



## 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: 05/30/24  
 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			
	Nichole Coscia	School Business Manager			
✓	Bob Young	Resident			
✓	Dr. Eric Conti	Superintendent			

Item No.	Description	Action
1.	<b>Intro:</b> 2:00 Meeting begins	Record
3.	<p><b>6/4 Proposed Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Call to Order &amp; Intro</li> <li>2. Approval of May 21st, 2024, Meeting Minutes –Vote Expected</li> <li>3. Invoices and Commitments for Approval – SBC Vote Expected</li> <li>4. Public Comment (15 Minutes)</li> <li>5. Cost Estimate and Value Engineering Review</li> <li>6. Upcoming Meetings</li> <li>7. Other Topics not Reasonably Anticipated 48 hours prior to the meeting</li> <li>8. Public Comments (15 Minutes)</li> <li>9. Adjourn</li> </ol> <p>➤ The group reviewed and approved the agenda as list above for posting.</p>	Record
5.	<p><b>Cost Estimate</b></p> <ul style="list-style-type: none"> <li>➤ Bob Young – What phase of the project are we in and what invoices are being approved? <ul style="list-style-type: none"> <li>- E. Conti – We are in the Schematic Design Phase which has already been funded with 1.5 million dollars. The current invoicing is being paid out of this budget.</li> </ul> </li> <li>➤ S. Brown – Both of the cost estimates have come back, and the project is on budget right around 79 million. The area we are finding that has the most unexpected cost within this budget is the sitework. The project team will be working to refine these numbers in advance of the 6/4 SBC Meeting. The goal will be to get the budget to a place which allows the Town flexibility through value engineering (VE) add/deducts without increasing the project budget.</li> <li>➤ M. Massardo – What budget number were we at during PSR? <ul style="list-style-type: none"> <li>- S. Brown – 79 million.</li> </ul> </li> <li>➤ D. DiNisco – We are at the PSR budget but there are also some +/- items that have been added through the study of Schematic design that will need to be reviewed with the group on 6/4.</li> <li>➤ E. Conti – Are there any items that cannot be incorporated into the value engineering process because they would reduce the funding amounts allotted by the MSBA? <ul style="list-style-type: none"> <li>- D. DiNisco – The VE process will not have any impact on MSBA reimbursements.</li> <li>- S. Brown – The MSBA funding numbers are calculated by giving each town a fair and equitable allotment without limiting any additional costs the town would like to incur above and beyond. The project team will help the Town determine which items would be most beneficial to both the project design and budget.</li> </ul> </li> </ul>	Record

	<p>➤ M. Massardo – It would be helpful to have a chart at the SBC Meeting. There was one provided at PSR that helped the group breakdown costs impacts to the project and taxpayers.</p> <p>- S. Brown – We will provide this on 6/4.</p>	
6.	<b>Adjourn:</b> 3:00 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.