



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: 10/30/24
 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 | | | |
| | Vivian Low | DiNisco Design | | | |
| ✓ | Neil Harrigan | DiNisco Design | | | |
| ✓ | Eric Conti | Superintendent | | | |
| ✓ | Melissa Massardo | SBC | | | |
| ✓ | Nichole Coscia | SBC | | | |
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| Item No. | Description | Action |
|----------|---|--------|
| 1. | Intro: 1:00 Meeting begins | Record |
| 2. | Schedule: completed and upcoming meetings <ul style="list-style-type: none">• The project team met with the school department members to review Room Data sheet and will follow up with any requested changes.• We also met with the Planning Department liaison who let us know that Planning and Conservation Commission approvals run concurrently so we will not need to reach out until we are further along in the DD process.• We will be reaching out to the DCM group for a project update meeting in early 2025. | Record |
| 3. | Working Groups <ul style="list-style-type: none">• The scheduling of these will be ongoing as needed. All information gathered at these working groups will be presented at the following SBC meeting. | Record |
| 4. | Adjourn: 1:30 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.