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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: February 7, 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: 2/7/2023  
 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
4.1	<b>Call to Order &amp; Intro:</b> 6:02 pm meeting was called to order by SBC Chair M. Massardo with 12 of 13 voting members in attendance.	Record
4.2	<p><b>Previous Topics &amp; Approval of January 11<sup>th</sup>, 2023, Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>➤ A motion to approve the 01/11/2023 meeting minutes<sup>1</sup> as submitted made by M. Simon 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 – C. Monaco – Yes – M. Simon – Yes – P. Sagarino – Yes – J. Danizio – Yes – J. Priest - Yes. Abstention: None. Motion passes, minutes approved.</li> </ul>	Record
4.3	<p><b>Designer Introduction:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo starts by introducing D. DiNisco. D. DiNisco starts by going over their experience with numerous schools over the years. Lists Amesbury Elementary School as an example, they looked at two enrollment options for this school as well. Mentions that they will be looking at all available sites for the school.</li> <li>➤ N. Harrigan goes over the DeBerry-Swan Elementary School Project. Mentions they looked at 3 total sites and multiple enrollments for this project. They considered additions and renovations, decided on consolidation of the two schools. This school was a high performance school that is net-zero.</li> <li>➤ D. DiNisco then talks about high performance considerations. Mentions multiple schools that were net zero ready or better. Mentions how there are many rebates, tax credits, and other incentives for energy performance. Talks about how daylight and views are very important for the students which leads to better sleep quality and performance. Goes over the different options for sustainability such as air source heat pumps and ground source heat pumps. Each have their own advantages and disadvantages as shown in the slideshow<sup>2</sup>.</li> <li>➤ N. Harrigan talks about the schedule and budget are very important to the project team. Says how important communication is to the team and will be communicating often with the committee. Says he will be on the project from start to finish.</li> <li>➤ D. DiNisco talks about the value that listening to the committee will have on the project to make sure they understand what's important for the project. Talks about social and emotional learning and how important it is for students. Students need to feel comfortable and safe in those environments, goal will be to design a school that reflects that. Then talks about the outdoor learning opportunities that will be available for the school, they are excited to explore these options. They</li> </ul>	Record

<sup>1</sup>January 11, 2023, Meeting Minutes

<sup>2</sup>DiNisco PowerPoint Presentation

<sup>3</sup>D+W PowerPoint Presentation

	<p>will try to engage students during the construction project and a great learning opportunity.</p> <ul style="list-style-type: none"> <li>➤ V. Low starts by talking about how they want to create a space that will have a sense of space, embrace the natural environment and have community pride. Want to harness the school's environment and incorporate it. Then goes over the site details shown in the slideshow<sup>2</sup>. Presents two concepts for the site in the slideshow<sup>2</sup>. V. Low goes over the different parts of the concept sites for each of them. V. Low then presents a movie that DiNisco put together included the slideshow<sup>2</sup>.</li> <li>➤ P. Sagarino asks DiNisco to consider an option of keeping the existing Fox Hill Building.</li> <li>➤ R. Riggs asks about a three-story building versus a two-story building. D. DiNisco says they are seeing more and more schools going to a three-story option due to more space.</li> </ul>	
4.4	<p><b>Financial Update:</b></p> <ul style="list-style-type: none"> <li>➤ A motion to approve the DiNisco Base Contract in the amount of \$675,000, the LGCI revised contract in the amount of \$17,925, Dore and Whittier Amendment No. 1 in the amount of \$3,204 for the project website language translation add-on, and the Budget Revision Request No. 1 made by C. Foss and seconded by M. Simon. 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. Abstention: None. Motion passes, contracts approved.</li> <li>➤ M. Cox explains the anticipated breakdown of funds that is presented in the slideshow<sup>3</sup>. This table shows the original budget, the updated budget and the remaining from each budget category.</li> <li>➤ M. Simon asks if the contract with DiNisco is an appropriate fee for the services provided. S. Brown answers saying there isn't much negotiating room with these base contracts and that this is a fair fee for the work ahead.</li> </ul>	Record
4.5	<p><b>Early Consultants Update:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo says UEC was on site last week on 1/30 and 2/2 and received today their revised report with information that was shared with DiNisco. Will be shared with full committee once D+W and DiNisco have reviewed it. LGCI will be on site during February break, DiNisco reviewed locations for LGCI.</li> </ul>	Record

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4.6	<p><b>Educational Program Update:</b></p> <ul style="list-style-type: none"> <li>➤ M. Cox talks about the educational program. Says that E. Conti has been working on this and asks him to share the progress with DiNisco, so the process can continue forward.</li> </ul>	Record
4.7	<p><b>Working Groups Update:</b></p> <ul style="list-style-type: none"> <li>➤ M. Cox shares the list of working groups on the slideshow<sup>3</sup>. Mentions that the exterior and interior groups will have to be public meetings. Wants to confirm everyone is on the group they would like to be.</li> <li>➤ M. Simon wants to get a schedule started for the Green Building Sustainability Initiative Working Group. C. Dell Angelo says that they will be scheduling tours of existing schools for the group, as well as organizing a meeting soon.</li> </ul>	Record
4.8	<p><b>SBC Goals Update:</b></p> <ul style="list-style-type: none"> <li>➤ M. Cox goes over the project goals presented in the slideshow<sup>3</sup>. From here will be putting together a goals statement with the communication working group.</li> <li>➤ M. Simon wants to include the statement “Building that meets the current and future enrollment needs”.</li> </ul>	Record
4.9	<p><b>Project Website Update:</b></p> <ul style="list-style-type: none"> <li>➤ M. Cox goes over how the website has been published and is now live. Will now be working to get the website translations running since approved of the amendment.</li> <li>➤ M. Simon wants to make sure that there is information on where to find the link on the district website.</li> </ul>	Record
4.10	<p><b>Upcoming Dates:</b></p> <ul style="list-style-type: none"> <li>➤ C. Dell Angelo goes over the next steps within the Feasibility Stage in the slideshow<sup>3</sup>. The Preliminary Design Program will take 4 months and will entail the existing conditions assessment, the educational program, and conceptual options. Then follows the Preferred Schematic Report which will take 6 months and will entail identifying preferred option, building programming, and cost estimates.</li> <li>➤ C. Dell Angelo then goes over the next meeting dates in the slideshow<sup>3</sup>. Executive working group on 2/8 and 2/22, building tours are TBD, educational programming/visioning, as well as the communications working group.</li> <li>➤ M. Massardo asks to tour the Maria Hastings School.</li> </ul>	Record

<sup>1</sup>January 11, 2023, Meeting Minutes

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<sup>3</sup>D+W PowerPoint Presentation

4.11	<b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b> <ul style="list-style-type: none"><li>➤ T. Carroll asks to add to the website, the existing conditions section that the school does not have air conditioning.</li></ul>	Record
4.12	<b>Public Comments:</b> <ul style="list-style-type: none"><li>➤ None.</li></ul>	Record
4.13	<b>Next Meetings:</b> <ul style="list-style-type: none"><li>➤ Tuesday, March 7<sup>th</sup>, 2023, at 6:00PM</li><li>➤ Tuesday April 4<sup>th</sup>, 2023, at 6:00PM</li><li>➤ Tuesday May 2<sup>nd</sup>, 2023, at 6:00PM</li></ul>	Record
4.14	<b>Adjourn:</b> 7:16 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.

<sup>1</sup>January 11, 2023, Meeting Minutes

<sup>2</sup>DiNisco PowerPoint Presentation

<sup>3</sup>D+W PowerPoint Presentation

February 7, 2023



# Burlington Fox Hill Elementary School Project

School Building Committee Meeting #4  
February 7, 2023, 6:00 PM



1. **Call to Order & Intro**
2. Previous Topics & Approval of January 11<sup>th</sup>, 2023 Meeting Minutes
3. Designer Introduction
4. Financial Update
5. Early Consultants Update
6. Educational Program Update
7. Working Groups Update
8. SBC Goals Update
9. Project Website Update
10. Upcoming Dates
11. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
12. Public Comment
13. Next meetings
14. Adjourn



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48 hours prior to the meeting
12. Public Comment
13. Next meetings
14. Adjourn

# Previous Meeting Minutes

1. January 11<sup>th</sup>, 2023, Minutes

1. Call to Order & Intro
2. Previous Topics & Approval of January 11th, 2023 Meeting Minutes
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13. Next meetings
14. Adjourn

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# Invoices and Commitments for Approval

- DiNisco Base Contract in the amount of \$675,000.00 (Vote)
- LGCI (REVISED) in the amount of \$17,925.00 (Vote)
- Dore + Whittier Amendment No.1 in the amount of \$3,204.00 for project website language translation add-on (Weglot) - 1 year subscription (Vote)
- Budget Revision Request No.1 (Vote)

# Budget Breakdown

## Anticipated breakdown of remaining funds:

	Original Budget	Update Budget	Committed	Balance
OPM - Feasibility Study	\$ 750,000	\$ 417,929	\$ 400,079	\$ 17,850
A&E - Feasibility Study	\$ 500,000	\$ 675,000	\$ 675,000	\$ -
Environmental & Site	\$ 100,000	\$ 288,000	\$ 22,925	\$ 265,075
Other	\$ 150,000	\$ 119,071	\$ -	\$ 119,071
	\$ 1,500,000	\$ 1,500,000	\$ 1,098,004	\$ 401,996

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# Early Consultants Proposals

- Geotech
  - LGCI
  - Onsite February Break
- Hazmat
  - UEC
  - Onsite January 30<sup>th</sup> and February 2<sup>nd</sup>



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# Working Groups

## Burlington SBC – Working Groups

- **Executive Working Group**
  - **Eric Conti\***
  - **Bob Cunha\***
  - **Nichole Coscia\***
  - **Melissa Massardo\***
- **Communications Working Group**
  - 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
- **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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# 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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# 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

- Went live last week on January 23<sup>rd</sup>
- Languages that will be translated:
  - Spanish
  - Portuguese
  - Gujarati
  - Hindi
  - Arabic
  - Luganda
  - Chinese
  - Urdu
  - Telugu
  - Creole



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# Upcoming Dates - Timeline

- **Feasibility Stage**

- Preliminary Design Program – 4 Months (now – June 23)
  - Existing Conditions Assessment
  - Educational Program
  - Conceptual Options
- Preferred Schematic Report – 6 Months (June 23 – Dec. 23)
  - Identify Preferred Option
  - Building Programming
  - Cost Estimates

# Upcoming Dates - Meetings

- Executive Working Group 2/8/2023 & 2/22/2023
- Building Tours – TBD
- Educational Programming / Visioning
  - Principal / Department Heads / Other
- Communications Working Group
  - Website Roll Out
  - Community Meeting (May/June 2023)
  - Goal Statement

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# Next Meetings

- March 7<sup>th</sup>, 2023 @ 6:00PM
- April 4<sup>th</sup>, 2023 @ 6:00PM
- May 2<sup>nd</sup>, 2023 @ 6:00PM

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**Cost Effective**

**Thoughtful**

**Collaborative**

**Detailed**

**Committed**

**Creative**

**Experienced**

**Proactive**