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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: March 7, 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: 3/7/2023
 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			
✓	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
5.1	Call to Order & Intro: 6:12 pm meeting was called to order by SBC Chair M. Massardo with 13 of 13 voting members in attendance.	Record
5.2	<p>Previous Topics & Approval of February 7th, 2023, Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the 02/07/2023 meeting minutes¹ as submitted made by M. Simon and seconded by C. Foss. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes D. Villano - Yes C. Foss – Yes - N. Coscia – Yes M. Massardo – Yes – D. Rosenblatt – Yes – C. Monaco – Yes – M. Simon – Yes – P. Sagarino – Yes – J. Danizio – Yes – J. Priest – Yes – D. Rosenblatt - Yes. Abstention: K. Bond. Motion passes, minutes approved. 	Record
5.3	<p>Public Comment:</p> <ul style="list-style-type: none"> ➤ None. 	Record
5.4	<p>Financial Update:</p> <ul style="list-style-type: none"> ➤ A motion to approve the DiNisco Amendment No. 01 in the amount of \$106,949.50, Dore + Whittier Invoice No. 04 in the amount of \$17,357.50, DiNisco Invoice No. 1 in the amount of \$29,545.00, made by M. Simon and seconded by J. Priest. Discussion: None. Roll Call Vote: B. Cunha – Yes E. Conti – Yes D. Villano - Yes C. Foss – Yes - N. Coscia – Yes M. Massardo – Yes – D. Rosenblatt – Yes – C. Monaco – Yes – M. Simon – Yes – P. Sagarino – Yes – J. Danizio – Yes – J. Priest – Yes – K. Bond - Yes. Abstention: None. Motion passes, contracts approved. ➤ M. Cox goes into the budget breakdown in the slideshow². ➤ M. Simon asks about the budget transfers. M. Cox responds saying this was a realignment, and no money was added. 	Record
5.5	<p>Existing Conditions Update:</p> <ul style="list-style-type: none"> ➤ N. Harrigan starts by explaining what took place last week with the tours of Fox Hill and Pine Glen. They had civil, landscape architect, electrical, mechanical, plumbing, and technology consultants with them as well. N. Harrigan goes through the slideshow² and comments on the various photos that were provided and the condition of the overall school. ➤ D. DiNisco says they will be doing a repair only option review analysis and what the cost of that looks like. ➤ M. Simon asks if the report of the existing conditions will be a part of the communication effort to the community. D. DiNisco responds saying she agrees and that the message for the community will be that the majority of the school is past its useful life. S. Brown follows saying 	Record

¹ February 7, 2023, Meeting Minutes

² D+W PowerPoint Presentation

	<p>the report will be a deliverable for the MSBA process, the communication working group can decide how best to distribute the report.</p> <ul style="list-style-type: none"> ➤ J. Priest asks working about with conservation and if abutters will be notified as well. V. Low responds saying yes if it does involve abutters they will be notified. ➤ V. Low talks about the Geotech surveys saying they found bedrock in one of the borings. They are waiting on the final report and once received that will be shared. ➤ E. Conti asks about the useability of the site given the findings of the report. V. Low says the wetland buffer zone may limit them more than they thought. D. DiNisco says none of it will impact the overall approach for the site, they will make the best-informed decision based on the evidence gathered about the site. 	
5.6	<p>Educational Program Update:</p> <ul style="list-style-type: none"> ➤ D. DiNisco talks about the kickoff educational meeting that occurred today. This will be a series of visioning sessions with the staff. Currently working with E. Conti and his group to work through the educational program. This will take another month or so to finalize a plan. 	Record
5.7	<p>Working Groups Update:</p> <ul style="list-style-type: none"> ➤ M. Cox says R. Riggs was added to the sustainability group. As time goes on these groups will get more involved, and meetings will be organized. 	Record
5.8	<p>Project Website Update:</p> <ul style="list-style-type: none"> ➤ M. Massardo starts by talking about the letter that was sent out to the staff and parents a week ago. This was also posted on the project website for public viewing. ➤ R. Riggs asks about the contact info on the website. M. Cox says the questions go to A. Place for review. 	Record
5.9	<p>Upcoming Dates:</p> <ul style="list-style-type: none"> ➤ S. Brown goes over the schedule graphic that is shown on the slideshow². Mentions key dates are Submitting the Preliminary Design Program (PDP) to MSBA on 6/1/23, Submittal of preferred Schematic Report (PSR) to MSBA on 2/20/24, and then Submit Schematic Design to MSBA on 8/16/24. ➤ M. Cox talks about upcoming meetings, executive working group meetings on 3/22 & 4/5. Building tours will be coordinated at a later date. 	Record

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² D+W PowerPoint Presentation

5.10	Other Topics not Reasonably Anticipated 48 hours prior to the Meeting: ➤ None.	Record
5.11	Next Meetings: ➤ Tuesday April 4 th , 2023, at 6:00PM ➤ Tuesday May 2 nd , 2023, at 6:00PM	Record
5.12	Adjourn: 7:30 pm A motion was made M. Simon by and seconded by J. Priest to adjourn the meeting, Discussion: None.	Record

Submitted: 3/7/23

Approved: 3/7/23

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