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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: November 1, 2022

TIME: 7:00 PM

PLACE: 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: 11/1/2022
 Time: 7:00 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			
✓	David Rosenblatt*	Principal			
✓	Dennis Villano*	SBC Member			
	Roger Riggs	SBC Member			
✓	Ed Parsons	SBC Member			
✓	Jennifer Priest	SBC Member			
	Tara Carroll	SBC Member			
	Audrey Boeri	SBC Member			
	George Papyannis	SBC Member			
✓	Katherine Bond*	SBC Member			
✓	Carl Foss*	Vice Chair of SBC			
✓	Christine Monaco*	SBC Member			
✓	Martha Simon*	SBC Member			
✓	Kristen Downie	Secretary			

* SBC Voting Member

Item No.	Description	Action
1.1	Call to Order & Intro: 7:02 pm meeting was called to order by SBC Chair M. Massardo with 11 of 13 voting members in attendance.	Record
1.2	<p>Dore + Whittier Introductions:</p> <ul style="list-style-type: none"> ➤ M. Burton starts by saying he is a partner at the firm with 29 years of construction experience and been a partner with D+W for 11 years. Prior to that he was with Turner Construction for 15 years. He has worked on 12 school projects. He will guide team through studying multiple building solutions and two enrollment options. Will help develop a total project budget and look to maximize the MSBA reimbursement. ➤ S. Brown follows by saying he will serve as the project director. Will be the day-to-day contact. Says D+W takes a team approach and will hear from every team member. Main role is to keep and maintain a clear project roadmap in terms of schedule, quality, and cost. Joined D+W in 2007 and have been working on exclusively OPM K-12 projects for most of that time. ➤ M. Cox starts by saying he will serve as the project manager of controls. Which means managing the day-to-day budget. Will do all invoice entries and work with the committee to submit all the pro-pay reimbursement requests. ➤ C. Dell Angelo introduces herself as the project manager. Says she has been in the construction and design industry for 15 years and been with D+W for over 5 years. She has worked exclusively on MSBA projects and will work with the rest of the project team. ➤ A. Place introduces himself as the assistant project manager and will support the project team. He will also manage the project website, organize meetings, and take meeting minutes. ➤ M. Burton follows up by saying what makes D+W unique is having the OPM side of the business as well as the architect side all under one company. D+W has a lot of resources that other companies do not have due to this. Goes on to introduce David Mentzer who is the in-house code and sustainability expert. He has over 20 years of experience and is an excellent resource. Then goes on to introduce Jason Boone who is the in-house educational programmer. His goal is to help generate an excellent educational program. ➤ SBC Committee introduces themselves and roles. 	Record
1.3	Previous Topics & Approval of August 2022 Meeting Minutes:	Record

¹ August 15, 2022, Meeting Minutes
² August 29, 2022, Meeting Minutes
³ August 30, 2022, Meeting Minutes
⁴ August 31, 2022, Meeting Minutes
⁵ D+W PowerPoint Presentation
⁶ Designer Request for Services

	<ul style="list-style-type: none"> ➤ A motion to approve the 8/15/2022 meeting minutes¹ as submitted made by M. Simon and seconded by K. Bond. Discussion: None. Roll Call Vote: C. Monaco – Yes M. Simon – Yes C. Foss - Yes E. Conti – Yes N. Coscia – Yes B. Cunha – Yes D. Villano – Yes M. Massardo - Yes. Abstention: J. Danizio, K. Bond and D. Rosenblatt. Motion passes, minutes approved. ➤ A motion to approve the 8/29/2022 meeting minutes² as submitted made by M. Simon and seconded by B. Cunha. Discussion: None. Roll Call Vote: C. Monaco – Yes M. Simon - Yes E. Conti – Yes N. Coscia – Yes B. Cunha – Yes M. Massardo – Yes. Abstention: J. Danizio, K. Bond, C. Foss, D. Rosenblatt, D. Villano. Motion passes, minutes approved. ➤ A motion to approve the 8/30/2022 meeting minutes³ as submitted made by M. Simon and seconded by K. Bond. Discussion: None. Roll Call Vote: K. Bond – Yes C. Monaco - Yes M. Simon – Yes C. Foss – Yes E. Conti – Yes B. Cunha – Yes M. Massardo – Yes. Abstention: N. Coscia, J. Danizio, D. Villano, and D. Rosenblatt. Motion passes, minutes approved. ➤ A motion to approve the 8/31/2022 meeting minutes⁴ as submitted made by M. Simon and seconded by K. Bond. Discussion: None. Roll Call Vote: C. Monaco – Yes M. Simon - Yes C. Foss – Yes E. Conti – Yes N. Coscia – Yes B. Cunha – Yes M. Massardo – Yes. Abstention: J. Danizio, K. Bond, D. Rosenblatt, D. Villano. Motion passes, minutes approved. 	
1.4	<p>Invoices and Commitments for Approval:</p> <ul style="list-style-type: none"> ➤ M. Cox starts by saying this will be where the invoices and contracts that have come in that month can be voted on after being reviewed by D+W. They will be sent out before the meetings to give the committee time to look them over for approval. ➤ J. Danizio asks about invoices being uploaded to the SharePoint drive ahead of meetings so they can be looked over. S. Brown responds saying we can do this but will take time to see what process works best for the committee, will be done on a monthly cycle. M. Burton follows talking about working groups and how one can be formed to review invoices as they come in. ➤ M. Simon asks about who signed the OPM contract. N. Coscia responds saying she signed the contract. 	Record

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1.5	<p>SBC Voting Member Review and Approval:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo shows the last list⁵ that was sent to D+W and MSBA for SBC members. Saying now we have opportunity to vote on updated member list. ➤ M. Massardo asks for advice on who gets to vote. M. Burton says it's up to the committee to decide who get to vote. Then sent to MSBA for record, M. Burton says it is not pressing and can be decided later. ➤ M. Simon has concerns about teachers or residents not having voting power. M. Simon is inclined to have at least one teacher and resident for voting rights. Asks who can be a voting member. ➤ C. Monaco says in her experience it's only been a couple members on the committee. She notes that she is willing to not be a voting member on this committee. ➤ B. Cunha states he has a concern with how the votes were close tonight in approving meeting minutes. He states attending meetings to be critical in becoming a voting member due to this. ➤ J. Priest acknowledges B. Cunha concerns about votes being close and making sure to have a quorum. ➤ M. Simon asks to vote to remove Thomas Murphy from the SBC. B. Cunha says he has already been removed and was submitted to MSBA. D+W to check for latest form on this. ➤ M. Massardo says the SBC will vote on final list of members on a later date. 	Record
1.6	<p>Designer Procurement Timeline:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo goes into detail of the Designer Procurement Timeline⁵. Starts by saying the RFS is due to the MSBA by 11/9/22, which a draft was sent out to the committee before this meeting. Next an ad needs to be placed in the Designer Services section of the Central Register on 11/17/22. From there the ad will appear in the Central Register on 11/23/22. After the ad is placed the applications are due to the district 12/21/22. Then applications due to the MSBA 12/29/22. Finally, DSP applications review will be on 1/17/23. ➤ M. Simon asks about if a net zero requirement should be put in the RFS⁶. S. Brown responds saying MSBA requires project will achieve a certain level of sustainability. He says that net-zero is left up to the district to decide and can be put in the RFS⁶ if that is a goal. M. Simon proposes a sentence to be added in the RFS⁶ that an experience with net zero ready building is required. 	Record

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	<ul style="list-style-type: none"> ➤ C. Monaco asks about meeting with the school committee and discussing the two options for the school. She is concerned about designing building with MSBA number of people in classroom. M. Burton responds saying Jason Boone has done this before and is experienced this area. S. Brown says its one of the first things that is finalized. ➤ M. Burton says most designers have done a net zero project in the past. M. Simon says she is concerned with the process of building a net zero building. M. Burton says he is confident with the language in the RFS⁶ as is to allow the opportunity for a net zero building. 	
1.7	<p>Designer RFS Review and Approval to Submit to MSBA:</p> <ul style="list-style-type: none"> ➤ A motion to approve the Designer RFS⁶ as submitted made by E. Conti and seconded by N. Coscia. Discussion: K. Downie states a minor change in the wording of the RFS to be fixed. D+W to send revised RFS with corrections to MSBA & K. Downie for review. E. Conti amends motion to include K. Downie’s corrections. Roll Call Vote: K. Bond – Yes C. Monaco – Yes M. Simon – Yes C. Foss – Yes E. Conti – Yes N. Coscia – Yes B. Cunha – Yes J. Danizio – Yes D. Rosenblatt – Yes D. Villano - Yes M. Massardo - Yes. Motion Passes, Designer RFS approved. 	Record
1.8	<p>SBC Goals:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo starts saying one of the most important things are goals for the SBC and goes over previous projects goals as an example⁵. D+W wants to send out questionnaire for the goals that the SBC wants and will collect responses. Will be sending out a questionnaire for these goals. Once collected D+W will compile into goal statements. M. Burton says that these goals will be added to the project website. 	Record
1.9	<p>Working Groups:</p> <ul style="list-style-type: none"> ➤ S. Brown starts by saying there can be some strategic ways to split up working groups based on availability and/or expertise. These working groups will not make any decision necessarily, but to discuss topics that would need a deeper discussion on. Says in the next few meetings the SBC can establish the working groups and who will be on them. ➤ M. Burton says D+W will send a poll out asking members what working groups should be made and what members would like to be on them. ➤ E. Parsons says the working groups would be helpful and supports the creation of them. 	Record

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1.10	<p>Project Website:</p> <ul style="list-style-type: none"> ➤ A. Place introduces the idea of the project website. Mentions how this site is customizable based on what the committee wants to show and upload. There will be different pages for people who want to know more about the project, access meeting agendas and meeting minutes, and a place to see project updates. A. Place asks about what URL the committee would like to have for the website, the committee decides on foxhillbuildingproject.com. ➤ S. Brown says the website can be a place where the committee can access information about the project that is accurate. He says all information will be vetted before going up to ensure accuracy. ➤ M. Burton then mentions how a communication working group would be beneficial to read over and vet certain information to be uploaded to the website. ➤ K. Bond asks about getting the link for the website out to the public. M. Burton says D+W would meet with the IT director to post the link to the website wherever makes the most sense. 	Record
1.11	<p>Early Consultants:</p> <ul style="list-style-type: none"> ➤ S. Brown speaks to the different early consultants that will be brought on which include performing site surveys, traffic study, phase 1 environmental assessment, geotechnical, and hazmat. Next few weeks D+W will be asking more questions about this process to get these study's going. ➤ E. Conti asks if SBC must decide on enrollment size before conducting traffic study. S. Brown says that the traffic study is to understand existing traffic patterns and the second part would be the designer making some conclusions based on that traffic study. E. Conti then asks how going about hiring a traffic consultant works. S. Brown says D+W has to work within the constraints of public procurement. ➤ M. Simon asks about bringing on consultant before designer is due to saving time. S. Brown responds saying that is correct. ➤ B. Cunha asks if it falls under the first appropriation and if its reimbursable. M. Burton responds yes to both questions. ➤ M. Simon asks about geotechnical and geothermal survey and at what point would these be considered. M. Burton responds saying much later in the process after the designer is brought on board. ➤ M. Massardo asks about the time frame for these early consultants. M. Burton says he is trying to pull information together for a better understanding of the time frame the committee has. 	Record

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	<p>Vote:</p> <ul style="list-style-type: none"> ➤ A motion to instruct Dore + Whittier to investigate engaging a site survey, a traffic study, phase one environmental assessment, geotechnical and hazmat consultants contingent upon availability as submitted made by E. Parsons and seconded by M. Simon. Discussion: None. Roll Call Vote: K. Bond – Yes C. Monaco – Yes M. Simon – Yes C. Foss – Yes E. Conti – Yes N. Coscia – Yes B. Cunha – Yes J. Danizio – Yes D. Rosenblatt – Yes D. Villano - Yes M. Massardo - Yes. Motion Passes. 	
1.12	<p>Educational Program:</p> <ul style="list-style-type: none"> ➤ S. Brown starts by saying this an important document that is the districts responsibility to make. D+W does have an in-house resource in Jason Boone to share others that have been generated. This tends to be written by a committee or a group. S. Brown says this is one of the primary deliverables that goes into the first milestone with the MSBA. ➤ E. Conti asks about examples to be put in the folder that was shared with the committee. S. Brown says that they will be uploaded to the SharePoint folder shared with the committee. ➤ K. Bond asks about how soon the committee can see the timeline. S. Brown responds says D+W is currently building out that schedule. ➤ M. Massardo asks is MSBA going to question educational plan. M. Burton responds saying D+W will ask Jason Boone and get back to the committee. 	Record
1.13	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ None. 	Record
1.14	<p>Public Comments:</p> <ul style="list-style-type: none"> ➤ None. 	Record
1.15	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ Tuesday, November 22nd at 7PM Virtual/In-person. 	Record
1.16	<p>Adjourn: 8:50 pm A motion was made E. Conti by and seconded K. Bond by to adjourn the meeting, Discussion: None.</p>	Record

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Project: Fox Hill Elementary School
Meeting: School Building Committee
Meeting No. 1 – 11/01/22
Page: 8

Date Submitted: 11/22/22

Date Approved: 11/22/22

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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