

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: 2/5/2025
 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			
✓	Eric Conti	Superintendent			
✓	David Rosenblatt	Principal			
✓	Vivian Low	DiNisco Design			

Item No.	Description	Action
1.	Intro: 1:00 Meeting begins	Record
2.	IRA Incentives: <ul style="list-style-type: none">• Discussion of changes in the building systems if the Town is no longer able to receive funding for ground source heat pumps. DiNisco will put together a “Plan B” to review with the SBC using air source heat pumps which are less expensive.	Record
3.	Playground <ul style="list-style-type: none">• D. Rosenblatt agrees that the most recent version works for the needs of the student population.	Record
4.	Estimates <ul style="list-style-type: none">• The cost estimate reconciliation has been scheduled for 2/18. The numbers and any possible VE items will be discussed on 2/19 and 2/25.	Record
5.	Building and Site Maintenance <ul style="list-style-type: none">• E. Conti – maintenance plans of both the interior and exterior should be developed and vetted by all responsible departments before final design.• The project team will work to set up a meeting with Parks & Rec, DPW, and Building Maintenance Staff.	Record
6.	Adjourn: 2:00 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.