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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: January 11, 2022 **2023**

TIME: 6:00 PM

PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA & Webex (Virtual)

See Minutes Below:

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## MEETING MINUTES

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

Project No:  
 Meeting Date: 1/11/2023  
 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			
✓	Dennis Villano*	SBC Member	✓	Katie Ferrier	
✓	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
3.1	<b>Call to Order &amp; Intro:</b> 6:02 pm meeting was called to order by SBC Chair M. Massardo with 12 of 12 voting members in attendance.	Record
3.2	<p><b>Previous Topics &amp; Approval of November 22<sup>nd</sup>, 2022, Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>➤ A motion to approve the 11/22/2022 meeting minutes<sup>1</sup> as submitted made by K. Bond and seconded by B. Cunha. 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. Abstention: M. Simon, P. Sagarino, K. Bond. Motion passes, minutes approved.</li> </ul>	Record
3.3	<p><b>Invoices and Commitments:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo goes over both invoices that have been sent, shows in the slideshow<sup>2</sup>. Those invoices are from D+W and are invoice number 2 &amp; 3. Invoice #2 is for \$14,700.00 and Invoice #3 is for \$8,115.00.</li> <li>➤ J. Danizio asks about viewing invoices before approval. C. Dell Angelo responds saying that is a process that can be done moving forward. Copies of invoices will be put into the shared folder before the meetings.</li> <li>➤ M. Cox goes over the budget breakdown as it currently stands in the slideshow<sup>2</sup>, shows a table breakdown in the slideshow<sup>2</sup>. J. Danizio asks about if the designer could come in higher than the \$650,000 shown. M. Cox responds saying that the designer could come in higher, but the amount would be covered under the current budget.</li> </ul>	Record
3.4	<p><b>Designer Procurement Update:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo goes into the designer procurement update. Goes over the next steps, which is the DSP Application Review on 1/17 then followed by DSP Interviews on 1/31. Then goes over all six proposals that were submitted. The proposals were from Arrowstreet, DiNisco Design, Jonathan Levi, MDS Architects, SMMA, &amp; Tappe Architects.</li> <li>➤ M. Simon mentions how she has heard good references about Arrowstreet. Asks for reference checks to be uploaded for the SBC to view.</li> <li>➤ R. Riggs asks about the DSP meeting and what it includes. S. Brown responds saying this panel helps select the designer for the project. The panel includes 17 members, 3 being from the district.</li> <li>➤ J. Danizio says that he has had experience with a couple of the architects that submitted proposals. Will share feedback with members.</li> </ul>	Record
3.5	<b>SBC Goals Update:</b>	Record

<sup>1</sup> November 22, 2022, Meeting Minutes

<sup>2</sup> D+W PowerPoint Presentation

	<ul style="list-style-type: none"> <li>➤ C. Dell Angelo goes over the different SBC goals that were submitted on the slideshow<sup>2</sup>. Will end up turning all the statements submitted into one bigger one later.</li> <li>➤ K. Bond comments that she wants the building to meet the enrollment needs and to put that as an SBC goal as well.</li> <li>➤ M. Simon asks about considering Pre-K and having the space for that. Mentions a change to one of the goals to say, “Building that meets enrollment needs now and in the future”.</li> </ul>	
3.6	<p><b>Working Groups:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo goes over the current list of working groups that have been made in the slideshow<sup>2</sup>. Notes the interior and exterior design groups are more than usual in terms of size. Will note if those meetings have a quorum or not as time goes on.</li> <li>➤ R. Riggs asks to be taken out of the interior design group.</li> </ul>	Record
3.7	<p><b>Project Website Update:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo talks about the communications working group meeting that was held in December on the 15<sup>th</sup>. Currently working with the district on getting the different translations needed on the website. The meeting entailed discussing how to get the website out to the public and the different ways that can be done.</li> <li>➤ R. Riggs wants BCAT to be informed of the website launch as well.</li> <li>➤ T. Carroll wants to inform the Fox Hill Staff about the website launch.</li> <li>➤ C. Dell Angelo says will schedule next communication working group meeting to follow up about website sharing.</li> </ul>	Record
3.8	<p><b>Early Consultants Update (Vote Expected):</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo starts by saying D+W has reached out to different consultants regarding Geotech, Topography Survey, &amp; Hazmat.</li> <li>➤ M. Simon asks about Geothermal Study. C. Dell Angelo says to they should wait until a designer comes on board and then can approve a study of Geothermal and discuss with a designer.</li> <li>➤ C. Dell Angelo goes over the different proposals received, recommends that they move forward with the suggested companies to perform the work. The suggested companies are UEC and LGCI. UEC would perform the Hazmat study and LGCI would perform the Geotech study. C. Dell Angelo says the Topography Survey will not be moving forward due to the cost of estimates received being higher than expected. A survey will be done at a later date to do a more thorough study with the designer.</li> <li>➤ A motion to approve the studies by UEC &amp; LGCI to be performed as submitted made by E. Conti and seconded by M. Simon. Discussion:</li> </ul>	Record

<sup>1</sup> November 22, 2022, Meeting Minutes

<sup>2</sup> D+W PowerPoint Presentation

	Work must not to exceed the values of both contracts, UEC to not exceed \$5,000 and LGCI to not exceed \$15,000. Roll Call Vote: B. Cunha – Yes – M. Simon – Yes E. Conti – Yes D. Villano - Yes C. Foss – Yes K. Bond – Yes N. Coscia – Yes M. Massardo – Yes - D. Rosenblatt – Yes – J. Danizio – Yes – C. Monaco - Yes. Abstention: P. Sagarino. Motion passes, studies approved.	
3.9	<p><b>Educational Program:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo summarizes what has been going on with the Educational Program. E. Conti says they are currently working on this, and a draft will be made available soon.</li> </ul>	Record
3.10	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ M. Simon suggests adding another voting member to the SBC.</li> <li>➤ A motion to add and approve J. Priest as a voting member to the SBC as submitted made by M. Simon and seconded by J. Danizio. Discussion: None. Roll Call Vote: B. Cunha – Yes - E. Conti – Yes D. Villano - Yes - C. Foss – Yes - N. Coscia – Yes M. Massardo – Yes – M. Simon – Yes – K. Bond – Yes – D. Rosenblatt – Yes – J. Danizio – Yes – C. Monaco - Yes. Abstention: P. Sagarino. Motion passes, voting member approved.</li> </ul>	Record
3.11	<p><b>Public Comments:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
3.12	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ Tuesday, February 7<sup>th</sup>, 2023, at 6:00PM</li> </ul>	Record
3.13	<p><b>Adjourn:</b> 7:09 pm A motion was made M. Simon by and seconded by J. Priest to adjourn the meeting, Discussion: None.</p>	Record

**Submitted: 2/7/23**

**Approved: 2/7/23**

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.

<sup>1</sup> November 22, 2022, Meeting Minutes

<sup>2</sup> D+W PowerPoint Presentation

January 11, 2023



# Burlington Fox Hill Elementary School Project

School Building Committee Meeting #3  
January 11, 2023, 6:00 PM



1. **Call to Order & Intro**
2. Previous Topics & Approval of November 22<sup>nd</sup>, 2022 Meeting Minutes
3. Invoices and Commitments
4. Designer Procurement Update
5. SBC Goals Update
6. Working Groups
7. Project Website Update
8. Early Consultants Update (Vote Expected)
9. Educational Program
10. Other Topics not Reasonably Anticipated  
48 hours prior to the meeting
11. Public Comment
12. Next meetings
13. Adjourn

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# Previous Meeting Minutes

1. November 22<sup>nd</sup> , 2022, Minutes

1. Call to Order & Intro
2. Previous Topics & Approval of November 22<sup>nd</sup>, 2022 Meeting Minutes
3. **Invoices and Commitments**
4. Designer Procurement Update
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# Invoices and Commitments for Approval

- Dore + Whittier Invoice No. 2 in the amount of \$14,700.00
- Dore + Whittier Invoice No. 3 in the amount of \$8,115.00

# Budget Breakdown

## Anticipated breakdown of remaining funds:

<b>Funding approval</b>	<b>\$ 1,500,000</b>
<b>OPM - Base Contract</b>	\$ 396,715
PDP Estimates	\$ 2,100
PSR Estimates	\$ 5,250
SD Estimate	\$ 10,500
Designer basic services	\$ 650,000
Environmental and Site	\$ 250,000
Other	\$ 185,435

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# Designer Procurement Timeline

- RFS due to MSBA: November 9, 2022 - Submitted
- Ad placed in “Designer Services” section of Central Register: November 17, 2022 - Submitted
- Ad appears in Central Register: November 23, 2022
- Designer Walkthrough: December 5, 2022
- Applications due to District: December 21, 2022
- Applications due to the MSBA: December 29, 2022
- DSP Applications Review: January 17, 2023**
- DSP Interview’s : January 31, 2023

# Designer Proposals

- Received 6 proposals
  - Arrowstreet
  - DiNisco Design
  - Jonathan Levi
  - MDS Architects
  - SMMA
  - Tappe Architects

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# SBC Goals

- Cost efficiency
- Building efficiency
- Sustainability
- Quality of materials
- Security and Technology
- 21<sup>st</sup> Century learning
- Building that meets enrollment needs
- Building meet needs of students and staff for effective learning
- Flexible and adaptable learning space that meets ed program
- Collaborative student-centered education
- Design to accommodate future technological advances in teaching tools
- Outdoor spaces
- Community involvement and input
- Healthy Learning Environment

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# Working Groups

## Burlington SBC – Working Groups

- **Executive Working Group**
  - **Eric Conti**
  - **Bob Cunha**
  - **Nichole Coscia**
  - **Melissa Massardo**
- Community Outreach
  - Bob Cunha
  - Melissa Massardo
  - Kristen Downie
  - Jennifer Priest
  - Eric Conti
  - Martha Simon
- Site Logistics
  - Paul Sagarino
  - Audrey Boeri
  - Katherine Bond
  - Bob Cunha
- Green Building and Sustainability Initiative Working Group
  - Bob Cunha
  - Melissa Massardo
  - Martha Simon
  - George Papyannis
- Exterior Design Working Group
  - Dennis Villano
  - Bob Cunha
  - Tara Carroll
  - Melissa Massardo
  - Kristen Downie
  - Katherine Bond
  - Jennifer Priest
  - Eric Conti
  - Martha Simon
- Interior Design Working Group
  - Dennis Villano
  - Bob Cunha
  - Tara Carroll
  - Melissa Massardo
  - Kristen Downie
  - Katherine Bond
  - Jennifer Priest
  - Eric Conti
  - Martha Simon
  - George Papyannis
  - Roger Riggs
- Educational Programming
  - Christine Monaco
  - Dennis Villano
  - Katherine Bond
  - Tara Carroll
  - Eric Conti
  - Martha Simon
  - George Papyannis
- Financial and Bonding & Facilities Assessment Working Group
  - Nichole Coscia
  - Bob Cunha
  - John Danizio
  - Paul Sagarino
  - Eric Conti
  - Roger Riggs

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# Project Website

## Fox Hill Elementary School Building Project

[Home](#) [About](#) [Existing Conditions](#) [Community Outreach](#) [Committee](#) [News](#) [FAQ](#) [Team](#) [Official Documents](#) [Contact](#)



### WELCOME

Welcome to the Fox Hill Elementary School Building Project website. We encourage you to explore the site to learn more about this project and its impact on the Town and how it involves the community. Below you will find a graphic outlining the MSBA process and what stage we are currently in!



# Project Website

- Met with Communications WG 12/15
- Working with District on multiple language translations
- Website distribution
  - Email with announcement and link to website
  - Link on District/Town's page
  - Senior center newsletter
  - Burlington Union
  - Burlington PTO social media page
  - Recommendation to go live

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# Early Consultants Proposals

- MGL Chapter 30B required to request proposals from 3 or more consultants
- Geotech
  - LGCI
  - GZA
  - McPhail
- Topography Survey
  - Hancock Associates
  - Nitsch Engineering
- Hazmat
  - CDW
  - UEC



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**Cost Effective**

**Thoughtful**

**Collaborative**

**Detailed**

**Committed**

**Creative**

**Experienced**

**Proactive**