



MEETING MINUTES

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

Project No:
 Meeting Date: 02/26/2024
 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		Elizabeth Melo	
	Kristen Downie	Secretary		Eileen Sickler	
✓	Margo Bunker*	SBC Member		Nicci Kadilak	
✓	Martha Simon*	SBC Member		Adam Senesi	
	Melissa Gilberg	SBC Member		Sarah Visocchi	
	Melissa Massardo*	SBC Chair		Terry Orfanos	
✓	Nichole Coscia*	Business Manager		Elizabeth Clancy	
	Paul Sagarino*	SBC Member		Bill Boivin	
✓	Roger Riggs	SBC Member		Krystal Anderson	
	Tara Carroll	SBC Member	✓	Meghan Nawolchik	
	* SBC Voting Member				

Item No.	Call to Order & Intro: 6:00 pm meeting was called to order by SBC Vice Chair Katherine Bond with 12 of 15 voting members in attendance.	Record
1.	<p>Approval of January 9, 2024, Meeting Minutes:</p> <p>A motion to approve the 1/30/2024 meeting minutes as submitted made by M. Simon and seconded by C. Monaco. Discussion: None. Roll Call Vote: J. Brooks – Yes – E. Conti -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker - Yes – K. Bond – Yes- D. Rosenblatt M. Brooks - Yes- C. Monaco – Yes- Jennifer Priest – Yes.</p> <p>Abstention: Nichole Coscia. Motion passes, minutes approved, 11-1-0</p>	Record
2.	<p>Invoices for Approval:</p> <ul style="list-style-type: none"> • Dore + Whittier Invoice No. 17 in the amount of \$42,070.00 • DiNisco Invoice No. 9943 in the amount of \$58,333.00 for Schematic Design Services 1 of 6 • DiNisco Invoice No. 9944 in the amount of \$3,526.94 for Reimbursable Expense - Traffic Study • DiNisco Invoice No. 9945 for \$455.48 for ANRAD to identify the wetlands. <p>A motion to approve Dore + Whittier Invoice no. 17 in the as submitted made by M. Simon and seconded by E. Conti. Discussion: None. Roll Call Vote: J. Brooks – Yes – E. Conti -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker - Yes – K. Bond – Yes- D. Rosenblatt M. Brooks - Yes- C. Monaco – Yes- Jennifer Priest – Yes. Nichole Coscia – Yes.</p> <p>Abstention: None. Motion passes, minutes approved, 12-0-0</p> <p>A motion to approve the DiNisco Invoices No. 9943 and 9944 as submitted made by C. Monaco and seconded by M. Simon. Discussion: None. Roll Call Vote: J. Brooks – Yes – E. Conti -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker - Yes – K. Bond – Yes- D. Rosenblatt M. Brooks - Yes- C. Monaco – Yes- Jennifer Priest – Yes – Nichole Coscia – Yes.</p> <p>Abstention: None. Motion passes, minutes approved, 12-0-0</p> <p>A motion to approve the DiNisco Invoices No. 9945 as submitted made by C. Monaco and seconded by C. Monaco. Discussion: None. Roll Call Vote: J. Brooks – Yes – E. Conti -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker - Yes – K. Bond – Yes- D. Rosenblatt M. Brooks - Yes- C. Monaco – Yes- Jennifer Priest – Yes – Nichole Coscia – Yes.</p> <p>Abstention: None. Motion passes, minutes approved, 12-0-0</p>	Open
3.	<p>Public Comment (15 Minutes):</p>	

4.	<p>Site Design Update:</p> <ul style="list-style-type: none"> ➤ Boring, Test well, and ACM Testing was performed over February break. ACM was found at the roof and building flashing locations as expected, and will be mitigated during demolition. The ACM was not disturbed during testing and poses no threat to the students or staff. Results for boring samples and test well information will be available within the next few weeks. DiNisco to report findings to this group. ➤ The Outdoor Learning areas are being clarified. After meeting with Sean Musselman and Wendy Pavlicek the team was able to identify 9 areas to utilize outdoor leaning in various ways. ➤ On 2/26 the team met with Traffic, Safe Routes, School Committee, Planning, and Site Design Working Group Members to begin working towards the best traffic, queuing, and safety plans for Fox Hill. This meeting was productive, and many suggestions were made on how to improve the current vehicle pickup/drop off configurations as well as maintain the highest level of safety for the walking community. ➤ J. Priest – What does the walker route look like? <ul style="list-style-type: none"> ➤ V Low – The route would follow the existing sidewalks and flow around the left side of the traffic circle. ➤ K. Bond – Many people have a hard time properly using a traffic circle. Has DiNisco used one before? Could they present some examples? <ul style="list-style-type: none"> ➤ V. Low – DiNisco has not previously used a traffic circle but can find some community examples. ➤ S. Brown – This is a somewhat unique situation for a school to be located at dead end convergence of two streets. ➤ J. Priest – Using the four-way stop option would cause a lot of congestion and back up for people not going to the school. A traffic circle slows the speed of traffic while maintaining a steady flow of cars. ➤ D. DiNisco - Safe Routes, and the Planning Department both stated they liked the traffic circle design at our 2/26 meeting. 	
5.	<p>Playing Fields:</p> <ul style="list-style-type: none"> ➤ DiNisco reviews the play fields showing various options for soccer/softball field configurations. ➤ M. Simon – Has Parks & Recs had a chance to review and weigh in on the field design? <ul style="list-style-type: none"> ➤ D. DiNisco – No they were not able to attend the 2/26 site review meeting. We plan to reach out again. ➤ J. Brooks – I will send this meeting presentation over to B. Egan at P&R to help coordinate the meeting. ➤ M. Simon – Have fences been added to keep balls out of the wetland area? 	Record

	<ul style="list-style-type: none"> ➤ D. DiNisco – Not yet. field design needs to be completed first. ➤ R. Riggs – Natural barriers are also an option that should be explored. ➤ B. Cunha – We do not permanently stripe to allow for flexibility. 	
6.	<p>Building Design:</p> <ul style="list-style-type: none"> ➤ DiNisco proceeds through the presentation showing the first and second floor updates to layout and programming placement. ➤ E. Conti – Has the MSBA approved the building flipped placement? <ul style="list-style-type: none"> ➤ D. DiNisco – the new design was submitted, and the only response was that it looks good and if they have any questions, they will let the team know. 	
7.	<p>Permitting Updates:</p> <ul style="list-style-type: none"> ➤ S. Brown – It was brought to our attention that the property would need to be re-zoned from residential to business class zoning to allow a diesel generator (required by MSBA) to be housed onsite. DiNisco was able to pull together the appropriate project information to have this re-zoning request voted on at the May Town Meeting. If approved the addition of a diesel generator would mean a 7-figure reimbursement to the Town from Mass Save and Eversource. This would be a great cost savings to the project, but would not cause the project to fail if not approved. ➤ D. DiNisco – We are hopeful the advances of Hydrotreated Vegetable Oil (HVO) to be used as fuel for existing diesel generators will be appealing to the Town. ➤ R. Riggs – Can the Board of Appeals grant a variance? <ul style="list-style-type: none"> ➤ B. Cunha – Not as the laws are written today. Because the law pertains to storage of diesel fuel onsite. ➤ M. Simon – This is a backup generator. How often would it need to be run? <ul style="list-style-type: none"> ➤ D. DiNisco – It would need to be run once a week for about 30 minutes for testing. 	
8.	<p>Project Funding Timeline:</p> <ul style="list-style-type: none"> ➤ S. Brown notified the SBC that a date to present the project debt exclusion needs to be decided in the near future. The decision will then be submitted to the Select Board to proceed to the preferred ballot. 9/3 Special Election, 9/23 Fall Town Meeting or 11/5 Presidential Election are all options. The option of a Special Election being added would be a cost to the Town of approximately \$30K 	

	<ul style="list-style-type: none"> ➤ C. Monaco – Do we need to have a debt exclusion for the upcoming projects? (Fox Hill and PD) Have the Select Board and Ways and Means been consulted to see if its needed? Both proposed voting dates might be tough based on the demographics of voters attending. ➤ S. Brown – It is our understanding based on previous conversations that the Town does want to have this project funded by debt exclusion. ➤ E. Conti – PD will be presented at the May Town Meeting. Fox Hill will not be ready to go to the Town Meeting in May, so a September or November date should be selected. However, P. Sagarino would probably not want to wait until the November election to have a debt exclusion, making 9/23 Town Meeting more favorable. The debt exclusion can go on the same ballot as the PD once a date is selected. But can not be on the Presidential ballot. ➤ E. Conti – If the special election date (9/3) is needed it would be the Tuesday after Labor Day weekend. School will be back in session. ➤ C. Monaco – There is another way to do a debt exclusion. You can have the vote to see if Town Meeting will fund the projects ahead of the debt exclusion. If the exclusion does not pass Town Meeting has already voted to approve it, it would fund through ordinary methods. ➤ E. Conti – To approve the debt exclusion to process the Select Board needs to approve with a 2/3 vote. ➤ J. Brooks – The process needs clarifications and milestones. (Necessary Lead times, Ways & Means Update) 	
9.	<p>MSBA :</p> <ul style="list-style-type: none"> ➤ On 2/28 10:00am the MSBA is voting to move the project from Preferred Schematic Review to Schematic Design. This vote will be live anyone can attend, and E. Conti has volunteered to make a brief speech before the vote. 	Record
10.	<p>Public Comment (15 Minutes): None</p>	Record
11.	<p>Other Topics not Reasonably Anticipated 48 hours prior to the meeting:</p> <ul style="list-style-type: none"> ➤ DiNisco design recently received a solar study proposal from Solar Design Associates. They would like to request approval of amendment No. 4 in the amount of \$11,495. <p>A motion to approve the DiNisco Amendment No. 4 as submitted made by C. Monaco and seconded by M. Simon. Discussion: None. Roll Call Vote: J. Brooks – Yes – E. Conti -Yes- B. Cunha – Yes – J. Lyons - Yes – D. Villano - Yes - M. Bunker</p>	Record

	- Yes – K. Bond – Yes- D. Rosenblatt M. Brooks - Yes- C. Monaco – Yes- Jennifer Priest – Yes – Nichole Coscia – Yes. Abstention: None. Motion passes, minutes approved, 12-0-0	
12.	<p>Next Scheduled Meetings:</p> <ul style="list-style-type: none"> ➤ SBC Tuesday March 19, 2024, at 6pm ➤ DCM Tuesday March 26,2024 at 9:30am ➤ SBC Monday April 8, 2024, at 6pm <p>Upcoming Meetings:</p> <ul style="list-style-type: none"> ➤ Planning ➤ Public Safety Follow Up ➤ Tree Protection 	Record
13.	<p>Adjourn</p> <ul style="list-style-type: none"> ➤ A motion to adjourn submitted made by J. Brooks and seconded by M. Simon. All in Favor 12-0-0. Adjourn. 	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 submit within 48 hours for incorporation into these minutes.