

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: 1/8/2025
 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			

Item No.	Description	Action
1.	Intro: 1:00 Meeting begins	Record
2.	SBC Agenda Items: <ul style="list-style-type: none"> The project team discussed 1/8 agenda items to be as follows: <ol style="list-style-type: none"> Call to Order & Intro Public Comments (10 Minutes) Approval of the December 17th, 2024, Meeting Minutes –Vote Expected Invoices and Commitments for Approval – Vote Expected Design Updates Other Topics not Reasonably Anticipated 48 hours prior to the meeting Public Comments (10 Minutes) Adjourn 	Record
3.	Design Update <ul style="list-style-type: none"> DiNisco has consulted with their food service designer (Crabtree McGrath) and they reported that it is currently a 50/50 split between projects choosing disposable vs reusable serving wear. DiNisco is going to research this further by reaching out to a current project owner to see what they chose, what pricing for installing the wear washer post project will be and what the general cost for small wear items would be. DiNisco has still not heard back from the Towns solar PPA firm. Another attempt will be made to see if we can get any more information for comparison before the 1/21 SBC meeting. The playground options need to be revisited by the designers consultant and reviewed by a working group. The initial design brought some concern at December’s SBC meeting. The request is to incorporate better universal usage. 	Record
4.	Adjourn: 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.