



RECEIVED

By Town Clerk's Office at 3:28 pm, Jun 10, 2024

TOWN OF BURLINGTON

Meeting Posting

Email Posting to meetings@burlington.org or Bring to the Clerk's Office. Thank you
Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

DEPT./BOARD: Burlington High School Building Committee & Burlington School Committee

DATE: June 13, 2024

TIME: 6:30 p.m.

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

The public can also access this meeting via WebEx Technology (see below). The Burlington High School Building Committee will hear public comments in person and virtually. Meetings are also broadcast live on Burlington Cable Access TV (BCAT) and video/audio recordings are being made.

This meeting/hearing of the Burlington High School Building Committee will be held in-person at the location provided on this notice. Members of the Public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. If you are participating remotely, please identify yourself by typing your name on the screen in advance and verbally once you are identified to speak. We request you please turn on your camera. Comments and statements are limited to 3 minutes.

Join from the meeting link

<https://townofburlington.webex.com/townofburlington/j.php?MTID=m8ec3e74790fb1551745d2cdd1b6dabaf>

Meeting number (access code): 2345 712 3078

Meeting password: Burlington





TOWN OF BURLINGTON

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Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of May 9, 2024, Meeting Minutes (vote expected)
3. Invoices and Commitments for Approval (vote expected)
4. Public Comment
5. Tappé Architects – Project Update
6. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
7. Public Comment
8. Next Meetings
9. Adjourn



**SCHOOL COMMITTEE / SCHOOL BUILDING COMMITTEE
MEETING MINUTES**



Project: Burlington High School
 Subject: School Building Committee Meeting
 Location: BHS/Webex Conference Call
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 5/9/24
 Time: 6:30 PM
 Prepared By: R. Rincon

Present	Name	Affiliation	Present	Name	Affiliation
✓	Katherine Bond*	SBC Chair		Mike Burton	DWMP
✓	Christine Monaco*	SBC Vice Chair		Christina Dell Angelo	DWMP
	Jeremy Brooks*	SBC/SC Member	✓	Steve Brown	DWMP
✓	Melissa Massardo*	SBC/SC Member		Mike Cox	DWMP
✓	Meghan Nawoichik*	SBC/SC Member	✓	Terry Hartford	DWMP
✓	Eric Conti*	Superintendent	✓	Rachel Rincon	DWMP
	Lisa Chen*	Asst. Superintendent		Charlie Hay	Tappe
	Nichole Coscia	Business Manager		Christopher Blessen	Tappe
✓	Bob Cunha	Director of Operations	✓	David Gould	Tappe
	Mark Sullivan	BHS Principal			
	Joe Attubato	Dir. of Support Services			
✓	Neil Guanci	Maintenance Manager			
	John Danizio	Town Accountant			
	Paul Sagarino Jr.	Town Administrator			
✓	Doug Davison	Ways & Means			
	Wendy Czerwinski	BHS Teacher			
✓	Laura Maida	BHS Teacher			
✓	Tom Regan	BHS Teacher			
	Gail Pinkham	Parent			
✓	Christopher Campbell	Parent			
✓	Mimi Bix-Hylan	Parent			
✓	Martha Simon	SBC Member			
	Colin Irwin	BHS Student			
	Esther Ma	BHS Student			

Item No.		
6.1	<p>Call to Order & Pledge of Allegiance: 6:33 PM meeting was called to order by SBC Chair K. Bond with 4 of 5 voting members in attendance.</p>	Record
6.2	<p>Town Clerk Swearing in of SBC Members:</p> <ul style="list-style-type: none"> ➤ K. Bond explained that Amy Warfield, the Town Clerk, would be swearing in the SBC members. She clarified anyone who was remote or had not been sworn in yet would need to go to Amy's office in person. ➤ Amy Warfield proceeded to swear in all members who were present. 	Record
6.3	<p>Approval of April 11, 2024 Minutes (Vote Expected):</p> <ul style="list-style-type: none"> ➤ A motion to approve the April 11, 2024, meeting minutes made by M. Nawoichik and seconded by K. Bond. Discussion: None. Roll Call Vote: M. Massardo – Yes, M. Nawoichik – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Minutes approved. 4-0-0 	Record
6.4	<p>Invoices and Commitments for Approval (Vote Expected):</p> <ul style="list-style-type: none"> ➤ A motion to approve Tappe Invoice No. 1 in the amount of \$42,855.00 made by M. Nawoichik and seconded by K. Bond. Discussion: None. Roll Call Vote: M. Massardo – Yes, M. Nawoichik – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Minutes approved. 4-0-0 ➤ A motion to approve Dore & Whittier Invoice No. 6 in the amount of \$18,000.00 made by M. Nawoichik and seconded by K. Bond. Discussion: None. Roll Call Vote: M. Massardo – Yes, M. Nawoichik – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Minutes approved. 4-0-0 	Record
6.5	<p>Public Comment:</p> <ul style="list-style-type: none"> ➤ None. 	Record
6.6	<p>Tappe Architects – Project Update:</p> <ul style="list-style-type: none"> ➤ D. Gould shared that Tappe is pushing toward the 7/17 date for the PDP. He recapped what had been going on the past month: <ul style="list-style-type: none"> ○ Consultants had conducted walkthroughs of the building. ○ Traffic studies were conducted ➤ Consultants will now establish their reports and summarize their findings to explain what they feel needs to happen. ➤ Site Analysis will identify what was found on-site, such as possible areas in parking lots where there might be flooding, possible catch basins, and possible locations for dry wells. ➤ May 2024 Lookahead – Ed visioning workshops with David Steven (in person or virtual) and working group sessions will take place. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • M. Simon asked why the map does not show all the BHS property and noted a previous architect's suggestion to build a new school where the football practice field was located. She inquired if that had been suggested to Tappe 	Record

	<p>and if they were considering it as a possible option. D. Gould responded that civil/landscape would examine the entire site, and Tappe will explore all options. Since they are still at the very beginning, the direction of the project is uncertain, depending on feedback from groups and any additional discoveries on-site. Information is still being gathered before any determinations can be made.</p>	
6.7	<p>Working Groups:</p> <ul style="list-style-type: none"> ➤ T. Hartford explained there was a need to narrow down participation in the working groups. He asked the SBC members to review the proposed working groups and suggested that if a member was missing, they could be added to one. ➤ D. Gould clarified that Tappe would be reaching out to members to schedule meetings. The groups should plan to meet frequently so Tappe can gain a better understanding of each group's perspective. The information discovered in these meetings will be reported back to the SBC. These groups, along with Ed visioning and the non-educational planning groups, form the foundation of the project, helping inform Tappe on how to design it. Non-educational planning groups will also be contacted. ➤ T. Hartford noted there are three typical steps to a working group: information gathering, confirming what was heard, and making a recommendation. 	Record
6.8	<p>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ K. Bond mentioned that M. Simon had sent an email about forming a Student SBC. She expressed her opinion that it was a great idea but felt it was still too early to establish it, though she would do so when the time was right. Additionally, she noted that the two current students on the SBC would need to be replaced as they are seniors. 	Record
6.9	<p>Public Comment:</p> <ul style="list-style-type: none"> ➤ None. 	Record
6.10	<p>Upcoming Meetings:</p> <ul style="list-style-type: none"> ➤ June 13, 2024 @ 6:30 p.m. ➤ July 11, 2024 @ 6:30 p.m. ➤ August 8, 2024 @ 6:30 p.m. ➤ September 12, 2024 @ 6:30 p.m. ➤ October 10, 2024 @ 6:30 p.m. ➤ November 14, 2024 @ 6:30 p.m. ➤ December 12, 2024 @ 6:30 p.m. 	Record
6.11	<p>Adjourn:</p> <ul style="list-style-type: none"> ➤ 6:54 PM a motion was made by M. Nawoichik and seconded by C. Monaco to adjourn the meeting. Roll Call Vote: M. Massardo – Yes, M. Nawoichik – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Minutes approved. 4-0-0. Adjourn. 	Record

Project: Burlington High School
Meeting: School Building Committee
Meeting No. 6 - 5/9/2024
Page: 4

Sincerely,

DORE + WHITTIER

Rachel Rincon

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.

Dore and Whittier Management Partners, LLC

Please send payments to;
212 Battery Street
Suite 1
Burlington, VT 05401

Town of Burlington
123 Cambridge Street
Burlington, MA 01803

Invoice number 00007
Date 05/28/2024

Project 23-0130 BURLINGTON HIGH SCHOOL,
BURLINGTON, MA

Attn: Nichole Coscia, Business Manager

For Date Range: May 1 to May 31, 2024

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Project Initiation & Pre-Designer Selection	60,000.00	60,000.00	0.00	0.00	60,000.00
Feasibility	200,000.00	48,000.00	18,000.00	134,000.00	66,000.00
Schematic Design	190,000.00	0.00	0.00	190,000.00	0.00
Total	450,000.00	108,000.00	18,000.00	324,000.00	126,000.00

Invoice total **18,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00006	04/30/2024	18,000.00	18,000.00				
00007	05/28/2024	18,000.00	18,000.00				
	Total	36,000.00	36,000.00	0.00	0.00	0.00	0.00



TAPPÉ
ARCHITECTS

Tappé Architects, Inc.
Six Edgerly Place
Boston, MA 02116
www.tappe.com
617-451-0200

Nichole Coscia
Business Manager
123 Cambridge Street
Burlington, MA 01803

May 31, 2024
Invoice No: 240505

Project A2404.00 Burlington High School Study

Professional Services from May 1, 2024 to May 31, 2024

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility Study	308,600.00	27.7738	85,710.00	42,855.00	42,855.00
Schematic Design	450,000.00	0.00	0.00	0.00	0.00
Extra Services	191,400.00	15.977	30,580.00	0.00	30,580.00
Total Fee	950,000.00		116,290.00	42,855.00	73,435.00
Total Fee					73,435.00
Total this Invoice					\$73,435.00

cc: Terry Hartford
thartford@doreandwhittier.com
DW-OPM-Invoicing@doreandwhittier.com

Approved By: 

Billing Backup

Wednesday, May 29, 2024

TAPPE ARCHITECTS, INC.

Invoice <Draft> Dated 5/29/2024

10:11:07 AM

Project	A2404.00	Burlington High School Study
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Consultants

R-Haz Material Testing Report

AP 131019	5/29/2024	Universal Environmental Consultants / Extra Services	6,500.00
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R-Survey Engr

AP 131018	5/29/2024	Nitsch Engineering, Inc. / Extra Services	18,750.00
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R-Traffic

AP 130976	5/20/2024	Howard Stein Hudson Associates, Inc. / extra services, 15% Existing Conditions	2,550.00
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Total Consultants		1.1 times	27,800.00	30,580.00
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Total this Project	\$30,580.00
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Total this Report	\$30,580.00
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Approved By: _____



INVOICE #11342 X

May 4, 2024

Accounts Payable
Tappe' Architects
6 Edgerly Place
Boston, MA 02116

HAZ MAT Survey at Burlington High School

Professional Services:

Lump Sum Fee \$ **6,500.00**

Voucher#	_____
Vendor	_____
Project#	2404
Account	510.7
Approval	CMH

Extra Services
CAM 5-24-24



2 Center Plaza, Suite 430
Boston, MA 02108-1928
T: 617-338-0063
F: 617-338-6472
www.nitscheng.com

Charles Hay
Tappé Architects
Attn: Accounts Payable
Six Edgerly Place
Boston, MA 02116

May 13, 2024
Project No: 15792.
Invoice No: 85878 X

Project 15792. Burlington High School Land Surveying Services
Professional Services from April 1, 2024 to April 27, 2024

Fee	
Total Fee	75,000.00
Percent Complete	25.00
Total Earned	18,750.00
Previous Fee Billing	0.00
Current Fee Billing	18,750.00
Total Fee	18,750.00
Total this Invoice	\$18,750.00

Voucher#	_____
Vendor	_____
Project#	2404
Account	511.2
Approval	cmh

Extra Services

CAM 5-24-2024

Invoice

**HOWARD/STEIN-HUDSON ASSOCIATES
11 BEACON STREET, SUITE 1010
BOSTON, MA 02108
617-482-7080**

May 3, 2024

Invoice No: 2023249.00 - 1 **X**

Charles Hay
Tappe Associates, Inc.
6 Edgerly Place
Boston, MA 02116

Due Date: June 2, 2024

Invoice Total **\$2,550.00**

Project 2023249.00 Burlington High School

Professional Services from Inception to April 27, 2024

Phase 001 Existing Conditions

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Existing Conditions	17,000.00	15.00	2,550.00	0.00	2,550.00
Conceptual Site Plan Assistance/Future C	13,000.00	0.00	0.00	0.00	0.00
Technical Memo	12,000.00	0.00	0.00	0.00	0.00
Meetings	4,000.00	0.00	0.00	0.00	0.00
Total Fee	46,000.00		2,550.00	0.00	2,550.00
Total Fee					2,550.00
Total this Phase					\$2,550.00
Total this Invoice					<u>\$2,550.00</u>

Billings to Date

	Current	Prior	Total
Fee	2,550.00	0.00	2,550.00
Totals	2,550.00	0.00	2,550.00


Robert M. Dankese, Jr., CFO

PAYMENT TERMS: NET 30 DAYS
HSH accepts ACH payments. Please email kpelland@hshassoc.com for more information

Voucher#	_____
Vendor	_____
Project#	2404
Account	516
Approval	CMH

extra services, 15% Existing conditions

CAM 5-16-24

June 13, 2024



Burlington High School Project
School Building Committee Meeting #7
June 13, 2024, 6:30 PM

1. Call to Order & Pledge of Allegiance
2. Approval of May 9, 2024, Meeting Minutes (vote expected)
3. Invoices and Commitments for Approval (vote expected)
4. Public Comment
5. Tappé Architects – Project Update
6. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
7. Public Comment
8. Next Meetings
9. Adjourn

2. Approval of Previous Meeting Minutes

1. May 9, 2024 Meeting Minutes – approval (vote required)

***Motion to approve BHS
Previous Meeting
Minutes**

3. Invoices and Commitments for Approval

1. Dore & Whittier Invoice No. 7 May-24 in the amount of \$18,000.00
2. Tappé Invoice No. 240505 in the amount of \$73,435.00

***Motion to approve invoices**

3 cont. Invoices and Commitments for Approval

Dore and Whittier Management Partners, LLC

Please send payments to;
212 Battery Street
Suite 1
Burlington, VT 05401

Town of Burlington
123 Cambridge Street
Burlington, MA 01803

Invoice number 00007
Date 05/28/2024

Project 23-0130 BURLINGTON HIGH SCHOOL,
BURLINGTON, MA

Attn: Nichole Coscia, Business Manager

For Date Range: May 1 to May 31, 2024

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Project Initiation & Pre-Designer Selection	60,000.00	60,000.00	0.00	0.00	60,000.00
Feasibility	200,000.00	48,000.00	18,000.00	134,000.00	66,000.00
Schematic Design	190,000.00	0.00	0.00	190,000.00	0.00
Total	450,000.00	108,000.00	18,000.00	324,000.00	126,000.00

Invoice total **18,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00006	04/30/2024	18,000.00	18,000.00				
00007	05/28/2024	18,000.00	18,000.00				
Total		36,000.00	36,000.00	0.00	0.00	0.00	0.00



Tappé Architects, Inc.
Six Edgerly Place
Boston, MA 02116
www.tappe.com
617-451-0200

Nichole Coscia
Business Manager
123 Cambridge Street
Burlington, MA 01803

May 31, 2024
Invoice No: 240505

Project A2404.00 Burlington High School Study

Professional Services from May 1, 2024 to May 31, 2024

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility Study	308,600.00	27.7738	85,710.00	42,855.00	42,855.00
Schematic Design	450,000.00	0.00	0.00	0.00	0.00
Extra Services	191,400.00	15.977	30,580.00	0.00	30,580.00
Total Fee	950,000.00		116,290.00	42,855.00	73,435.00
Total this Invoice					\$73,435.00

cc: Terry Hartford
thartford@doreandwhittier.com
DW-OPM-Invoicing@doreandwhittier.com

Approved By:

4. Public Comment

5. Tappé Architects – Project Update

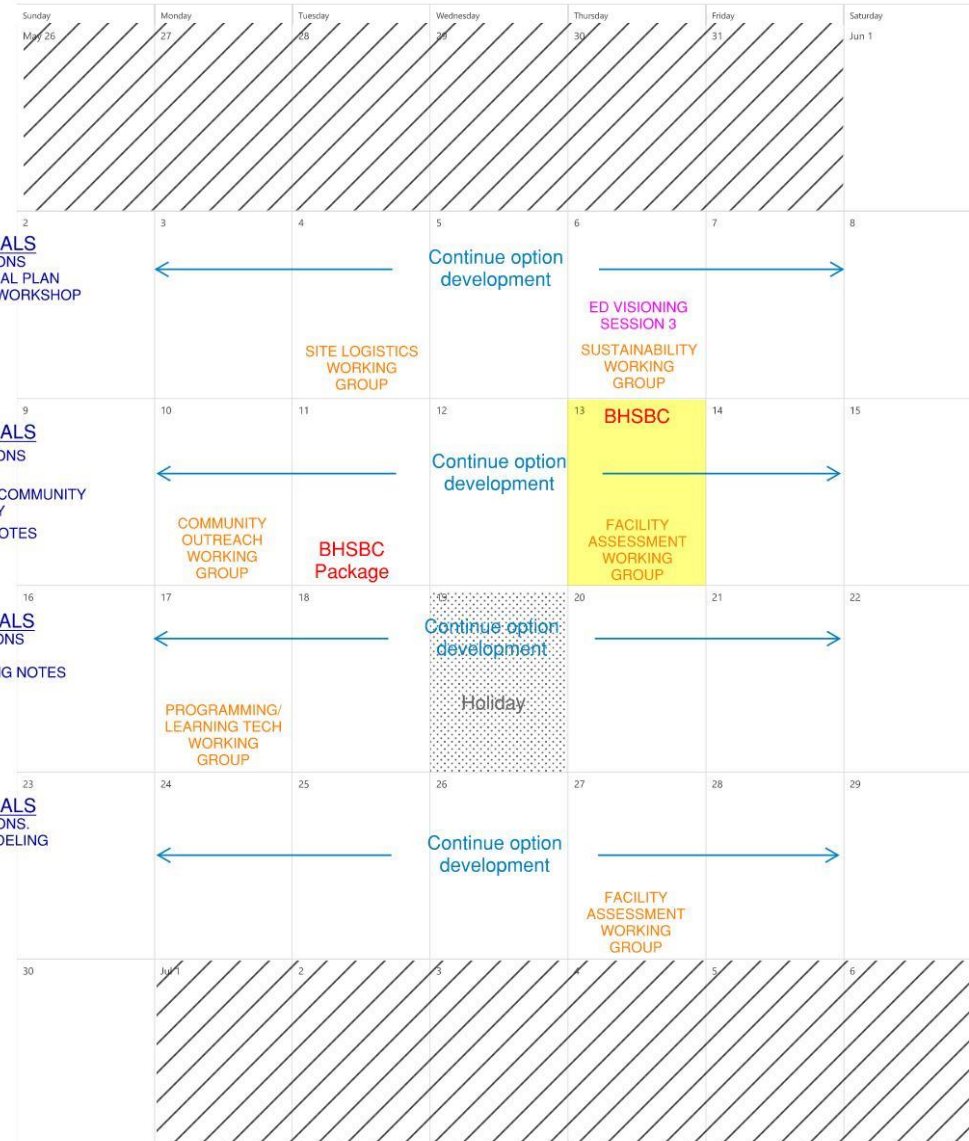
BURLINGTON HIGH SCHOOL - JUNE 2024 DETAILED WORK PLAN

June Brief:

In June we will be looking to begin working on the full set of options available to the district. At the same time, we will be starting the working groups which will provide feedback on options as well as broad ideas relative to logistics, phasing and planning which affect budgets.

June 13th - Potential Building Committee Actions - Review Ed Visioning Sessions/Notes

NOTES:



5 cont. Tappé Architects – Project Update

Water Systems:

The existing school's water service size and location needs to be confirmed with a survey, but some information can be assumed using record plans from the Town and from the site walk. Per these record plans, there appears to be a water line which runs from the west side of the school building, around the south, and then up the east side, where a branch connection appears to connect into Arlington Road. This water line feeds a 4-inch building service at the east side of the school, a 6-inch building service on the south side of the school, as well as several hydrants around the site. Four (4) hydrants were located on the record plans.

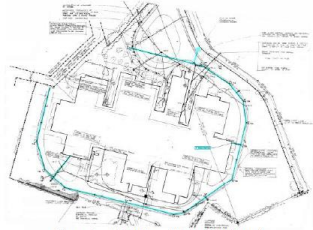
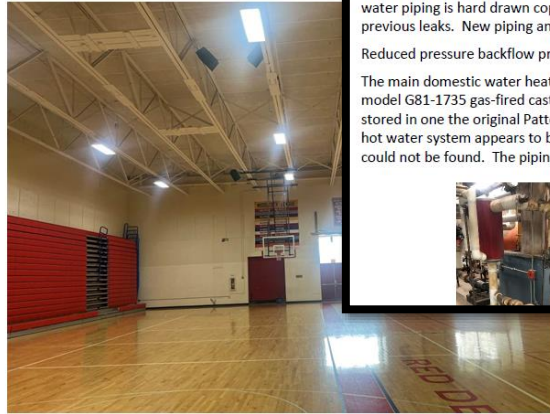


Figure 2 - 1971 Plans, Water Highlighted

During the site walkthrough, water structures were observed which provide additional insight and/or confirmation for locating the water line prior to a survey being conducted. The structures observed around the existing school building site, with an additional hydrant at the intersection with Cambridge Street. Existing and proposed hydrants will be marked by the Burlington Fire Chief during the design process. A hydrant flow test will be conducted to determine pressures and flow volume at the school site.



Burlington High School
Burlington, Massachusetts



Typical Gymnasium Roof Construction



Example of past repairs to the flanges and stems of the precast concrete double tees

Plumbing

Existing Conditions

Plumbing Systems

The existing school building is equipped with several plumbing systems including domestic hot and cold water; sanitary drain, waste, and vent; natural gas; storm drainage; laboratory waste and vent; and compressed air.

The building's domestic water is supplied underground through a four-inch (4") ductile iron service. The four-inch (4") domestic water supply is equipped with a strainer, isolation valves, and a 2" meter. The water service piping is a mixture of ductile iron and copper, appears to be in good condition.



Photo 1 - Water Service



Photo 2 - Water Service

Only the exposed piping scattered throughout the building could be observed. The water piping is hard drawn copper tube and appears to be in fair to good condition. There are no previous leaks. New piping and repairs have been done with copper tube and fittings.

Reduced pressure backflow preventers are provided for boiler make-up water.

The main domestic water heating plant is located in the mechanical room and consists of a model G81-1735 gas-fired cast iron boiler with an Everhot model 16 indirect water heater. The boiler is stored in one of the original Patterson-Kelley Control-Flo 500 tank-type indirect water heaters. The hot water system appears to be a recirculated single temperature system. A detailed schematic could not be found. The piping around the water heater and storage tank is in good condition.



MDF Patch panels and Electronics



IDF Patch Panels and Electronics



MDF Fiber breakdown

Intercom/Clocks/Phones

The school also contains a legacy but functional Bogen Multicom-2000 public address system located adjacent to the library. The school uses an on-premise Cisco VoIP system. Classrooms have one analog phone which functions as a call button, and one Cisco VoIP handset used for in-school and outside communication.

The console for the WAVE system is located in a Library office along with the Bogen PA console. This system seamlessly integrates with the school's public address system for all emergency functions.



Bogen Multicom-2000 Equipment



Typical classroom PA phone / speaker



The WAVE console

Public address speakers are of an older vintage and spacing is inadequate for proper coverage. New public address endpoints should be considered as part of any new building project. Clocks have been sporadically replaced.



Figure 3 Switchboard 2 Fire Damage

- In addition, any parts and pieces for modifications to this switchboard would be costly and hard to acquire due to its age. It is recommended that this unit is replaced in kind.
- There was a power factor correction unit installed as an accessory to the switchboard. This unit was also past its life expectancy. Further analysis could be performed to decide if a new power factor correction unit would be required. The building's electrical loads have changed since the electrical equipment was installed in 1971 and therefore a power factor correction unit might not be needed.

- Satellite power exists throughout the campus where needed. The age of this equipment varied by location. However, most of this equipment was far past its life expectancy and should be replaced.

5 cont. Tappé Architects – Project Update



Remaining Agenda Items

6. Other Topics not Reasonably Anticipated 48 hours prior to the meeting

7. Public Comment

8. Next meetings – refer to following slide

9. Adjourn

8. Upcoming Meetings

- July 11, 2024 @ 6:30 p.m.
- August 8, 2024 @ 6:30 p.m.
- September 12, 2024 @ 6:30 p.m.
- October 10, 2024 @ 6:30 p.m.
- November 14, 2024 @ 6:30 p.m.
- December 12, 2024 @ 6:30 p.m.

Cost Effective

Thoughtful

Collaborative

Detailed

Committed

Creative

Experienced

Proactive