



Memorial Elementary School



School Building Committee Meeting

Date	Time	Location	Meeting No.
7/23/2026	5:30 PM	Natick Town Hall	Meeting No. 002

Attended	Name	Organization	Email
X	Melissa Spash	Town of Natick – Superintendent of School	MSpash@NatickPS.org
X	Matt Gillis	Town of Natick – Assist Superintendent Business Office	Matgillis@NatickPS.org
X	Stephen Meyler	Town of Natick – School Building Committee Chair	smeyler@natickps.org
X	Maria McMorran	Town of Natick – School Building Committee Vice Chair	mmcmorran@natickps.org
X	Alan Cloutier	Town of Natick – Memorial School Building Committee – Planning Bd. Rep.	acloutier@natickma.org
X	James Errickson	Town of Natick –Town Administrator	Jerrickson@NatickMA.org
X	Bruce Evans	Town of Natick – Memorial School Building Committee – Select Bd. Rep.	bevans@natickma.org
	Karen Ghilani	Town of Natick – Memorial School Building Committee – MES Principal	kaghilani@natickps.org
X	James Hannigan	Town of Natick – Memorial School Building Committee – Community Rep.	jhannigan@natickps.org
X	Kyla Meade	Town of Natick – Memorial School Building Committee – Community Rep.	kmeade@natickps.org
	Kat Monahan	Town of Natick – Memorial School Building Committee – Fin. Comm. Rep.	kmonahan.fincom@NatickMA.org
X	Jaymin Patel	Town of Natick – Memorial School Building Committee –School Comm. Rep.	jpatel@natickps.org
X	William Spratt	Town of Natick – Memorial School Building Committee – Facilities Lead	wspratt@natickma.org
	Doug Tierney	Town of Natick – Memorial School Building Committee – Community Rep.	dtierney@natickps.org
	+Deborah Schatz	Town of Natick – Memorial School Building Committee – Dir. of Facilities	dschatz@natickma.org
X	+Jillian Wilson-Martin	Town of Natick – Memorial School Building Committee – Dir. of Sustainability	jwmartin@natickma.org
	+Officer Beth Heffler	Town of Natick – Memorial School Building Committee- Police/Fire Rep.	eheffler@natickma.org
*	Chris Simmler	LiRo-Hill	simmlerc@liro-hill.com
X	Doug Murray	LiRo-Hill	murrayd@liro-hill.com
X	Paul Kondrat	LiRo-Hill	kondratp@LiRo-Hill.com
+	Non-voting member		
*	Virtual attendee		

Item	Description	Action	Assigned	Status	
		The meeting was opened by the Chair at 5:30pm			
1.0	Public Comment	None			
1.1	Designer RFS & Addendum	The RFS has been issued. There were approximately 30 attendees at the walk-thru. No questions were submitted in writing, 11 items were issued in response to items discussed at the walk-thru. Discussion of the Community Farm access during construction, use for construction staging and potential access issues. The response included the “...School Department intends to be a good neighbor...” Programs utilizing the athletic fields are anticipated to be relocated during the construction period, if applicable. A member of the public stated the conservation committee has oversight for the farm and their approval would need to be received besides the lead farm manager. Mr. Meyler will follow up with the Conservation committee if there is a need to make a formal request to support the Memorial School project. Reconstruction of wetlands was included as a possibility with proper approvals of authorities having jurisdiction. Submission are due 8.5.26 at Town Hall. A sub-committee of Stephen Meyler, Maria McMorran, Melissa Spash and Matt Gillis were appointed to review the submissions and present the three firms recommended for interviews to the Designer Selection Panel at the next MSBC. A motion was made by William Spratt and seconded by Bruce Evans to appoint the sub-committee by a show of hands. Vote: Spash, Yes; Gillis, Yes; Meyler, Yes; McMorran, Yes; Cloutier, Yes Errickson, Yes; Evans, Yes; Hannigan, Yes; Meade, Yes; Patel, Yes; Spratt, Yes. Motion was approved.	LH will finalize question responses and the Addendum will be issued by the Town Sub-Committee will meet on 8.13.26	DM/LH MG/Natick	Open
1.1	Project Charter	The project Charter was introduced. The purpose of the Charter is to provide a roadmap for the project and team to align goals of the Committee, School Department, Town, stakeholders and project team including vision, critical success factors, guiding principles and priorities.	To be edited for presentation to MSBC	CS/LH	Open



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		Discussion included: • Inclusion of stronger sustainability and net-zero requirements. • Crowd source information • Efficiency/programming • Lessons learned from previous building projects After review, a working group of Stephen Meyler, Maria McMorran, Melissa Spash, Matt Gillis and Jaymin Patel volunteered to review the Charter and present the updated Draft at the next MSBC.			
2.1	DSP representatives	The Designer selection schedule was presented. Dates for MSBA are still scheduled for 9/8 for proposal review and 9/22 for interviews. Submission of the RFS and review information to the MSBA will be made in August. Stephen Meyler, Matt Gillis and Melissa Spash were appointed to represent the Committee/Town at the MSBA DSP. The meeting is public and is held virtually. The Town of Natick is allowed three leadership representatives at the meeting. The committee consensus supported the Chair Stephen Meyler, Matt Gillis and Melissa Spash to represent the Committee/Town at the MSBA. These three individual positions are typically the MSBA representatives at these school/MSBA based meetings.	Forward DSP reps to MSBA	DM/LH	Open
2.2	Adjournment	A motion was made by the Chair and seconded and approved by a show of hands. There were several seconds to the motion. It was not recoded who seconded the motion first but included Matt, Bruce, among others. Vote: Spash, Yes; Gillis, Yes; Meyler, Yes; McMorran, Yes; Patel, Yes; Errickson, Yes; Evans, Yes; Meade, Yes; Cloutier, Yes; Ghilani, Yes; Spratt, Yes; Meade, Yes; Tierney, Yes; Hannigan, Yes. The meeting was closed by the chair at 7:55 pm.			