

## 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: 12/11/24  
 Time: 1:00 PM  
 Prepared By: A. O'Toole

Present	Name	Affiliation	Present	Name	Affiliation
✓	Bob Cunha	Director of Operations			
✓	Steve Brown	DWMP			
✓	Andrea O'Toole	DWMP			
✓	Neil Harrigan	DiNisco Design			
✓	Melissa Massardo	SBC			
✓	Nichole Coscia	SBC			

Item No.	Description	Action
1.	<b>Intro:</b> 1:00 Meeting begins	Record
2.	<b>SBC Agenda Items:</b> <ul style="list-style-type: none"> <li>The project team discussed 12/17 agenda items to be as follows: <ol style="list-style-type: none"> <li>Call to Order &amp; Intro</li> <li>Public Comments (10 Minutes)</li> <li>Approval of the November 19th, 2024, Meeting Minutes –Vote Expected</li> <li>Invoices and Commitments for Approval – Vote Expected</li> <li>Design Updates</li> <li>Completed and Upcoming Meetings</li> <li>Project Schedule Review</li> <li>Other Topics not Reasonably Anticipated 48 hours prior to the meeting</li> <li>Public Comments (10 Minutes)</li> <li>Adjourn</li> </ol> </li> </ul>	Record
3.	<b>Design Update</b> <ul style="list-style-type: none"> <li>The kitchen designer (Crabtree McGrath) will incorporate the appropriate amount of space for a tray washing station into the design. This will give the SBC time to decide if they would like to include that piece of equipment or not. A memo is being developed by Crab Tree McGrath to show the pros and cons.</li> <li>DiNisco has met with the exterior working group and will provide updates and recommendations at the SBC.</li> </ul>	Record
4.	<b>Adjourn:</b> 1:40 pm	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.