

**MEETING MINUTES**

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

Project No:  
 Meeting Date: 06/25/2024  
 Time: 6:00 PM  
 Prepared By: A. O'Toole

Pres	Name	Affiliation	Present	Name	Affiliation
	Anne Hill	SBC Member	✓	Steve Brown	DWMP
✓	Bob Cunha	Director of	✓	Andrea O'Toole	DWMP
✓	Christine Monaco	SBC Member	✓	Donna DiNisco	DiNisco Design
✓	David Rosenblatt	Fox Hill Principal	✓	Vivian Low	DiNisco Design
✓	Dennis Villano	SBC Member	✓	Neil Harrigan	DiNisco Design
	Ed Parsons	SBC Member			
✓	Eric Conti	Superintendent			
✓	George Papayannis	SBC Member			
✓	Jennifer Priest	SBC Member			
✓	Jeremy Brooks	SBC Member			
✓	John Danizio	SBC Member			
✓	Katherine Bond	Vice Chair of SBC			
	Kristen Downie	Secretary			
	Martha Simon	SBC Member			
✓	Melissa Massardo	SBC Chair			
	Nichole Coscia	Business Manager			
	Paul Sagarino	SBC Member			
✓	Roger Riggs	SBC Member			
	Tara Carroll	SBC Member			
✓	Meghan Nawoichik	SBC Member			

<b>Item No.</b>	<b>Call to Order &amp; Intro:</b> 6:00 pm meeting was called to order by SBC Chair Melissa Massardo with 11 of 13 voting members in attendance.	Record
1.	<p><b>Approval of May 21st, 2024, Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>• <i>Motion to approve the 06/04/2024 meeting minutes as submitted made by C. Monaco. 2<sup>nd</sup> by K. Bond. Discussion: None. Roll Call Vote:</i></li> </ul> <ol style="list-style-type: none"> <li>1. Massardo- Yes</li> <li>2. K. Bond – Yes</li> <li>3. C. Monaco – Yes</li> <li>4. M. Nawoichik – Yes</li> <li>5. J. Brooks – Yes</li> <li>6. E. Conti – Yes</li> <li>7. B. Cunha – Yes</li> <li>8. J. Danizio – Yes</li> <li>9. D. Villano -Yes</li> <li>10. J. Priest – Yes</li> <li>11. D. Rosenblatt – Abstain</li> </ol> <p>Approve: 10, Reject: 0, Abstain: 1, Motion passes, minutes approved, 10-0-1</p>	Record
2.	<p><b>Invoice and Commitments for Approval:</b></p> <ul style="list-style-type: none"> <li>• <i>Motion to approve Dore &amp; Whittier Invoice No. 21 in the amount of \$ 20,787.50 for Schematic Design, DiNisco Invoice No. 10017 in the amount of \$ 58,333.00 for Schematic Design and DiNisco Invoice No. 10018 in the amount of \$ 1,545.50 Hydrology Study made by E. Conti. 2<sup>nd</sup> by C. Monaco. Discussion: None. Roll Call Vote:</i></li> </ul> <ol style="list-style-type: none"> <li>1. Massardo- Yes</li> <li>2. K. Bond – Yes</li> <li>3. C. Monaco – Yes</li> <li>4. M. Nawoichik – Yes</li> <li>5. J. Brooks – Yes</li> <li>6. E. Conti – Yes</li> <li>7. B. Cunha – Yes</li> <li>8. J. Danizio – Yes</li> <li>9. D. Villano -Yes</li> <li>10. J. Priest – Yes</li> <li>11. D. Rosenblatt – Yes</li> </ol> <p>Approve: 11, Reject: 0, Abstain: 0, No: 2, Motion passes 11-0-0</p>	Record
3.	<b>Schematic Design Submission:</b>	Record

- S. Brown – The MSBA submittal has identified the scope, total project budget and timeline of the project. Today we are here to request the committee vote on the two items listed below.
- M. Massardo – I would like to note that we have a placeholder on the warrant regarding the zoning change.
- E. Conti – Yes, I can confirm we are working with Town Council to get this language onto the September warrant. If for some reason, there is an issue the January warrant would still be within an acceptable timeline to get diesel approved as part of the project.

- Motion to Approve Total Project Budget

*“Motion to approve the Total Project Budget amount of \$100,484,141”.*

1. Massardo- Yes
2. K. Bond – Yes
3. C. Monaco – Yes
4. M. Nawoichik – Yes
5. J. Brooks – Yes
6. E. Conti – Yes
7. B. Cunha – Yes
8. J. Danizio – Yes
9. D. Villano -Yes
10. J. Priest – Yes
11. D. Rosenblatt – Yes

Approve: 11, Reject: 0, Abstain: 0, No: 2, Motion passes 11-0-0

- Motion to Approve Schematic Design Submission

*“Motion To authorize OPM Dore & Whittier Management Partners to submit the Schematic Design Submission on behalf of the Town Of Burlington to the Massachusetts School Building Authority”.*

1. Massardo- Yes
2. K. Bond – Yes
3. C. Monaco – Yes
4. M. Nawoichik – Yes
5. J. Brooks – Yes
6. E. Conti – Yes
7. B. Cunha – Yes
8. J. Danizio – Yes
9. D. Villano -Yes
10. J. Priest – Yes
11. D. Rosenblatt – Yes

Approve: 11, Reject: 0, Abstain: 0, No: 2, Motion passes 11-0-0

4.	<p><b>Upcoming Meetings:</b></p> <p>Thursday June 27<sup>th</sup>, 2024 - Submit to MSBA          Tuesday July 23<sup>rd</sup>, 2024 –6:30pm Webex only to approve 6/25 meeting minutes and any outstanding invoices.</p>	Record
5.	<p><b>Public Comment (15 Minutes):</b> None</p>	Record
6.	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the meeting:</b></p> <ul style="list-style-type: none"> <li>• We expect to have a few meetings over the next couple of months to solidify the zoning bylaw review, public notice deadlines, website review and updates, community outreach.</li> <li>• M. Massardo – Can we add some summary information to the website as a visual on the main page rather than having to click through all the presentations and minutes?</li> <li>• E. Conti- The Communications Working Group should plan to meet in advance of the September 23<sup>rd</sup> vote to put together a presentation. That presentation should then be reviewed and refined by this group.</li> <li>• K. Bond – Maybe we should show our history of redistricting to help people see how the process has worked in the past.</li> <li>• C. Monaco – MSBA enrollment projections are townwide not just by school. They have projected that our numbers are going to go down somewhat dramatically. If the town ends up having higher enrollments the reality is that the new Fox Hill school will hold much more than 325 students. Once the school is built and we run into an increasing number of students we can adjust enrollment accordingly.</li> <li>• R. Riggs – This presentation should not be very long, and there should be a large amount of time allotted to Q&amp;A.</li> <li>• J. Priest – Can we put together the number of students living in apartment communities around town to show that those areas are not as large as people think. Should we have an open house so residents can visit the school and see the existing conditions?</li> <li>• C. Monaco – Should a meeting in advance of Town Meeting for members to talk to this group?</li> <li>• R. Riggs – Yes, the Town Clerk regularly schedules meetings like that for any items on the warrant.</li> <li>• K. Bond – Can we add a video of existing conditions to the presentation?</li> <li>• M. Massardo – Could we get a tax calculator added to the website to help people understand their portion of taxes for this project.</li> <li>• R. Riggs – There are numerous programs on BCAT and Burlington Buzz we could use as a platform once a presentation is complete.</li> <li>• J. Brooks – We should improve data visualization on the website.</li> <li>• M. Nawoichik – I think we should have teacher voices depicted in the presentation.</li> </ul>	Record

	<ul style="list-style-type: none"><li>• G. Papayannis – We have a polling tool that we have used in the past. Can we use it again to capture some information? I think a public site visit would be very beneficial. The flexibility of the use of the building needs to be communicated in a more concise way.<ul style="list-style-type: none"><li>• E. Conti – We do plan on opening and using the school with the intended enrollment, but I do agree there is flexibility. I also think having the school open for tours is a good idea. We can work to get some staffing there at some point this summer.</li></ul></li></ul>	
7.	<b>Adjourn</b> <ul style="list-style-type: none"><li>➤ A motion to adjourn submitted by M. Nawoichik. All in Favor Adjourn.</li></ul>	Record

Sincerely,  
**DORE + WHITTIER**

Andrea O'Toole  
Assistant Project Manager  
Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please submit within 48 hours for incorporation into these minutes.