



# Massachusetts School Building Authority

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August 21, 2023

Mr. Paul F. Sagarino, Jr., Town Administrator  
Town of Burlington  
Burlington Town Hall  
29 Center Street  
Burlington, MA 01803

Re: Town of Burlington, Fox Hill Elementary School

Dear Mr. Sagarino:

The Massachusetts School Building Authority (the “MSBA”) is forwarding review comments for the Module 3 Feasibility Study Preliminary Design Program submission for the Fox Hill Elementary School project in the Town of Burlington, received by the MSBA on July 14, 2023.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Nina Pappacostas (Nina.Pappacostas@MassSchoolBuildings.org), through the Owner’s Project Manager. Please review and return responses within 14 days of receipt of this letter.

Please also note that as part of the upcoming Preferred Schematic submittal process, districts and their consultants are required to provide a summary overview of the proposed project to the MSBA Facilities Assessment Subcommittee (the “FAS”). In preparation, the MSBA requests that the District submit a complete PowerPoint of the FAS presentation with the Preferred Schematic Report. For your reference, the guidance memorandum for preparing an FAS presentation is attached.

If you have any questions or comments, please do not hesitate to contact Christina Forde (Christina.Forde@MassSchoolBuildings.org).

Sincerely,



Michael McGurl  
Director of Capital Planning

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Attachments: Attachment 'A' – Module 3 Preliminary Design Program Review Comments  
Facilities Assessment Subcommittee Guidance Memorandum  
MSBA's Staff Recommendation for 2018 STE Area Guidelines

Cc: Legislative Delegation  
Michael Runyan, Chair, Burlington Select Board  
Martha Simon, Chair, Burlington School Committee  
Dr. Eric Conti, Superintendent, Burlington Public Schools  
Robert Cunha, Director of Operations, Burlington Public Schools  
Christina Dell Angelo, Owner's Project Manager, Dore & Whittier Management  
Partners, LLC  
Donna DiNisco, Designer, DiNisco Design, Inc.  
File: 10.2 Letters (Region 4)