



MEETING MINUTES

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

Project No:
 Meeting Date: 12/18/2023
 Time: 6:00 PM
 Prepared By: A. O'Toole

Present	Name	Affiliation	Present	Name	Affiliation
	Melissa Massardo*	SBC Chair	✓	Mike Burton	DWMP
✓	Katherine Bond*	Vice Chair of SBC	✓	Christina Dell Angelo	DWMP
✓	John Danizio*	SBC Member		Mike Cox	DWMP
✓	Paul Sagarino*	SBC Member	✓	Steve Brown	DWMP
✓	Dennis Villano*	SBC Member	✓	Andrea O'Toole	DWMP
✓	Roger Riggs	SBC Member		Jason Boone	DWMP
✓	Ed Parsons	SBC Member	✓	Donna DiNisco	DiNisco Design
✓	Jennifer Priest*	SBC Member	✓	Vivian Low	DiNisco Design
✓	Tara Carroll	SBC Member	✓	Neil Harrigan	DiNisco Design
✓	Anne Hill	SBC Member		David Daley	
✓	George Papayannis	SBC Member		Chris Campbell	
✓	Jeremy Brooks*	SBC Member		Melissa Ulliani	
✓	Christine Monaco*	SBC Member		John Iler	
✓	Martha Simon*	SBC Member		Elizabeth Melo	
✓	Margo Bunker*	SBC Member		Eileen Sickler	
	Amanda Hanafin	SBC Member		Nicci Kadilak	
	Melissa Gilberg	SBC Member		Adam Senesi	
✓	Margo Bunker*	SBC Member		Sarah Visocchi	
	John Lyons*	Pine Glen Principal		Terry Orfanos	
	David Rosenblatt*	Fox Hill Principal		Elizabeth Clancy	
✓	Eric Conti*	Superintendent		Bill Boivin	
	Kristen Downie	Secretary		Krystal Anderson	
✓	Nichole Coscia*	Business Manager			
✓	Bob Cunha*	Director of			
	* SBC Voting Member				

Item No.	Description	Action
18.1	Call to Order & Intro: 6:03 pm meeting was called to order by SBC Vice Chair K. Bond with 11 of 15 voting members in attendance.	Record
18.2	<p>Approval of November 13, 2023, Meeting Minutes:</p> <ul style="list-style-type: none"> ➤ A motion to approve the 11/20/2023 meeting minutes as submitted made by C. Monaco and seconded by M. Simon. Discussion: None. Roll Call Vote: C. Monaco – Yes – M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – P. Sagarino - Yes – D. Villano - Yes – J. Priest – Yes M. Bunker - Yes – K. Bond - Yes. Abstention: None. Motion passes, minutes approved, 11-0-0 	Record
18.3	<p>Previous Public Comment Response:</p> <ul style="list-style-type: none"> ➤ None 	Record
18.4	<p>Public Comment (15 Minutes):</p> <ul style="list-style-type: none"> ➤ Jason Brooks Comment: Ward 6 Resident concerned the project does not currently have any playing fields going in at Fox Hill. Existing fields are currently being used during and after school. If there are no designated playing fields do these open spaces become off limits to the students at Fox Hill? There is a currently a lack of fields for recreational youth sports. Requests to maximize this space with the addition of fields to be used by the schools and youth sports. ➤ C. Dell Angelo; This comment is still in review and will be addressed at the upcoming January meeting. 	Open
18.5	<p>Invoices for Approval:</p> <ul style="list-style-type: none"> ➤ A motion to approve Dore + Whittier Invoice No. 15 in the amount of \$36,005.00, DiNisco Invoice No. 9911 in the amount of \$29,545.00 for Feasibility Study, DiNisco Invoice No. 9912 in the amount of \$733.10 for Site Survey, DiNisco Invoice No. 9913 in the amount of \$1,318.79 for Traffic Study, DiNisco Invoice No. 9914 in the amount of \$4,088.37 for Wetlands/ANRAD. ➤ Motion made by M. Simon and seconded by C. Monaco. Discussion: None. Roll Call Vote: C. Monaco – Yes – M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – P. Sagarino - Yes – D. Villano - Yes – J. Priest – Yes - M. Bunker - Yes – K. Bond- Yes. Abstention: None. Motion passes, minutes approved, 11-0-0 	Record

	<ul style="list-style-type: none"> ➤ C. Dell Angelo review of budget update slide and approved past invoices. Remaining unencumbered balance \$286,147. 	
18.6	<p>Cost Estimate Update:</p> <ul style="list-style-type: none"> ➤ S. Brown DWMP reviews the cost estimating process as performed by DiNisco and DWMP. This method incorporates an estimate but both firms to allow for cost cross checking and a final blended rate of rough quantities and unit costs. A clerical excel error in the escalation line of all new project options was made during a final round of this process which underreported the amount of escalation for all the new options. link. ➤ D. Conti questioned if the error was across all possible scenarios. S. Brown noted that it was only across the new options previously approved to move forward by the SBC. ➤ C. Monico asks for clarification from R. Riggs on size of change that occurs with the estimate to the tax payers budget. ➤ R. Riggs confirmed that the new amount is still within the estimated range of \$200 tax increase/household. ➤ E. Parsons questioned if the error was in 1 or all the estimates. S. Brown relayed that it was only in 1 estimate. ➤ DiNisco confirmed the error was in the AM Fogarty estimate and that all newly updated documents were provided to the committee and available in the backup folder of the circulated meeting minutes. 	Record
18.7	<p>LEED Registration:</p> <ul style="list-style-type: none"> ➤ DiNisco was notified recently that LEED is modifying its scoring and points system starting January 1, 2024. They believe the Town should register the project in advance of this change to allow the project the option to proceed using the current or new scoring system. The cost of this registration is \$1,500 and would not impact and MSBA reimbursements. ➤ Motion To authorize DiNisco to submit the LEED Registration on behalf of the Town Of Burlington made by E.Conti and seconded by M. Simon. Discussion: None. Roll Call Vote: C. Monaco – Yes – M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – P. Sagarino - Yes - J.Dinizio- Yes – D. Villano - Yes – J. Priest – Yes M. Bunker - Yes – K. Bond - Yes. Abstention: None. Motion passes, minutes approved, 12-0-0 	Record
18.8	<p>Preferred Schematic Report Submission Approval</p> <ul style="list-style-type: none"> ➤ Motion To authorize OPM Dore & Whittier Management Partners to submit the Preferred Schematic Report on behalf of the Town Of 	Record

¹ December 18, 2023, Meeting Minutes

² D+W PowerPoint Presentation

	<p>Burlington to the Massachusetts School Building Authority C. Monaco and seconded by M. Simon. Discussion: None. Roll Call Vote: C. Monaco – Yes – M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – P. Sagarino - Yes - J.Dinizio- Yes – D. Villano - Yes – J. Priest – Yes M. Bunker - Yes – K. Bond - Yes. Abstention: None. Motion passes, minutes approved, 12-0-0</p>	
18.9	<p>New OPM Team Member Intro:</p> <ul style="list-style-type: none"> ➤ Andrea O’Toole has been added to the Dore & Whittier team to assist on this project. 	Record
18.10	<p>Public Comment (15 Minutes):</p> <ul style="list-style-type: none"> ➤ None 	Record
18.111	<p>Next Meetings</p> <ul style="list-style-type: none"> ➤ January 9, 2024 at 6:30pm – to be a brief meeting to approve Ground Source Heat Pump Test Well and Hydrology Study. ➤ January 30, 2024 at 6pm ➤ February 26, 2024 at 6pm ➤ March 19, 2024 at 6pm ➤ April 8, 2024 at 6pm 	Record
18.11	<p>Adjourn</p> <ul style="list-style-type: none"> ➤ Motion to adjourn made C. Monaco and seconded by M. Simon. Discussion: None. Roll Call Vote: C. Monaco – Yes – M. Simon – Yes – J. Brooks – Yes – E. Conti – Yes – N. Coscia -Yes- B. Cunha – Yes – P. Sagarino - Yes - J.Dinizio- Yes – D. Villano - Yes – J. Priest – Yes M. Bunker - Yes – K. Bond - Yes. Abstention: None. Motion passes, minutes approved, 12-0-0 	Record

Sincerely,
DORE + WHITTIER
 Andrea O’Toole

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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 **December 18, 2023**, Meeting Minutes

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