


## MEETING MINUTES

Project: Fox Hill Elementary School  
 Subject: School Building Committee Meeting  
 Location: Webex Conference Call, BHS  
 Distribution: Attendees, Project File

Project No:  
 Meeting Date: 3/18/2025  
 Time: 6:00 PM  
 Prepared By: A. O'Toole

Pres	Name	Affiliation	Present	Name	Affiliation
✓	Anne Hill	SBC Member		Steve Brown	DWMP
✓	Bob Cunha	Director of Operations	✓	Andrea O'Toole	DWMP
✓	Christine Monaco	SBC Member		Donna DiNisco	DiNisco Design
✓	David Rosenblatt	Fox Hill Principal	✓	Vivian Low	DiNisco Design
✓	Dennis Villano	SBC Member	✓	Neil Harrigan	DiNisco Design
✓	Ed Parsons	SBC Member			
✓	Eric Conti	Superintendent			
✓	George Papayannis	SBC Member			
✓	Jennifer Priest	SBC Member			
✓	Jeremy Brooks	SBC Member			
✓	John Danizio	SBC Member			
✓	Katherine Bond	Vice Chair of SBC			
✓	Kristen Downie	Secretary			
✓	Martha Simon	SBC Member			
✓	Melissa Massardo	SBC Chair			
✓	Nichole Coscia	Business Manager			
	Paul Sagarino	SBC Member			
✓	Roger Riggs	SBC Member			
	Tara Carroll	SBC Member			
✓	Meghan Nawoichik	SBC Member			

<b>Item No.</b>	<b>Call to Order &amp; Intro:</b> 6:00 pm meeting was called to order with 10 of 13 voting members in attendance. One additional voting member joined later.	Record
1.	<b>Public Comment: None</b>	Record
2.	<p><b>Approval of February 25 2025, Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li><i>Motion to approve the 2/25/25 meeting minutes as submitted by C. Monaco. 2<sup>nd</sup> by K. Bond. Discussion: None. Roll Call Vote:</i> <ol style="list-style-type: none"> <li>K. Bond – Yes</li> <li>M. Massardo - Yes</li> <li>C. Monaco - Yes</li> <li>B. Cunha- Yes</li> <li>N. Coscia - Abstain</li> <li>D. Villano – Yes</li> <li>D. Rosenblatt – Yes</li> <li>J. Danizio - Abstain</li> <li>J. Brooks- Yes</li> <li>J. Priest - Abstain</li> </ol> </li> </ul> <p>Approve: 7, Reject: 0, Abstain: 3, Motion passes 7-0-3</p>	Record
3.	<p><b>Invoice for Approval:</b></p> <ul style="list-style-type: none"> <li><i>Motion to approve DiNisco Invoice No. DiNisco Invoice No. 10163 in the amount of \$ 346,200.00 DD 5 of 5 and DiNisco Invoice No. 10164 in the amount of \$9,157.50 for Geotechnical Services (testing), DiNisco Invoice No. 10165 in the amount of \$9,157.50 for Geotechnical Services (final borings), DiNisco Invoice No. 10166 in the amount of \$10,030.35 for CD Traffic Studies made by K. Bond, 2<sup>nd</sup> C. Monaco.</i> <ol style="list-style-type: none"> <li>K. Bond – Yes</li> <li>M. Massardo - Yes</li> <li>C. Monaco - Yes</li> <li>B. Cunha- Yes</li> <li>N. Coscia - Yes</li> <li>D. Villano – Yes</li> <li>J. Danizio - Yes</li> <li>J. Brooks- Yes</li> <li>J. Priest - Yes</li> </ol> </li> </ul> <p>Approve: 9, Reject: 0, Abstain: 0, Motion passes 9-0-0</p>	Record

	<ul style="list-style-type: none"><li>• <i>Motion to approve Dore and Whittier Invoice No. 30 in the amount of \$ 39,307.50 for Design Development made by K. Bond, 2nd C. Monaco.</i></li></ul> <ol style="list-style-type: none"><li>1. K. Bond – Yes</li><li>2. M. Massardo - Yes</li><li>3. C. Monaco - Yes</li><li>4. B. Cunha- Yes</li><li>5. N. Coscia - Yes</li><li>6. D. Villano – Yes</li><li>7. J. Danizio - Yes</li><li>8. J. Brooks- Yes</li><li>9. J. Priest – Yes</li><li>10. E. Conti – Yes</li></ol> <p>Approve: 10, Reject: 0, Abstain: 0, Motion passes 10-0-0</p>	
4.	<p><b>Schedule Update:</b></p> <p>Review of schedule showing the start of Construction Document (CD) Phase with the first submission of CD documents to the MSBA in July with another cost estimate in June.</p>	Record
5.	<p><b>Solar Update:</b></p> <p>DiNisco has been working with Ways &amp; Means to gather information from the town’s existing PPA company (Onyx) to determine the best route for PVs in the parking lot. The considerations listed below need to be explored alongside the timeline for permitting design and installation.</p> <hr/> <div><div><p><b>Rooftop and Canopy Solar Panel System   Ownership v. PPA Considerations</b></p><p><b>Town Purchased Solar Panel System</b></p><ul style="list-style-type: none"><li>• System to include any or all of the following:<ul style="list-style-type: none"><li>- Rooftop Photovoltaic (PV) System</li><li>- Parking Canopy PVs (including steel structure)</li><li>- Battery (for storage)</li></ul></li><li>• Up Front and Other Costs by Town:<ul style="list-style-type: none"><li>- Design Fees (including permitting) approximately \$240,000 to \$340,000</li><li>- Cost of Construction approximately \$1.9M (w/o battery) \$3M (w/ battery)</li><li>- Annual Maintenance Fees of \$7,500 (avg)</li><li>- Repairs and Replacement of equipment</li></ul></li><li>• Rebates and incentives go to the town</li><li>• No cost to Town for power usage generated by PVs and normal rates would be charged by Utility company for additional power required for winter months (savings of approx \$722,302, NPV, after 20 years)</li><li>• The Town continues to financially benefit from the PV system after 20-25 years of the owning equipment, but rooftop equipment will need to be moved for building re-roofing at or about 25 years</li></ul></div><div><p><b>Power Purchasing Agreement with 3rd Party</b></p><ul style="list-style-type: none"><li>• System to include any or all of the following:<ul style="list-style-type: none"><li>- Rooftop Photovoltaic (PV) System</li><li>- Parking Canopy PVs (including steel structure)</li><li>- Battery (for storage)</li></ul></li><li>• Up Front and Other Costs by Town: \$0<ul style="list-style-type: none"><li>- Design Fees are included in PPA</li><li>- Cost of Construction is included in PPA</li><li>- Annual Maintenance by PPA</li><li>- Repairs and Replacement of equipment by PPA</li></ul></li><li>• Rebates and incentives go to the PPA (for most contracts)</li><li>• Town agrees to buy all of the power generated by the PVs at a fixed, reduced price (\$0.092 to \$0.193/kWh) for 20 to 25 years (savings of approximately \$842,191NPV after 20 years)</li><li>• At the end of the PPA, town can renegotiate another term with the PPA developer, purchase the system, or have the system removed at additional cost</li></ul></div></div> <div><div> DINISCO DESIGN</div><div>School Building Committee Meeting   18 March 2025</div></div>	Record

	<p>M. Massardo – I recommend that we bring the use of a PPA to SC to put on an article for May Town Meeting.</p> <p><i>Motion that Fox Hill SBC recommend the utilization of a PPA without battery be recommended to the School Committee as the preferred path made by J. Brooks and 2<sup>nd</sup> by J. Priest.</i></p> <ol style="list-style-type: none"> <li>1. K. Bond – Yes</li> <li>2. M. Massardo - Yes</li> <li>3. C. Monaco - Yes</li> <li>4. B. Cunha- Yes</li> <li>5. N. Coscia - Yes</li> <li>6. D. Villano – Yes</li> <li>7. J. Danizio - Yes</li> <li>8. J. Brooks- Yes</li> <li>9. J. Priest – Yes</li> <li>10. E. Conti – Yes</li> <li>11. M. Nawoichik – Yes</li> <li>12. D. Rosenblatt - Yes</li> </ol> <p>Approve: 12, Reject: 0, Abstain: 0, Motion passes 12-0-0</p>	
6.	<p><b>Playground Updates:</b></p> <p>DiNisco review of the new location of the play structures which were moved to allow space for more accessibility options.</p> <ul style="list-style-type: none"> <li>• The SBC would like DiNisco to consider a platform swing and approve of the location of the transfer stations.</li> <li>• The SBC would like DiNisco to review Childscapes playground design options. <a href="https://www.childscapes.net">https://www.childscapes.net</a></li> </ul>	Record
7.	<p><b>Upcoming Meetings:</b></p> <p><b>Design + Construction Schedule</b></p> <ul style="list-style-type: none"> <li>• Construction Documents - March 2025 to November 2025</li> <li>• Project Bid - December 2025 through January 2026</li> <li>• Building Construction April 2026 to February 2028</li> <li>• Building Completion + Occupancy - February 2028</li> </ul>	Record

	<ul style="list-style-type: none"> <li>• Demolish Existing Building + Complete Sitework - March to October 2028</li> </ul> <p><b>Up Coming Submissions</b></p> <ul style="list-style-type: none"> <li>• 4/2/25: Planning Board</li> <li>• 4/2/25: Conservation Commission</li> <li>• 7/18/25: MSBA 60% CD Submission</li> <li>•</li> </ul> <p><b>Upcoming Meetings</b></p> <ul style="list-style-type: none"> <li>• 3/19/25: IT Review</li> <li>• 3/19/25: Fire Alarm/Fire Protection/Security Review</li> <li>• Week of 3/24/25: Interior Graphics Working Group</li> <li>• TBD: Follow up with DPW</li> <li>• 4/8/25: MSBA Design Status Meeting</li> <li>•</li> </ul>	
8.	<p>SBC Comments and Q&amp;A –</p> <ul style="list-style-type: none"> <li>• J. Priest – There is a removal cost listed at the end of the PPA’s contractual obligation. Is that standard? <ul style="list-style-type: none"> <li>- V. Low- Yes, it is typical that removal or purchase at the end of the contract is included but at a cost.</li> </ul> </li> <li>• R. Riggs – The school will open with grid power, correct? <ul style="list-style-type: none"> <li>- N. Harrigan –Yes, the solar panels will be added to the roof and parking lot after the existing school is demolished.</li> </ul> </li> <li>• M. Simon – Do we already have existing PPA’s? <ul style="list-style-type: none"> <li>- B. Cunha – Yes, we have PV’s and a contract with Onxy at the middle school and one at the HS. And a separate one at Mill Pond with Rise Engineering.</li> </ul> </li> <li>• K. Bond – what happens when the roof needs replacement? <ul style="list-style-type: none"> <li>- B. Cunha – We will have to decide to have them removed or replaced.</li> </ul> </li> <li>• M. Massardo – Why isn’t more cost effective with the battery option? <ul style="list-style-type: none"> <li>- Ed Parsons – The PPA absorbs the risk of the battery and the life expectancy of the unit.</li> </ul> </li> <li>• M. Massardo – Do we need SC approval? <ul style="list-style-type: none"> <li>- N. Coscia – Yes, any contract that exceeds 3 years needs town approval.</li> </ul> </li> <li>• E. Conti – Do any of these decisions effect the incentives we are currently assuming for the project? <ul style="list-style-type: none"> <li>- N. Harrigan – No the building is already all electric.</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>• J. Brooks - the sooner we make the decisions the sooner we can apply for the IRA and earmark the money.</li> <li>• M. Simon – Are we going to procure multiple bids to ensure we receive the most advantageous contract? <ul style="list-style-type: none"> <li>- N. Coscia – We will investigate the number of bids that need to be solicited.</li> </ul> </li> <li>• J. Priest – Are the canopies removable? How large are they? <ul style="list-style-type: none"> <li>- V. Low – They do not come down; they will provide a decent amount of shade.</li> </ul> </li> <li>• M. Simon – Will the wall graphics include information about the sustainability of the school? <ul style="list-style-type: none"> <li>- V. Low - Yes</li> </ul> </li> </ul>	
9.	<p><b>Items not anticipated in the last 48 hours:</b></p> <p>It was noted by DiNisco that the previously voted DiNisco invoice No. 10165 is the incorrect amount. D&amp;W requests to re-vote the invoices in the correct amount.</p> <p><i>Motion to rescind the DiNisco invoices voted earlier in the meeting made by K. Bons and 2<sup>nd</sup> by J. Priest.</i></p> <ol style="list-style-type: none"> <li>1. K. Bond – Yes</li> <li>2. M. Massardo - Yes</li> <li>3. C. Monaco - Yes</li> <li>4. B. Cunha- Yes</li> <li>5. N. Coscia - Yes</li> <li>6. D. Villano – Yes</li> <li>7. J. Danizio - Yes</li> <li>8. J. Brooks- Yes</li> <li>9. J. Priest – Yes</li> <li>10. E. Conti – Yes</li> <li>11. M. Nawoichik – Yes</li> <li>12. D. Rosenblatt - Yes</li> </ol> <p>Approve: 12, Reject: 0, Abstain: 0, Motion passes 12-0-0</p> <ul style="list-style-type: none"> <li>• <i>Motion to approve DiNisco Invoice No. DiNisco Invoice No. 10163 in the amount of \$ 346,200.00 DD 5 of 5 and DiNisco Invoice No. 10164 in the amount of \$9,157.50 for Geotechnical Services (testing), DiNisco Invoice</i></li> </ul>	Record

	<p><i>No. 10165 in the amount of \$4,9500.00 for Geotechnical Services (final borings), DiNisco Invoice No. 10166 in the amount of \$10,030.35 for CD Traffic Studies made by K. Bond, 2<sup>nd</sup> C. Monaco.</i></p> <ol style="list-style-type: none"> <li>1. K. Bond – Yes</li> <li>2. M. Massardo - Yes</li> <li>3. C. Monaco - Yes</li> <li>4. B. Cunha- Yes</li> <li>5. N. Coscia - Yes</li> <li>6. D. Villano – Yes</li> <li>7. J. Danizio - Yes</li> <li>8. J. Brooks- Yes</li> <li>9. J. Priest – Yes</li> <li>10. E. Conti – Yes</li> <li>11. M. Nawoichik – Yes</li> <li>12. D. Rosenblatt – Yes</li> <li>13.</li> </ol> <p>Approve: 12, Reject: 0, Abstain: 0, Motion passes 12-0-0</p>	
10.	<b>Public Comments: None</b>	Record
11.	<b>Motion to Adjourn:</b> <ul style="list-style-type: none"> <li>• <i>Motion to adjourn</i> All in favor. Meeting Adjourn.</li> </ul>	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.