



**RECEIVED**

By Town Clerk's Office at 2:01 pm, Aug 08, 2023

# TOWN OF BURLINGTON

## *Meeting Minutes*

*Draft minutes can be posted and revised at a later date*

DEPT./BOARD: Fox Hill School Building Committee & School Committee

DATE: July 13, 2023

TIME: 6:00 PM

PLACE: 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: 7/13/2023  
 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* | Fox Hill 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             |         | Chris Campbell        |                |
| ✓       | Tara Carroll      | SBC Member             |         | Melissa Ulliani       |                |
|         | Audrey Boeri      | SBC Member             |         | John Iler             |                |
| ✓       | George Papayannis | SBC Member             |         | Lauren Seeley         |                |
| ✓       | Katherine Bond*   | Vice Chair of SBC      |         | Eileen Sickler        |                |
| ✓       | Jeremy Brooks*    | SBC Member             |         | Nicci Kadilak         |                |
| ✓       | Christine Monaco* | SBC Member             |         | Adam Senesi           |                |
| ✓       | Martha Simon*     | SBC Member             |         | Sarah Visocchi        |                |
|         | Kristen Downie    | Secretary              |         | Terry Orfanos         |                |
| ✓       | John Lyons*       | Pine Glen Principal    |         |                       |                |
| ✓       | Margo Bunker*     | SBC Member             | ✓       | Bill Boivin           |                |
|         | Amanda Hanafin    | SBC Member             | ✓       | Meghan Nawoichik      |                |
|         | Melissa Gilberg   | SBC Member             |         |                       |                |
|         |                   |                        |         |                       |                |
|         |                   |                        |         |                       |                |
|         |                   |                        |         |                       |                |
|         |                   |                        |         |                       |                |
|         |                   |                        |         |                       |                |

\* SBC Voting Member

| Item No. | Description  | Action |
|----------|--|--------|
| 12.1     | <b>Call to Order &amp; Intro:</b> 6:01 pm meeting was called to order by SBC Chair M. Massardo with 15 of 15 voting members in attendance.   | Record |
| 12.2     | <p><b>Previous Topics &amp; Approval of June 28<sup>th</sup>, 2023, Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>➤ A motion to approve the 06/28/2023 meeting minutes<sup>1</sup> as submitted made by M. Simon and seconded by J. Brooks. Discussion: None. Roll Call Vote: B. Cunha – Yes – M. Massardo – Yes – J. Danizio – Yes – J. Priest – Yes – J. Brooks – Yes – M. Simon – Yes – K. Bond – Yes - N. Coscia – Yes – J. Lyons – Yes – E. Conti – Yes – C. Monaco – Yes – M. Bunker – Yes – D. Rosenblatt – Yes – D. Villano - Yes. Abstention: P. Sagarino. Motion passes, minutes approved.</li> </ul>  | Record |
| 12.3     | <p><b>Public Comment (15 Minutes):</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>   | Record |
| 12.4     | <p><b>Approval of Preliminary Design Program (Vote Expected):</b></p> <ul style="list-style-type: none"> <li>➤ A motion to authorize OPM Dore &amp; Whittier Management Partners to submit the Preliminary Design Program on behalf of the Town of Burlington to the Massachusetts School Building Authority made by E. Conti and seconded by M. Simon. Discussion: None. Roll Call Vote: B. Cunha – Yes – M. Massardo – Yes – J. Danizio – Yes – J. Priest – Yes – J. Brooks – Yes – M. Simon – Yes – K. Bond – Yes - N. Coscia – Yes – J. Lyons – Yes – E. Conti – Yes – C. Monaco – Yes – M. Bunker – Yes – D. Rosenblatt – Yes – D. Villano – Yes – P. Sagarino – Yes. Abstention: None. Motion passes, submission approved.</li> </ul>  | Record |
| 12.5     | <p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ A motion to approve DiNisco Invoice No. 9830 for Basic Services in the amount of \$29,545.00, DiNisco Invoice No. 9831 for Survey in the amount of \$3,245.00, DiNisco Invoice No. 9832 for Existing Conditions Report and Traffic Study in the amount of \$6,561.50, DiNisco Invoice No. 9833 for Wetlands/ANRAD in the amount of \$2,769.25, and Dore + Whitter Invoice No. 09 in the amount of \$31,712.50. made by M. Simon and seconded by J. Priest. Discussion: None. Roll Call Vote: B. Cunha – Yes – M. Massardo – Yes – J. Danizio – Yes – J. Priest – Yes – J. Brooks – Yes – M. Simon – Yes – K. Bond – Yes - N. Coscia – Yes – J. Lyons – Yes – E.</li> </ul> | Record |

<sup>1</sup> July 13, 2023, Meeting Minutes  
<sup>2</sup> D+W PowerPoint Presentation

|      |  |        |
|------|--|--------|
|      | Conti – Yes – C. Monaco – Yes – M. Bunker – Yes – D. Rosenblatt – Yes – D. Villano – Yes – P. Sagarino – Yes. Abstention: None. Motion passes, invoices approved.  |        |
| 12.6 | <p><b>Public Comment (15 Minutes):</b></p> <ul style="list-style-type: none"> <li>➤ B. Boivin congratulates the group on getting to this point. They have patiently listened to all the public input. He thinks it's been an outstanding process and congratulates the group.</li> </ul>   | Record |
| 12.7 | <p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ August 1, 2023, School Building Committee Meeting at 6:00PM</li> <li>➤ August 21, 2023, School Building Committee Meeting at 6:00PM</li> <li>➤ Sustainability Working Group – Late July / Early August</li> <li>➤ Executive Working Group             <ul style="list-style-type: none"> <li>○ July 26, 2023</li> <li>○ August 9, 2023</li> <li>○ August 23, 2023</li> </ul> </li> <li>➤ R. Riggs asks about the Criteria Matrix and if they expect any input before the August 1<sup>st</sup> meeting. C. Dell Angelo says no they do not.</li> </ul> | Record |
| 12.8 | <b>Adjourn:</b> 6:14 pm A motion was made by J. Priest and seconded by K. Bond to adjourn the meeting, Discussion: None. Meeting adjourned.  | Record |

**Submitted: 8/1/23**

**Approved: 8/1/23**

Sincerely,

**DORE + WHITTIER**

Aidan Place

Assistant Project Manager

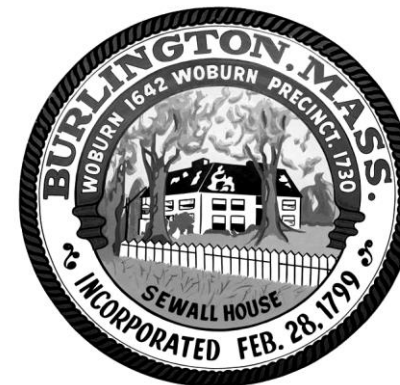
Cc: Attendees, File

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>July 13, 2023, Meeting Minutes

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

July 13, 2023



DORE + WHITTIER



# Burlington Fox Hill Elementary School Project

School Building Committee Meeting #12

July 13, 2023, 6:00 PM

## SBC Meeting Agenda – July 13, 2023, 6:00PM

1. *Call to Order & Intro*
2. *Approval of June 28<sup>th</sup>, 2023 Meeting Minutes*
3. *Public Comment (15 Minutes)*
4. *Approval of Preliminary Design Program (Vote Expected)*
5. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
6. *Public Comment (15 Minutes)*
7. *Next Meetings*
8. *Adjourn*

## SBC Meeting Agenda – July 13, 2023, 6:00PM

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2. *Approval of June 28<sup>th</sup>, 2023 Meeting Minutes*
3. *Public Comment (15 Minutes)*
4. *Approval of Preliminary Design Program (Vote Expected)*
5. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
6. *Public Comment (15 Minutes)*
7. *Next Meetings*
8. *Adjourn*

# Previous Meeting Minutes

*1. June 28<sup>th</sup>, 2023, Minutes*



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8. *Adjourn*

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5. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
6. *Public Comment (15 Minutes)*
7. *Next Meetings*
8. *Adjourn*

# Approval of Preliminary Design Program

- *Motion to authorize OPM Dore & Whittier Management Partners to submit the Preliminary Design Program on behalf of the Town of Burlington to the Massachusetts School Building Authority*

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5. *Other Topics not Reasonably Anticipated 48 hours prior to the meeting*
6. *Public Comment (15 Minutes)*
7. *Next Meetings*
8. *Adjourn*

# Invoices for Approval

- *DiNisco Invoice No. 9830 for Basic Services in the amount of \$29,545.00 (Vote)*
- *DiNisco Invoice No. 9831 for Survey in the amount of \$3,245.00 (Vote)*
- *DiNisco Invoice No. 9832 for Existing Conditions Report and Traffic Study in the amount of \$6,561.50 (Vote)*
- *DiNisco Invoice No. 9833 for Wetlands/ANRAD in the amount of \$2,769.25 (Vote)*
- *Dore + Whittier Invoice No. 09 in the amount of \$31,712.50 (Vote)*

## SBC Meeting Agenda – July 13, 2023, 6:00PM

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6. *Public Comment (15 Minutes)*
7. *Next Meetings*
8. *Adjourn*

# Next Meetings

- *August 1, 2023, School Building Committee Meeting @6:00pm  
(further refinement and evaluation of the options)*
- *August 21, 2023, School Building Committee Meeting @6:00pm*
- *Sustainability Working Group*
  - *Late July early August*
- *Executive Working Group*
  - *July 26, 2023*
  - *August 9, 2023*
  - *August 23, 2023*



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7. *Next Meetings*
8. *Adjourn*

**Cost Effective**

**Thoughtful**

**Collaborative**

**Detailed**

**Committed**

**Creative**

**Experienced**

**Proactive**