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TOWN OF BURLINGTON

Meeting Minutes

Draft minutes can be posted and revised at a later date

DEPT./BOARD: Fox Hill School Building Committee

DATE: May 2, 2023

TIME: 6:00 PM

PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA & Webex (Virtual)

See Minutes Below:





MEETING MINUTES

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

Project No:
 Meeting Date: 5/2/2023
 Time: 6:00 PM
 Prepared By: A. Place

Present	Name	Affiliation	Present	Name	Affiliation
✓	Nichole Coscia*	Business Manager		Mike Burton	DWMP
✓	John Danizio*	SBC Member	✓	Christina Dell Angelo	DWMP
✓	Paul Sagarino*	SBC Member	✓	Mike Cox	DWMP
✓	Melissa Massardo*	SBC Chair	✓	Steve Brown	DWMP
✓	Eric Conti*	Superintendent	✓	Aidan Place	DWMP
✓	Bob Cunha*	Director of Operations		Jason Boone	DWMP
✓	David Rosenblatt*	Principal	✓	Donna DiNisco	DiNisco Design
✓	Dennis Villano*	SBC Member	✓	Vivian Low	DiNisco Design
✓	Roger Riggs	SBC Member	✓	Neil Harrigan	DiNisco Design
	Ed Parsons	SBC Member			
✓	Jennifer Priest*	SBC Member	✓	Jeremy Brooks	
✓	Tara Carroll	SBC Member	✓	Barbara L'heureux	
	Audrey Boeri	SBC Member	✓	David Woodilla	
	George Papayannis	SBC Member	✓	Nicole Neitameyer	
✓	Katherine Bond*	Vice Chair of SBC			
	Carl Foss*	Vice Chair School Committee			
✓	Christine Monaco*	SBC Member			
✓	Martha Simon*	SBC Member			
✓	Kristen Downie	Secretary			

* SBC Voting Member

Item No.	Description	Action
7.1	Call to Order & Intro: 6:04 pm meeting was called to order by SBC Chair M. Massardo with 12 of 13 voting members in attendance.	Record
7.2	<p>Previous Topics & Approval of April 13th, 2023, Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the 04/13/2023 meeting minutes¹ as submitted made by J. Priest and seconded by E. Conti. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes - N. Coscia – Yes M. Massardo – Yes – P. Sagarino – Yes – J. Danizio – Yes – J. Priest – Yes – D. Rosenblatt – Yes – K. Bond – Yes – C. Monaco - Yes. Abstention: M. Simon, D. Villano. Motion passes, minutes approved. 	Record
7.3	<p>Public Comment:</p> <ul style="list-style-type: none"> ➤ D. Woodilla makes the public comment that he is thankful for Burlington Schools. Says one of the greatest features of the school system is its neighborhood elementary schools. The thought of changing this neighborhood school concept and busing young students across town to a mega school complex is disconcerting to him. He urges the discounting of the mega school option and focus on the four-school neighborhood option. 	Record
7.4	<p>Financial Update:</p> <ul style="list-style-type: none"> ➤ A motion to approve the DiNisco Invoice No. 03 in the amount of \$29,545.00, DiNisco Invoice for the Environmental Assessment in the amount of \$2,860.00, DiNisco Invoice for the Wetlands Environmental Services in the amount of \$4,496.25, DiNisco Invoice for the Traffic Study in the amount of \$8,005.25 made by E. Conti and seconded by J. Priest. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes - N. Coscia – Yes M. Massardo – Yes – C. Monaco – P. Sagarino – Yes – J. Danizio – Yes – J. Priest – Yes – D. Rosenblatt – Yes – D. Villano – Yes – K. Bond – Yes – M. Simon – Yes. Abstention: None. Motion passes, Invoices approved. ➤ A motion to approve the Dore + Whittier Invoice No. 07 in the amount of \$13,972.50 made by E. Conti and seconded by J. Priest. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes - N. Coscia – Yes M. Massardo – Yes – C. Monaco – P. Sagarino – Yes – J. Danizio – Yes – J. Priest – Yes – D. Rosenblatt – Yes – D. Villano – Yes – K. Bond – Yes – M. Simon – Yes. Abstention: None. Motion passes, Invoice approved. ➤ C. Dell Angelo goes over the budget breakdown in the slideshow². 	Record

¹ April 13, 2023, Meeting Minutes
² D+W PowerPoint Presentation

7.5	<p>Design Update:</p> <ul style="list-style-type: none">➤ D. DiNisco starts talking and goes over the PDP process and the enrollment. Shows the historic enrollment charts and the MSBA enrollment forecast through 2032 in the slideshow² for both Fox Hill only and for combined Fox Hill and Pine Glen.➤ E. Conti notes that the combined school with Pine Glen was the original plan for MSBA and they petitioned the MSBA for an added four school option and was granted it. Also says it is not a range and that the enrollment is either 325 or 640 students.➤ J. Priest asks about COVID and skewing the historical view of the enrollment projections. E. Conti responds saying that the projects are done from a historical perspective and overbuilding is a concern for the MSBA and their enrollment projections have been accurate.➤ D. DiNisco comments saying they take the average enrollment over ten years which provides a buffer. She says in the past districts have not seen an over capacity when they open. DiNisco feels comfortable with the enrollment projections.➤ M. Simon clarifies that the overcapacity they had heard about was from 10 years ago. Since then, the MSBA has reorganized and now uses different processes. Since then, they have been on target with enrollment projections.➤ D. DiNisco says that the program used to be called SBA (School Building Assistance) and they asked the districts for enrollment. They didn't perform their own projections. Now they do their own projections and go in depth and look at historical statistics.➤ M. Simon says she feels more comfortable in the numbers now knowing the history.➤ D. DiNisco goes over Space Summary comparison in the slideshow².➤ C. Monaco does not agree with the MSBA numbers for enrollment projections. It is her opinion that the enrollment numbers are wrong, and that the enrollment will not go down as the MSBA projects. She asks about the extra classrooms. D. DiNisco responds saying the MSBA is not looking to overbuild schools and that they will mandate that they keep either three or six classrooms per grade.➤ M. Simon asks about the MSBA standards vs guidelines. D. DiNisco responds saying that the MSBA uses a generic formula for calculating space summary which they consider their guidelines but then after calculating the need for the Fox Hill School they came to a different number proving the space needed is more. M. Simon asks if core academic includes certain programs. D. DiNisco responds saying the core academic includes any program that supports general education with the exception of guidance and SEL which fall under the admin section.	Record
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² D+W PowerPoint Presentation

- K. Bond comments that she is uncomfortable with the enrollment number the MSBA has provided. Asks if later down the road they can add classrooms if enrollment were to increase. D. DiNisco responds saying the MSBA will ask how an expansion could occur and they will show that, however she is unsure if that has ever happened before.
- M. Massardo says that Pine Glen would still be available if enrollment were to change as they aren't required to close the school.
- S. Brown states the MSBA's funds are very regimented in how they allocate funds to different projects. Says that once they agree to maximum facilities grant, which is after local funding approval, they already allocated the maximum funding to the project and to renegotiate with them would be very unlikely. Says if the feeling is that the MSBA projections are wrong the only option would be to withdraw from the program and have the town pay for the entirety of the project.
- K. Bond asks if the town could pay for additional classrooms if needed. S. Brown responds saying he thinks the MSBA wouldn't withdraw because of that if there is a proven need to expand beyond the initial plan.
- D. DiNisco comments they have seen enrollment spikes in other districts and have been thoughtful about where they put the additional expansion space.
- P. Sagarino says he received an email about apartment buildings and kids' enrollment. He will forward to the SBC community.
- D. DiNisco discusses the square footage for each of the options. Fox Hill would be 85,458 GSF, Combined Fox Hill and Pine Glen would be 142,677 GSF, and Separate Fox Hill and Pine Glen would be 151,452 GSF. She then discusses the educational program in the slideshow². The educational program identifies programs offered district wide, identifies programs to be offered within the new Fox Hill Elementary School. It also identifies programmatic spatial relationships and adjacencies. The program also defines the space needs and total square footage for the project. Says they had great working sessions with the Fox Hill and Pine Glen staff.
- V. Low speaks to the spacial relationships shown in the slideshow². Had the staff participate in the exercise of putting together how they viewed the new school spaces coming together for the different options. She shows the different diagrams for the different options.
- D. DiNisco goes over the Draft Criteria Matrix shown in the slideshow². Says the intent of this is to develop criteria that are important for the project. She says they are required to look at renovation and repair, addition/renovation, and the new options for both 325 & 640 students. She goes over the different categories in the matrix and says they have created this based on what the committee and staff have expressed so far.

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	<ul style="list-style-type: none"> ➤ S. Brown comments saying it is helpful to develop this criteria matrix so that they can be objective about the different options. It has worked successfully in the past and the key to making it work is that the right categories are on the page. They will solicit feedback from the committee and make the changes as necessary. ➤ N. Harrigan talks about the traffic study. He talks about the arrival procedures, says there seems to be seven buses for arrival but only 2 unload at a time. Goes over the slide showing the logistics plan for the arrival. Then talks about dismissal procedures and goes over the slide outlining it. Some notes are that signage does not meet MUTCD (Manual Uniform Traffic Control Devices), signing and striping at multiple locations are faded and difficult to read/illegible. ➤ C. Monaco asks about clarification about buses and vans for the school arrival and dismissal. N. Harrigan responds there are four vans that come in the morning, and they use the ring road. ➤ N. Harrigan goes over a few more observations. Says there were 42 walkers after school and three kids on their bikes. ➤ K. Bond asks about studying Pine Glen traffic as well. D. DiNisco says they can obtain that information. The traffic engineers will have to look at how the Pine Glen students will be coming to the new combined school. ➤ N. Neitameyer asks to look at the intersections with Vincent and Fox Hill and Sumner and Fox Hill. She says that multiple times she has had to run in the street to help kids not to be hit by cars. Asks to study these intersections as well. ➤ N. Harrigan goes over existing conditions shown in the slideshow². He says there is vernal pool buffer and work may not be allowed in the 200-foot buffer. 	
7.6	<p>Upcoming Dates:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo goes over the upcoming meetings scheduled. Executive working group meetings on 5/3 and 5/17, also a communication working group on 5/4. There will be a community meeting on 5/18 via Webex, will also be mailing out flyers to abutters. There will be an SBC/SC meeting on May 16th which is still TBD based on the executive working group meeting tomorrow, this meeting would be to vote on the Educational Plan and Space Summary. On May 30th there will be another SBC Meeting to vote on the submission for the PDP. ➤ M. Massardo says the community meeting will be recorded and there will be more community meetings after this. ➤ D. DiNisco says the PDP may go into June and may need another meeting. It is not driven by MSBA board votes and is just a staff review. 	Record

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7.7	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ A motion to remove Carl Foss from the SBC Committee and replace with Jeremy Brooks as a member made by M. Simon and seconded by J. Priest. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes - N. Coscia – Yes M. Massardo – Yes – C. Monaco – P. Sagarino – Yes – J. Danizio – Yes – J. Priest – Yes – D. Rosenblatt – Yes – D. Villano – Yes – K. Bond – Yes – M. Simon – Yes. Abstention: None. Motion passes, new member approved. ➤ M. Simon asks if they will need to post a School Committee notice if they will be having the meeting on 5/16. M. Massardo says yes, they will have to but still to be determined on the date. 	Record
7.8	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ Tuesday May 16th, 2023, TBD ➤ Tuesday May 30th, 2023, at 6:00PM. 	Record
7.9	<p>Adjourn: 7:45 pm A motion was made by J. Priest and seconded by M. Simon to adjourn the meeting, Discussion: None. Meeting adjourned.</p>	Record

Submitted: 5/16/23

Approved: 5/16/23

Sincerely,

DORE + WHITTIER

Aidan Place

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.

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² D+W PowerPoint Presentation