to approve additional site exploration and LEED Registration in the following amounts. LEED Registration \$1,485.00, GSHP Test Well \$71,280.00 Estimated, Hydrology Study \$12,540.00 NTE, Mass Save \$12,100.00 Fixed, Geotech \$43,340.00 Estimated ➤ Motion made by E. Conti and seconded by M. Simon. Discussion: None. Roll Call Vote: M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker - Yes – K. Bond – Yes- D. Rosenblatt – Yes – M. Massardo – C. Monaco. Abstention: None. Motion passes, submissions approved, 12-0-0 	

18.5	<p>Invoices for Approval:</p> <ul style="list-style-type: none"> ➤ A motion to approve Dore + Whittier Invoice No. 16 in the amount of \$32,112.50, DiNisco Invoice No. 9925 in the amount of \$27,680.00 for Feasibility Study, DiNisco Invoice No. 9933 in the amount of \$873.86 for Horsley Witten/Wetlands, DiNisco Invoice No. 9934 in the amount of \$1,485.00 for LEED Registration ➤ Motion made by E. Conti and seconded by M. Simon. Discussion: None. Roll Call Vote: M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker - Yes – K. Bond – Yes- D. Rosenblatt – Yes – M. Massardo – C. Monaco. Abstention: None. Motion passes, invoices approved, 12-0-0 	Record
18.6	<p>Schematic Design Working Group:</p> <ul style="list-style-type: none"> ➤ DiNisco and DWMP have been able to better define the roles of Schematic Design working groups. The original working groups have been reviewed and found to be too large for effective engagement. DWMP will circulate the newly defined groups to the SBC and essential contributors for review and member placement. 	Record
18.7	<p>Community Outreach</p> <ul style="list-style-type: none"> ➤ E. Conti highlighted the fact that there is a debt exclusion coming up that needs a large amount of community outreach. The SBC would like to know if they should engage a PR firm to help with these efforts. ➤ S. Brown (DWMP) thinks it would be worth exploring this option to allow for proper messaging while providing legal protection for the School Departments and SBC. ➤ M. Massardo also cautioned that the SBC needs to be aware of what they advertise and campaign. 	Record
18.9	<p>Public Comment (15 Minutes):</p> <ul style="list-style-type: none"> ➤ None 	Record
18.10	<p>Next Meetings</p> <ul style="list-style-type: none"> ➤ January 30, 2024 at 6pm 	Record

	<ul style="list-style-type: none"> ➤ February 26, 2024 at 6pm ➤ March 19, 2024 at 6pm ➤ April 8, 2024 at 6pm 	
18.11	<p>Adjourn</p> <ul style="list-style-type: none"> ➤ Motion to adjourn made M.Simon and seconded by J.Brooks. Discussion: None. Roll Call Vote: M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker - Yes – K. Bond – Yes- D. Rosenblatt – Yes – M. Massardo – C. Monaco. Abstention: None. Motion passes, Meeting Adjourned, 12-0-0 	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 contact me for incorporation into these minutes.