



## 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: 10/2/24  
 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			
✓	Donna DiNisco	DiNisco Design			
✓	Neil Harrigan	DiNisco Design			
✓	Eric Conti	Superintendent			
✓	Melissa Massardo	SBC			
✓	Nichole Coscia	SBC			

Item No.	Description	Action
1.	<b>Intro:</b> 1:00 Meeting begins	Record
2.	<b>Schedules:</b> <ul style="list-style-type: none"> <li>• The project team will put together a proposed schedule of upcoming SBC and Working Group meetings for the next 12 months. These dates will be subject to change but will provide expectations of individual groups.</li> <li>• D&amp;W will pull together the existing working groups for review and editing.</li> </ul>	Record
3.	<b>Next Steps</b> <ul style="list-style-type: none"> <li>• DiNisco &amp; D&amp;W will submit standard MSBA contracts for this new phase of the project to the town by the EOD today. These contracts will be reviewed, and approval will be requested at the 10/8 SBC.</li> <li>• Soil sampling and test well dates were discussed and will be scheduled by DiNisco during times the school is not in session.</li> <li>• Once contracts are approved DiNisco will move forward in the Design Development phase and will engage the appropriate town office/boards for submissions and approvals.</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.