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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 22, 2022

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: 11/22/2022
 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			
✓	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 Papayannis	SBC Member			
	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
2.1	<p>Call to Order & Intro: 6:06 pm meeting was called to order by SBC Chair M. Massardo with 7 of 12 voting members in attendance.</p>	Record
2.2	<p>Previous Topics & Approval of November 1st, 2022, Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the 11/01/2022 meeting minutes¹ as submitted made by B. Cunha and seconded by E. Conti. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes D. Villano - Yes C. Foss – Yes P. Sagarino – Yes N. Coscia – Yes M. Massardo - Yes. Abstention: None. Motion passes, minutes approved. 	Record
2.3	<p>Invoices and Commitments for Approval:</p> <ul style="list-style-type: none"> ➤ M. Cox starts by going over the budget and references the PowerPoint Presentation² showing the budget as it stands. He explains that the only committed cost is the D+W Contract of \$396,000. Then explains the budget balance has about \$1,100,000 remaining. He then references a table in the slideshow² that shows a forecast for the breakdown of the remaining funds. M. Cox explains how later there will be a budget reorganization effort, the MSBA calls it a budget revision request. This means just re-aligning the four main budget items shown in the first slide². 	Record
2.4	<p>SBC Voting Member Review and Approval:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo shows the current list of SBC Members². Says there are 12 current voting members. ➤ M. Massardo says M. Simon wanted to add a voting member, but she is not in attendance and the committee can vote on this at next SBC meeting. M. Massardo asks if adding a voting member changes the quorum. C. Dell Angelo says it does not and will stay at 7 voting members for a quorum. 	Record
2.5	<p>Designer Procurement Update:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo goes over the current Designer Procurement Timeline² saying the RFS was submitted to the MSBA on 11/9/22, the Ad was placed for Designer Services in the Central Register on 11/17/22. Then the ad will appear in the Central Register on 11/23/22. The designer walkthrough is 12/5/22, and applications are due to the district on 12/21/22. Will then submit the applications to the MSBA on 12/29/22. DSP Applications Review is then on 1/17/23, then the DSP interviews are on 1/31/23. 	Record

¹ November 1, 2022, Meeting Minutes

² D+W PowerPoint Presentation

	<ul style="list-style-type: none"> ➤ S. Brown then talks about putting the schedule together and how the designer selection is the next big task that will be addressed in the coming months. 	
2.6	<p>Designer RFS Update:</p> <ul style="list-style-type: none"> ➤ A motion to approve the three members (E. Conti, P. Sagarino, & M. Massardo) to represent the Town of Burlington at the MSBA Designer Selection Panel as submitted made by B. Cunha and seconded by C. Foss Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes D. Villano - Yes C. Foss – Yes P. Sagarino – Yes N. Coscia – Yes M. Massardo - Yes. Motion Passes, Designer Selection Panel approved. 	Record
2.7	<p>SBC Goals Update:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo says that anyone that hasn't submitted the SBC goals will be getting another email with the link so that they can fill out this form. Then will update the SBC when all responses are received. 	Record
2.8	<p>Working Groups:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo goes over the list of working groups shown in the presentation². Talks about the Executive Working Group which includes E. Conti, B. Cunha, N. Coscia, & M. Massardo. D+W will work with this group to handle matters outside the SBC. Will be setting up a bi-weekly meeting with this group. ➤ S. Brown says it is important to have a spokesperson for each working group to give updates as they see fit at SBC Meetings. 	Record
2.9	<p>Project Website Update:</p> <ul style="list-style-type: none"> ➤ A. Place goes over how the committee received a link to the website and provided feedback on changes, those changes were made. Says the link is now ready to be shared with the community however the SBC best sees fit in doing that. ➤ R. Riggs asks how best to keep the community updated, asks if they can subscribe to the website. C. Dell Angelo says D+W will look into it and get back to the community. ➤ M. Burton suggests sending out link with monthly updates from the principal. Also suggests Facebook or Instagram as well. ➤ M. Massardo asks about the communication of the website. Wants to hold off until releasing the first set of minutes. ➤ S. Brown says D+W has to keep the website factual and presenting what has been done. 	Record

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² D+W PowerPoint Presentation

	<ul style="list-style-type: none"> ➤ C. Foss asks about if the communication group can once a month send out an update about the project. C. Dell Angelo says that is something that can be done. ➤ M. Massardo says once meeting minutes have been approved, then they can send out website link with a straightforward message. K. Downie says that email is the best for families as she has seen. ➤ K. Downie asks about translation for the website. S. Brown says there is a translation functionality within the website. ➤ R. Riggs wants to be able to inform the whole district not just Fox Hill. ➤ C. Dell Angelo says to establish the communication group to decide what protocol will be to sharing the website. ➤ M. Burton asks who else would like to be on a working group. J. Priest says she is interested in joining one of the working groups. ➤ C. Dell Angelo will create a link to the google form and send from her email for the members to fill out. 	
2.10	<p>Early Consultants Update:</p> <ul style="list-style-type: none"> ➤ C. Dell Angelo starts by saying D+W is currently working on getting a list of all the consultants that can be reached out too. Goal is to have information needed from each consultant then to send out to the committee by early next week. Then to get proposals in early December and meet with the executive working group committee to go over options. ➤ S. Brown says they are doing this now to get a jumpstart on these different services. 	Record
2.11	<p>Educational Program:</p> <ul style="list-style-type: none"> ➤ J. Boone introduces himself and his background. Saying he started as a high school math teacher and then got his master’s in architecture. In his role at D+W he serves as a bridge between the educator community and D+W design team. Then goes over what the educational program and how critical it is. He then opens it up for questions from the SBC. ➤ E. Conti asks about determining how many classrooms within the new building. J. Boone responds saying this document will determine how many classrooms are in the building. J. Boone advises to write what the intent is for classroom sizes and let MSBA form their opinion based on this. He says it would be unlikely MSBA will say you can not have the number of classrooms the school desires. ➤ E. Conti asks about the timeline for the document. J. Boone responds saying it would be best if the district makes a first draft before the designer comes on board. Says the more the school can document 	Record

ahead of time the better position the school will be in when the designer comes on board.

- E. Conti suggests a smaller group of educators for writing the plan. J. Boone responds saying what he has seen work best is starting with an outline and dividing up the outline to different groups who are best versed to handle a certain subject. J. Boone suggests using a google document to make assignments then everyone can contribute to one document.
- E. Conti asks if they can put a new program into the school that wasn't there previously. J. Boone responds saying yes, adding the most successful projects add programs. Advises to be thorough in moving special education programs from one school to another if they do decide to do that.
- E. Conti asks about getting regional reimbursement for having a collaborative program. J. Boone responds saying he hasn't seen a case where it hasn't been reimbursement. He says if it is serving kids, it is likely to be reimbursed.
- E. Conti asks about having to write two educational programs for each option. J. Boone responds saying that in his experience they have written about the commonalities of both options, and then noting the differences in both programs as well. M. Burton follows saying in his experience recently that the MSBA did say they wanted two separate educational plans for each scenario.
- E. Conti asks about the common spaces. J. Boone responds saying MSBA guidelines for gymnasiums are very specific. Says the standard for elementary schools is a 6,000 SF gym with a high-school size basketball court, but no bleacher seating. The school can make a plan for a bigger gym, but any overage would be at the towns expense and ineligible for reimbursement.
- E. Conti wants M. Massardo to notify the school committee that the school will be looking at both enrollment options.
- M. Massardo asks when they decide on the preferred enrollment option. S. Brown responds saying they will carry both options in the Preliminary Design Program (PDP). Can make decision to put one of the enrollment options to the side if the district makes a strong case for it. If not, then all options carried over to the Preferred Schematic Report (PSR) where then it can be decided. J. Boone follows by saying in his experience the MSBA encourages school to carry both enrollments through the PSR.
- J. Priest asks about a separate auditorium space, S. Brown responds saying the space summary with MSBA doesn't allow a separate auditorium, it is usually a combination with the gym or cafeteria.
- K. Downie asks about if the after-school programming is eligible for reimbursement. J. Boone responds that if it's dedicated for after-school activity it will most likely not be eligible for reimbursement. Designers

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	<p>have designed multi-use spaces that have been reimbursable. Encourages for the committee to let the designer know of the issue and have them think about solutions for after-school programming.</p> <ul style="list-style-type: none"> ➤ R. Riggs asks about where the after-school programming gets documented. J. Boone says it is documented in the educational plan. ➤ B. Cunha asks about spaces and MSBA allowing/not allowing classroom spaces. J. Boone responds saying he doesn't know of any cases where the district documented a need for a certain number of classrooms and the MSBA not allowing those to be reimbursable. Says if the district wanted to build extra classrooms on their own, he doesn't have any precedent for that with the MSBA. 	
2.12	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ None. 	Record
2.13	<p>Public Comments:</p> <ul style="list-style-type: none"> ➤ None. 	Record
2.14	<p>Next Meetings:</p> <ul style="list-style-type: none"> ➤ Wednesday, January 11th, 2023, at 6PM Virtual/In-person. 	Record
2.15	<p>Adjourn: 7:31 pm A motion was made B. Cunha by and seconded by C. Foss to adjourn the meeting, Discussion: None.</p>	Record

Submitted: 1/11/2023

Approved: 1/11/2023

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.

¹ November 1, 2022, Meeting Minutes

² D+W PowerPoint Presentation