



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: 03/6/24
 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	SBC			
✓	Dr. Eric Conti	Superintendent			

Item No.	Description	Action
1	Intro: 1:00 Meeting begins	Record
2	<p>Recent Meetings:</p> <ul style="list-style-type: none"> ➤ The MSBA Board of Directors meeting went well. Eric spoke briefly about the project, and were asked to attend another FAS meeting due to the flipping of the building design. ➤ E. Conti – Is this typical at this stage in the MSBA process? <ul style="list-style-type: none"> ➤ D. DiNisco – No, but we are not concerned about it. All dialogue has been positive and flipping the building accommodates past MSBA comments on improving the design. We are looking to meet with them as soon as possible to receive any comments before Schematic Design submission. ➤ The Traffic/Site/Safety Meeting was well attended by members of the School Building Committee, School Committee, School Staff, Planning Department, Police, and Safe Routes. The Safe Routes representative Judy Crocker sent along kind words and some additional helpful notes to the project team after the meeting. ➤ The Amesbury Elementary site visit was beneficial. Members of the school staff and town engineering department were able to view aspects of the building still being refined for Fox Hill such as the project areas, library, gym, cafeteria, classrooms, and admin suite. They were able to speak with Amesbury staff to inquire what is working and what could be improved upon. Images of the school and playground along with feedback will be shared with the group and presented at the next SBC meeting. ➤ The Parks & Rec meeting was helpful in providing the team with insight into current usage and desired configurations of playing fields. The takeaway was that a large multi-purpose field and 1 softball field would be beneficial to all. The Team would like to circle back with various sports groups to ask if they will help champion the project through Town approval. ➤ The Food Service meeting allowed the food service specialists to provide feedback on what is working in their current kitchen and what could be improved upon. Crabtree McGrath will incorporate those comments and return for a follow up review. 	Record
3	<p>Upcoming March Meetings:</p> <ul style="list-style-type: none"> ➤ Traffic/Site/Safety (2) 3/11/2024 ➤ Exterior Working Group 3/13/2024 ➤ Data Sheet Review 3/15/2024 ➤ Executive Working Group 3/20/2024 ➤ SBC 3/19 ➤ DCM 2/26 	Record

4	<p>Fall Town Meeting Dates:</p> <ul style="list-style-type: none"> ➤ On 3/19 the School Committee will be asked to vote on a preferred voting date to include the debt exclusion. The preferred date would be 9/3/2024. 	Record
5.	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <p>Diesel Generator:</p> <ul style="list-style-type: none"> ➤ Fox Hill is currently zoned a residential property. The Town of Burlington does not allow diesel generators to be placed on residential properties. ➤ It is a requirement of the MSBA that the proposed new school have an emergency backup generator. This had originally been specified as diesel by the design firm because of the seven figure incentives being given by Mass Save. ➤ It was brought to our attention yesterday that the request for re-zoning Fox Hill to a commercial property submitted on 2/13 for review by the Planning Board is in violation of current re-zoning by laws. At the next SBC meeting on 3/19 the School Committee will be asked to vote to rescind this request. ➤ The Project Team is looking into the following alternatives: <ul style="list-style-type: none"> ➤ They are vetting the diesel requirement language with both Mass Save and DOER to see if gas is an acceptable option. ➤ Applying to re-zone two sites to commercial. ➤ The Dover Amendment. ➤ It was suggested that the Team speak with Mark Dupell the current Building Inspector to gain his insight into the situation. <p>Planning Board:</p> <ul style="list-style-type: none"> ➤ The Project Team has requested to go before the Planning Board on 3/21 to provide a project history and update. We would also like to present some items that will need to be considered for a future variance. The goal is to better understand expectations and requirements for submissions in advance of final submissions. <p>Invoice:</p> <ul style="list-style-type: none"> ➤ D&W noticed an error with the January Invoice and will be submitting a reconciliation. ➤ D&W wants to make the Owner aware that our T&M funding is running low. 	Open
6.	<p>Adjourn: 2:00 pm</p>	

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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.