

**Winter Hill Community School**  
**School Building Committee Meeting Minutes**  
**December 01, 2025, 4:30PM – Virtual Via Zoom**

**1. Call to Order 4:32**

- The meeting was called to order.
- Members Present (in bold): 13 members present at opening
  1. **Ruben Carmona**,
  2. **Courtney Gosselin**
  3. Kathleen Seward,
  4. **Edward Bean**
  5. **Jesse Clingan**
  6. **Christopher Ames**,
  7. **Courtney Koslow**,
  8. **Emily Grandstaff-Rice**,
  9. **Daniel Grayton**
  10. **Richard Heidebrecht**
  11. **Suraj Rajbanshi**
  12. **Rich Raiche**
  13. Hon. Katjana Ballantyne
  14. **Andre Green**
  15. **Jill Lathan**
  16. Hanna Bao

Others: Bob Bell (PE), Lisa Pecora (PE), Dan Arons (PE), Sean Burke (PMA), Khin Mar (COS), Ralph Henry (COS), Steve D'Ambrosia (Traverse Landscape), Kris Bradner (Traverse)

**2. Approval of Minutes**

- Minutes from the November 03, 2025, meeting was presented for approval.
- **Corrections:**

**CK** noted that the notes about the acquisition of the St. Ann sight seemed incomplete. Sean Burke noted that the minutes would be reviewed and issued as draft. They will be voted on at the next meeting.

**3. Old Business:**

- **MSBA and Construction Advisory Group (CAG) Update: RR:** Since last SBC CAG has met twice, Nov10 and 25th so form their recommendation. The consultant CBI was given two drafts to merge. There was a vote on location, Sycamore site was preferred. The majority of the CAG is leaning towards the larger enrollment. A smaller portion wanted to build smaller and ensure future for the Brown school. There was a small group in between. There is a possibility of having another meeting to make final recommendations. **AG** added that there was no consensus in making

a recommendation for the future of the Brown. **EGR** asked about timeline. **RR** reported that the goal is to be resolved by the end of the year. Mayor Ballantyne and Mayor elect Wilson agreed that they need to be on the same page. They will meet.

**SR** asked if the draft recommendation is final? **RR** Thinks that that CAG understands there is lack of consensus around issues, the recommendation is a consensus option on direction the mayor should go but will highlight the key issues for the community. This is in part to inform our project team on the consensus of the district and help work towards their goals.

#### 4. New Business

- **Workplan Update: LP** we are one month into the PDP, design team has visited the site and are working on assessment for their report. Focus is on Sycamore Street. We have started to collect educational information from the school to work towards the education plan. They will shortly start with test fits.
- **Community Outreach Plan: LP** is working with the city on community events for outreach, including first some walk and talks with the neighbors. Waiting on some feedback to confirm. December for Winter Hill, January for Brown. Typically start at a coffee shop and walk around and look at things around the site, talking about what works well and what can use improvement.
- **Visioning/Programing Update: BB** We are in the first phase of feasibility, PDP. We have formed the educational leadership team (ELT) who are moving forward with developing the educational plan. We will be reviewing the site and developing some preliminary options. Visioning, programing and spacy summaries require more detailed conversations. We are working with the ELT to pull this together. At PDP submission, the MSBA will review and questions the educational plan and ensure with the design team that spaces will support the educational plan. **CK** asked for the members of the ELT, **BB** will provide offline. **RR** provided a link the educational plan for the high school.

**AG** – noted that the school committee is expecting to vote on the educational plan.

- **Review of Existing Conditions: LP** There are lot of accessible and safety issues in the existing building. **EGR** noted that the building predates ADA requirements. **LP** Toilet rooms are too small and not compliant. The classrooms are outdated, inadequate acoustic separation, fluorescent lighting. The exterior is inefficient, minimal insulation, security cameras are insufficient, intercom is outdated, there are no vestibules, many guardrails are non-compliant. There were no major geotechnical concerns, but test borings would need to be performed to get a full assessment. There is some cracking that appears to be from settling. No moisture from ground water was found. Renovation would require significant structural upgrades. MEP systems are past useful life; boiler is original, there is electric heater that in same areas are detached, there is not enough flow through duct work, deck

to deck height will limit the ability to add ductwork, controls are in poor condition. Switchgear is near recommended lifespan, the generator is in poor condition and not large enough to serve additional loads. FA does not have voice evacuation, there is not sprinkler protection in the building. Most kitchen equipment is dated, some newer pieces can be reused or used at other schools. It would be difficult to support wifi throughout the building, there is limited power and conductivity for new technology. **CK** was not surprised with the assessment, while she is all for reusing what we can; asked when we will know if we are building a new building or reusing. **EGR** noted that the MSBA required to study new and reuse, and PSR is the time when the decision will be made.

**CK**

**JK** – asked if any widow, which are newer, could be salvaged and or reused? **DA** – it is not a definite but will investigate it. Window technology is advancing so quickly that even if the windows are newer, they may not be able to be reused.

- **Site Assessment: SD** Most of the trees onsite are not native, only the Honey Locust are native. The trees on the northside that have room to grow are growing well. The north side tree would be targeted to be protected. The Norway Maples on the south side are in bad health and are an invasive species. The London Planetrees provide a lot of shading on the street, and would be targeted to be saves. There are some nice river birches in Mae's Garden that could be saved and be moved to a location elsewhere in the city. A lot of the playground equipment is in good shape, it will be studied for relocation or reuse. The synthetic field is in good shape but will not be able to be reused but the lighting could be. **SR** Asked if there has been a study/requirement for ratio of recess area to floor area of the building. **KB** – stated that there are requirements for pre-k, but for older children we must work with the school to ensure adequate outdoor space.  
**AG** – asked if the playground equipment is in its expected condition for being only 7 years old. **SD** responded that the wear and tear is as expected. Site furnishings are generally in good shape, we will need to understand what will be salvaged and create a salvage plan. **CK** would love to Mae's garden to be incorporated into the new school. Teachers and Staff have been asking as well. They have a celebration every year in May. **CK** asked that Mae's garden be considered for incorporation in the new landscape design. EGR echoed that she feels it's incredibly important to keep Mae's Garden into the new project. **AG** agreed, feels that Mae's garden is part of the community and should be included in the new project. **KB** – noted that often it is easier to relocate equipment vs. storing and returning to the site. **CG** – is not for any QR codes that would encourage cell phone use over playing. Also noted that there is a need for lots of bike racks onsite. **DG** wanted to point out that areas where Honey Locusts are located, there may be a building in that place. We are very early in the process and it is important to set expectations. **JL** – noted that there is no storage available in the city.

#### 4. Next Meeting

- **Jan 5, 2026, 4:30PM** and will be held virtual
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## **5. Public Comment**

- None

## **6. Adjournment**

**17. A motion** to adjourn was made by **Daniel Grayton** by and seconded by **Jill Lathan**

Roll Call Vote: For: **Ruben Carmona, Courtney Gosselin, Edward Bean, Jesse Clingan, Christopher Ames, Courtney Koslow, Emily Grandstaff-Rice, Daniel Grayton, Richard Heidebrecht, Suraj Rajbanshi, Rich Raiche, Andre Green, Jill Lathan** Against: None Pass 13-0-0

**Minutes by:** Sean Burke PMA Consultants 6:00PM