



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: 04/03/24
 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	School Business Manager			
✓	Bob Young	Resident			
✓	Dr. Eric Conti	Superintendent			

Item No.	Description	Action
1	Intro: 1:00 Meeting begins	Record
2	Recent Meetings: <ul style="list-style-type: none"> ➤ DCM review of Planning Board presentation. 	Record
3	Upcoming Meetings: <ul style="list-style-type: none"> ➤ Interior and Exterior Building working groups will be meeting today to review interior and exterior design developments. ➤ The Planning Board will meet tomorrow to review the project presentation and submit comments to the project team. ➤ Proposed SBC meetings are listed below and will be discussed at the scheduled 4/8 meeting. ➤ The team reviewed the town calendar and thinks the best date for a Community Forum would be Wednesday June 12th. This will be discussed further at 4/8 SBC. 	
4	Upcoming April Meetings: <ul style="list-style-type: none"> ➤ Planning Board 4/4 – The team will present the project to the Planning Board. Melissa and Jeremy will be there to represent SC and speak to enrollment numbers if needed. Eric will join remotely. ➤ Monday April 8, 2024, SBC @ 6pm 	Record
5	Proposed SBC/ Community Meeting Dates and Corresponding Milestones <ul style="list-style-type: none"> ➤ April Monday April 29th, 2024, SBC @ 6pm ➤ May Tuesday May 14th, 2024, FAS 9:30am-11:30am Friday May 10th, 2024 – SD Cost Estimate Upload Tuesday May 20th, 2024, SBC @ 6:00pm May 28-30 Cost Estimate Review ➤ June Monday, June 10th, 2024, SBC @ 6:00pm – Budget/VE Wednesday June 12th, 2024 – Community Meeting Monday June 17th, 2024 – Upload package to SBC Monday June 24, 2024, SBC @ 6:00pm – Vote to submit to MSBA. Thursday June 27th, 2024 - Submit to MSBA 	

	<ul style="list-style-type: none"> ➤ July/August SBC- TBD Wednesday August 28th, 2024 – MSBA Board Meeting 	
6	<p>Resident Comments:</p> <ul style="list-style-type: none"> ➤ Resident Bob Young has joined the meeting today and offers the following questions/comments. ➤ Has a Feasibility Study been done? -S. Brown – Yes it has, and you can find it on the project website (site was linked in the meeting chat for reference) ➤ Was a renovation option studied? Who approved this option? -S. Brown – Yes it was and all the information about the process and how we landed on new construction is on the website. The SBC has been working with the project team for over a year and voted on this option. ➤ Will this be a custom school? Is there an option for it to be a prototype school which would be more cost effective. <ul style="list-style-type: none"> - D. DiNisco – This will be a well-designed school that is being partially funded and fully vetted by the MSBA. A prototype school is offered by the MSBA, but the town of Burlington was not invited into that program. ➤ I would recommend giving the residents the earliest possible opportunity to learn about this project. There are a lot of projects coming down the pipeline in town and they are very expensive. This in conjunction with budget cuts and rising bills is concerning. <ul style="list-style-type: none"> - S. Brown – We understand there is a lot of development in Burlington right now. While we do hope that this project proceeds, our function as the Owner Project Manager is to gather and report factual information. - M. Massardo – There have been many community forums, and public meetings about the Fox Hill project. There is a dedicated website that houses all this information. We advise you to review it and are happy to answer any questions. ➤ Are you going to have a table or a tent at the high school on Saturday? I would recommend your attendance. <ul style="list-style-type: none"> - M. Massardo – We currently do not have a plan to be at that event. 	
7	<p>Adjourn: 2:00 pm</p>	

Sincerely,
DORE + WHITTIER
 Andrea O'Toole
 Assistant Project Manager

Project: Fox Hill Elementary School
Meeting: Executive Working Group
Meeting - 04/03/24
Page: 4

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.