



# LOCAL ACTIONS & APPROVALS



# 7.1

## MEETING AGENDAS & MINUTES







# TOWN OF BURLINGTON

## Meeting Posting

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

DEPT./BOARD: Burlington High School Building Committee

DATE: November 28, 2023

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.

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Meeting number (access code): 2333 020 4997

Meeting password: Burlington



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# TOWN OF BURLINGTON

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### Agenda

1. Call to Order & Pledge of Allegiance
2. Town Clerk Swearing-In of BHS School Building Committee Members
3. BHS School Building Committee Introductions
4. Dore + Whittier Introductions
5. Mission Statement Review & Approval
6. Approval of Previous Meeting Minutes
7. Invoices and Commitments for Approval
8. SBC Voting Member Review
9. Designer Procurement Timeline
10. Designer RFS Review and Approval (vote required)
11. Educational Programming
12. Non-Educational Programming
13. Sustainability
14. Swing Space
15. Website / Outreach / Community Meeting
16. Working Group(s) & SBC Goals
17. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
18. Public Comment
19. Next Meetings
20. Adjourn



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**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: 11/28/23  
 Time: 6:30 PM  
 Prepared By: R. Rincon

Present	Name	Affiliation	Present	Name	Affiliation
✓	Katherine Bond*	SBC Chair	✓	Mike Burton	DWMP
✓	Martha Simon*	SBC Vice Chair	✓	Christina Dell Angelo	DWMP
✓	Jeremy Brooks*	SBC/SC Member		Steve Brown	DWMP
✓	Christine Monaco*	SBC/SC Member		Mike Cox	DWMP
✓	Melissa Massardo*	SBC/SC Member	✓	Terry Hartford	DWMP
✓	Eric Conti*	Superintendent	✓	Rachel Rincon	DWMP
✓	Lisa Chen*	Asst. Superintendent			
✓	Nichole Coscia	Business Manager			
✓	Bob Cunha	Director of Operations			
✓	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			
	Colin Irwin	BHS Student			
	Esther Ma	BHS Student			

Item No.		
1.1	<b>Call to Order &amp; Intro:</b> 6:32 PM meeting was called to order by SBC Chair K. Bond with 7 of 7 voting members in attendance.	Record
1.2	<b>Town Clerk Swearing-in of BHS School Building Committee Members:</b> ➤ K. Bond mentioned if they are a voting member and could not attend in person, they would receive a letter in the mail on how to be sworn in. ➤ K. Bond, M. Simon, J. Brooks, C. Monaco, M. Massardo, E. Conti, and L. Chen pledged and were sworn in by Amy Warfield as voting BHS SBC Committee members.	Record
1.3	<b>BHS School Building Committee Introductions:</b> ➤ BHS SBC members introduced themselves and stated their positions.	Record
1.4	<b>Dore +Whittier Introductions:</b> ➤ Dore + Whittier introduced themselves and stated their positions. <ul style="list-style-type: none"> <li>○ Mike Burton – Project Director</li> <li>○ Terry Hartford – Project Manager/ Day to Day</li> <li>○ Christina Dell Angelo – Project Manager/ Process</li> <li>○ Rachel Rincon – Asst. Project Manager</li> </ul> ➤ M. Burton shared there were other members of the team that could not make it but will be part of the project going forward. <ul style="list-style-type: none"> <li>○ Steve Brown – Project Manager</li> <li>○ Michael Cox – Project Manager/Controls</li> <li>○ John Albright – Project Manager</li> </ul> ➤ M. Burton noted there are additional members on the Architecture side of D+W that may be relevant for the phase they are in. <ul style="list-style-type: none"> <li>○ David Mentzer – Code Review/Sustainability</li> <li>○ Jason Boone – Ed Programming</li> </ul>	Record
1.5	<b>Mission Statement Review &amp; Approval:</b>  The mission of the Burlington High School Building Committee is to ensure a feasibility process that will produce educationally sound, environmentally sustainable and fiscally responsible options for the Burlington High School site. Additionally, the School Building Committee is charged with proactively engaging the community throughout the study for the purpose of informing and soliciting input. The School Building Committee has final authority on all project decisions to be recommended and confirmed by the School Committee and then presented to the Town of Burlington.  <u>Vote:</u> A motion to approve the BHS Building Committee Mission Statement was made by M. Simon and seconded by C. Monaco. Discussion: None. Vote: All in favor. Motion passes. 7-0-0	Record



1.6	<p><b>Approval of Previous Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li>➤ A motion to approve the September 14, 2023, meeting minutes with M. Bix-Hylan’s suggested corrections made by N. Coscia and seconded by D. Davison. Discussion: None. Abstentions: None. All in Favor. Motion passes. Minutes approved. 7-0-0</li> <li>➤ A motion to approve the November 2, 2023, meeting minutes with M. Bix-Hylan’s suggested corrections made by M. Simon and seconded by N. Coscia. Discussion: None. Abstentions: None. All in Favor. Motion passes. Minutes approved. 7-0-0</li> <li>➤ M. Bix-Hylan will email corrections related to attending participants and the misspelled name and the minutes will be amended.</li> </ul>	Record
1.7	<p><b>Invoices and Commitments for Approval:</b></p> <p><u>Contract for Project Management Services with D+W:</u></p> <ul style="list-style-type: none"> <li>➤ M. Burton noted that discussions with N. Coscia are on-going. The contract that was advertised was the standard MSBA OPM contract which included language related to the MSBA which are not applicable. D+W is fine with the contract and recommended a memorandum of understanding be attached making it clear the MSBA provisions do not apply. Town counsel is currently drafting the MOU.</li> <li>➤ T. Hartford noted there would be no motion required for the execution of the OPM Contract as approval had already been made by the SBC previously authorizing the Business Manager to enter into the OPM contract.</li> </ul>	Record
1.8	<p><b>SBC Voting Member Review:</b></p> <ul style="list-style-type: none"> <li>➤ Members were confirmed.</li> </ul>	Record
1.9	<p><b>Designer Procurement Timeline:</b></p> <p>T. Hartford reviewed the designer procurement timeline.</p> <ul style="list-style-type: none"> <li>➤ RFS approved by BHS SBC: November 28, 2023 (assumes contract review completed by Town Counsel by November 27)</li> <li>➤ Ad placed in “Designer Services” section of Central Register: November 30, 2023</li> <li>➤ Ad appears in Central Register: December 6, 2023</li> <li>➤ Site Walk-Through: December 13, 2023</li> <li>➤ Applications due to District: January 8, 2024</li> <li>➤ SBC Application Review Period: ~ two weeks from initial submission</li> <li>➤ Shortlist Design Firms: January 17, 2023</li> <li>➤ Designer Interviews: January 25, 2023</li> <li>➤ Award Design Firm / Negotiate Fee / Execute Contract – January 31, 2024</li> </ul>	Record
1.10	<p><b>Designer RFS Review and Approval (vote required):</b></p>	Record

	<p>M. Burton explained there is a designer procurement timeline D+W put together assuming there would be a vote to approve the RFS tonight.</p> <p>M. Burton suggested electing a smaller group to approve the RFS so the whole group does not need to reconvene. If the SBC can do that, we would be in a position to keep the timeline detailed in the presentation.</p> <p>T. Hartford shared in each of the contracts there are references to the authority (MSBA) that need to be removed. Apart from that, the contract remains the same.</p> <p>T. Hartford reviewed the overlay map provided by GIS and explained why this is a complicated and challenging site.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ K. Bond led a discussion among the group seeking volunteers for the Designer Selection Committee. Twelve members volunteered. K. Bond to provide the list to D+W.</li> <li>➤ N. Coscia stated the RFS will be sent from the town counsel to D+W tomorrow.</li> <li>➤ C. Monaco asked N. Coscia, as it was presented to town counsel, are you comfortable with it being approved and good to go? N. Coscia responded yes.</li> <li>➤ M. Massardo asked what does D+W expect the number of responses to be? M. Burton responded that timing is a big factor with market conditions. A better result is expected due to current market conditions and the fact that this is a high school as opposed to an elementary school.</li> <li>➤ E. Conti asked will D+W help with the designer pre-screening process now that they are not working with the MSBA? M. Burton explained they will work with the 12-person designer procurement committee and assist with reviewing the firms experience, skill set of the team itself, and capacity. The committee can ask the design firms 5-10 questions that are important to the committee as part of the interview process.</li> </ul> <p><u>Vote:</u></p> <ul style="list-style-type: none"> <li>➤ A motion to approve the designer RFS subject to any changes that are made by the town council was made by C. Monaco and seconded by M. Massardo. Discussion: None. Abstentions: None. All in Favor. Motion passes. 7-0-0.</li> </ul> <p><u>Designer Selection Committee Members:</u>        K. Bond, M. Simon, J. Brooks, C. Monaco, M. Massardo, M. Sullivan, J. Attubato, D. Davison, N. Guanci, W. Czerwinski, C. Campbell, M. Bix-Hylan</p>	
1.11	<p><b>Educational Programming:</b></p> <p>The district will work with the Designer to document the existing educational program offered by the District and to define the proposed educational activities. The Preliminary</p>	

	<p>Design Program must include documentation of the district’s existing educational program, and new or expanded educational specifications if applicable. While developing the Educational Program, the District and the Designer should review the Educational Profile Questionnaire that was completed by the District during Eligibility Period. The Preliminary Design Program must include the process of collaboration, outcomes, and documentation of support among the stakeholders.</p> <p>Based upon the District’s Educational Program as described above and the agreed-upon enrollment, the district, working with its Designer, must complete the Initial Space Summary to identify the educational spaces the District believes are needed to deliver its educational program. Once agreed upon, this Initial Space Summary will help inform the development of alternatives to be studied, upon which the most educationally appropriate and cost-effective solution may be recommended.</p> <ul style="list-style-type: none"> <li>➤ M. Burton proposed between now and end of January, working with Jason Boone. J. Boone can help answer any questions the Superintendent may have in relation to the educational program.</li> <li>➤ M. Burton explained once the designer is retained, they will be learning the educational program and the conditions of the building.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ E. Conti mentioned that M. Sullivan offered to help with the programming document.</li> <li>➤ E. Conti stated there is non-educational programming that will need to be included in the document.</li> <li>➤ M. Simon inquired about the possibility of using any portion of the educational program from the Fox Hill project for the High School. E. Conti shared that the level of detail will be very different since this will be based on the High School’s schedule and programming. E. Conti expressed that the individuals who manage those programs are excited to discuss them, so there is no concern about getting it done quickly. The plan is to organize it the same way they would for the program document for the MSBA.</li> </ul>	
1.12	<p><b>Non-Educational Programming:</b></p> <p>M. Burton shared if they do an addition/renovation project, some programs might have to relocate temporarily to offer swing space within the building. This will need to be considered. Also, the committee will need to think about if these programs want to remain in the high school full time if they pursue a new standalone building.</p> <ul style="list-style-type: none"> <li>➤ BCAT</li> <li>➤ LABBB</li> <li>➤ District Offices &amp; IT</li> <li>➤ Early Childhood Center</li> <li>➤ District Receiving</li> </ul>	

1.13	<p><b>Sustainability:</b></p> <p>T. Hartford explained identifying and discussing sustainability goals before the designer comes on has a benefit. It would be great to know what the sustainability goals are for this committee and for the town. T. Hartford suggested working with the Green Engineer (3<sup>rd</sup> party consultant) to determine options available for this project. If the goals can be selected ahead of time, the designer would then have a goalpost meeting the needs of the committee. T. Hartford proposed the idea of having a sustainability working group so that they can discuss and determine what is important, and then share it with the entire committee and move forward on that basis.</p> <ul style="list-style-type: none"> <li>➤ Goal Setting</li> <li>➤ Engage the Green Engineer</li> <li>➤ Options – all electric, ground source heat pumps, etc.</li> <li>➤ EUI Target setting</li> <li>➤ Stretch Code – Compliance Part</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ C. Monaco commented how they have been looking at the High School for a long time. Unlike Fox Hill where a new building was clearly needed, at the high school they have no clue whether it should be a new building, a new wing, etc. At this point, sustainability would just be a goal and C. Monaco is not sure if it can be set in stone at this time. There is a need for some ideas on what can be done building-wise. C. Monaco doesn't feel like they are in a hurry with the high school because they must get Fox Hill through, which is important. What is needed at the High school is a methodical look at all the possibilities because they are not sure what they can do yet. M. Burton responded that they agree with everything C. Monaco said but it is helpful to determine goals and objectives as early as possible. As an example, even if this building is a repair and they want the building to have ground-source heat pump, it can still be done. It is great to have goals, and sometimes you hit every one of them and is achieved, and sometimes it doesn't work.</li> <li>➤ M. Massardo noted that the community's sustainability goals should be similar if not identical for all projects. It would save time to have similar goals across all the projects.</li> <li>➤ K. Bond noted they should create the sustainability group and take the Fox Hill document and use that as a base and decide if that works for the high school which might save time.</li> <li>➤ M. Simon mentioned wanting to go into this with an open mind and looking at what all the options are.</li> <li>➤ J. Brooks advocated benchmarking the EUI goals from Fox Hill as it would give a high-level scope and they won't waste as much time on building options since they had so many for Fox Hill.</li> </ul>	
1.14	<p><b>Swing Space:</b></p>	

	<p>M. Burton commented there is not a lot of room on site for modulars and they are not cost effective. Office space might be an opportunity for swing space. There would also need to be a cost-benefit analysis of what the space will cost in rent, so swing space will be a large issue as the committee determines options.</p> <p>T. Hartford shared broad numbers in terms of the square footage these programs are currently utilizing. The non-educational spaces take up a considerable amount of space. The committee will need to assess whether moving these programs temporarily or permanently, as it will impact the need for swing space.</p> <ul style="list-style-type: none"> <li>➤ Presently, Burlington High School is without swing space</li> <li>➤ Options include modulars or the relocation of non-educational programming</li> <li>➤ BCAT – 4k sq ft</li> <li>➤ LABBB – 3.2k sq ft</li> <li>➤ District Offices &amp; IT – 13k sq ft</li> <li>➤ Early Childhood Center – 13k sq ft</li> </ul>	
1.15	<p><b>Website / Outreach / Community Meeting:</b></p> <p>C. Dell Angelo shared the Fox Hill website that D+W has been working on. Adjustments and changes have been made based on feedback from the committee and community. C. Dell Angelo mentioned reaching out to outside firms that specialize in public relations and communications who might be able to help with the project website. The goal is to come back to the next SBC meeting and review examples of other project websites and a proposal for moving forward.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ K. Bond asked if the firm would attend a meeting so that they could ask them questions? T. Hartford responded that is the intention. D+W is expecting a proposal in the next day or two. Changes have been made since D+W's interview to the current Fox Hill site which T. Hartford thinks have improved the overall layout of the site. T. Hartford took away from the interview that utilizing the site as more of a communication tool for public relations which he thinks is a different ask. The plan is to come to the next meeting and see if there is interest in pursuing the outside firm. K. Bond mentioned everything should be easy to find. The information was always there, just not easy to intuitively find.</li> </ul>	
1.16	<p><b>Working Group(s) &amp; SBC Goals:</b></p> <p>C. Dell Angelo shared that she would send out a questionnaire to the committee to identify important goals for the committee and project itself.</p> <p>C. Dell Angelo shared examples from the questionnaire used in a past project.</p>	

	<p>M. Burton commented that once the questionnaire goes out, the next question would be which groups the members would like to be part of. Results will be available for the next meeting.</p> <p>Burlington SBC – Workgroup descriptions:        The potential / proposed work groups list below illustrates options for the SBC to organize a non-public meeting forum to investigate issues and make a recommendation to the SBC, before a SBC vote or action is taken. There is no requirement to have a “Workgroup” organization or structure, this is simply an option presented for consideration if the members of the SBC want more time to study segments of the process. Examples of “potential working groups” are listed below:</p> <ul style="list-style-type: none"> <li>➤ Executive Working Group</li> <li>➤ Education programming and learning technology</li> <li>➤ Existing Facilities assessment</li> <li>➤ Communications</li> <li>➤ Financial review</li> <li>➤ Sustainability</li> <li>➤ Interior design</li> <li>➤ Exterior design/Landscaping</li> <li>➤ Resident / community facility use</li> <li>➤ Site logistics and phased occupancy</li> </ul>	
1.17	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <p><u>Voting SBC Members:</u></p> <ul style="list-style-type: none"> <li>➤ C. Campbell asked about the SBC member slide. K. Bond responded that was just to confirm the voting members.</li> <li>➤ M. Bix-Hylan made a comment about voting members and suggested reconsidering the composition of voting members. She expressed a couple of conflict-of-interest concerns and suggested everyone consider them. M. Bix-Hylan pointed out that by asking Dr. Conti and Dr. Chen to be voting members, they are putting the employer and employee on parity with each other when they are not. Putting them in these positions, we are putting them unnecessarily in a political situation and removing them from an advisory one. M. Bix-Hylan stated that Burlington students, parents and taxpayers are better served by having the superintendent and asst. superintendent serve as educational advisors.</li> <li>➤ M. Bix-Hylan noted the SBC should be a study team, not an appendage of the school committee. She recommended that Burlington taxpayers should also be represented on the voting board and suggested moving away from having all School committee members be voting members.</li> <li>➤ K. Bond responded that they would take that into consideration, and mentioned when they formed the committee, that there might be some flexibility in adding voting members.</li> </ul>	

	<ul style="list-style-type: none"> <li>➤ D. Davidson noted it is important that a majority of voting members are elected officials. It is hard to have someone with a vote that is this important where it changes the overall educational approach.</li> <li>➤ C. Campbell stated that they want parent and teacher participation, and it is important that the taxpayers have votes. C. Campbell agreed with M. Bix-Hylan, emphasizing the need to consider voting members.</li> <li>➤ C. Monaco shared their experience, stating that this is their 5<sup>th</sup> building committee. In the first three buildings, everyone on the committee was a voting member including the superintendent and asst. superintendent. They emphasized that these individuals have a lot of knowledge that needs to be included and it is important to have their expertise. C. Monaco expressed the opinion that everyone on the committee should be a voting member.</li> <li>➤ M. Simon commented that these are important issues and worth having more discussion. They suggested adding this as an agenda topic to the next meeting.</li> </ul>	
1.18	<p><b>Public Comment:</b> None.</p> <p>K. Bond noted to move public comment to the beginning and the end for the next meeting.</p>	Record
1.19	<p><b>Upcoming Meetings:</b></p> <p>SBC Needs to Establish Meeting Schedule:</p> <ul style="list-style-type: none"> <li>➤ SBC Meetings (monthly)</li> <li>➤ Community Meetings</li> <li>➤ Project Schedule</li> </ul> <p>T. Hartford mentioned they would like to establish meeting dates along with sending an update after the designer walkthrough reporting on the number of firms that attended.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ K. Bond will work with T. Hartford on determining which days and times work for the committee.</li> <li>➤ The group generally agreed that the first community meeting should take place once the team includes the selected design firm.</li> </ul>	Record
1.20	<p><b>Adjourn:</b> 7:43 PM a motion was made by M. Massardo and seconded by M. Simon to adjourn the meeting.</p>	Record

Sincerely,

Project: Burlington High School  
Meeting: School Building Committee  
Meeting No. 1 -11/28/2023  
Page: 10

**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.





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DATE: January 11, 2024

TIME: 6:30 p.m.

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

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**Join by meeting number**

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Meeting password: Burlington



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### Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of November 28, 2023 Minutes
3. Invoices and Commitments for Approval (Vote Expected)
4. Public Comment
5. SBC Voting Members (Vote Expected)
6. Designer Proposal Update & Next Steps
7. Goals and Working Group Formation
8. Website
9. Educational Programming
10. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
11. Public Comment
12. Next Meetings
13. Adjourn



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**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: 1/11/24  
 Time: 6:30 PM  
 Prepared By: R. Rincon

Present	Name	Affiliation	Present	Name	Affiliation
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✓	Martha Simon*	SBC Vice Chair	✓	Christina Dell Angelo	DWMP
✓	Jeremy Brooks*	SBC/SC Member	✓	Steve Brown	DWMP
✓	Christine Monaco*	SBC/SC Member		Mike Cox	DWMP
✓	Melissa Massardo*	SBC/SC Member	✓	Terry Hartford	DWMP
✓	Eric Conti*	Superintendent	✓	Rachel Rincon	DWMP
✓	Lisa Chen*	Asst. Superintendent			
✓	Nichole Coscia	Business Manager			
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	Paul Sagarino Jr.	Town Administrator			
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✓	Christopher Campbell	Parent			
✓	Mimi Bix-Hylan	Parent			
	Colin Irwin	BHS Student			
	Esther Ma	BHS Student			

Item No.		
2.1	<b>Call to Order &amp; Intro:</b> 6:32 PM meeting was called to order by SBC Chair K. Bond with 7 of 7 voting members in attendance.	Record
2.2	<b>Approval of November 28, 2023 Minutes:</b> A motion to approve the November 28, 2023, meeting minutes with M. Simon's amendment made by C. Monaco and seconded by M. Simon. Discussion: None. Roll Call Vote: M. Simon – Yes, L. Chen – Yes, J. Brooks – Yes, E. Conti – Yes, M. Massardo – Yes, C. Monaco - Yes, K. Bond – Yes. Abstentions: None. All in Favor. Motion passes. Minutes approved. 7-0-0	Record
2.3	<b>Invoices and Commitments for Approval (Vote Expected):</b> A motion to approve Dore & Whittier Invoice No. 1 in the amount of \$18,000.00 and Dore & Whittier Invoice No. 2 in the amount of \$18,000.00 made by C. Monaco and seconded by J. Brooks. Discussion: None. Roll Call Vote: M. Simon – Yes, L. Chen – Yes, J. Brooks – Yes, E. Conti – Yes, M. Massardo – Yes, C. Monaco - Yes, K. Bond – Yes. Abstention: None. Motion passes, vote approved, 7-0-0.	Record
2.4	<b>Public Comment:</b> None.	Record
2.5	<b>SBC Voting Members (Vote Expected):</b>  K. Bond shared that M. Bix-Hylan made comments at the last SBC meeting about concerns she had with SBC voting members. K. Bond welcomed discussion to find a path forward.  Comments: <ul style="list-style-type: none"> <li>➤ K. Bond suggested that everyone who is a current member of the building committee except for the students, should have a voting right.</li> <li>➤ M. Massardo mentioned at the last meeting that there was a suggestion to remove school employees from the voting members. E. Conti expressed a preference not to be a voting member in the first place and is in favor of that. Additionally, there was pushback on the Fox Hill project regarding having non-residents be SBC voting members.</li> <li>➤ C. Monaco shared that school employees who know the district well have always been voting members. The Fox-Hill Building committee was the first committee she had been a part of where not all members were voting members. Her preference is for all members to be voting members, and she opposes removing those who know the district best from the committee.</li> <li>➤ C. Campbell noted the concern that the superintendent, as an employee of the school committee, is in a tricky position regarding agreement with the school committee, given that they oversee his evaluation in the Burlington School District . Another concern was the perception that this felt like an extension of</li> </ul>	Record

	<p>the School Committee, emphasizing the need to make the SBC a larger committee with equal weight for parents, teachers, and other members. The purpose of the SBC is to be an advisory board separate from the school committee, incorporating multiple opinions to best inform the town and school committee.</p> <ul style="list-style-type: none"> <li>➤ J. Brooks mentioned there have been opinions expressed on social media that unelected individuals voting on boards, such as the SBC, is not a good idea.</li> <li>➤ D. Davidson expressed concerns that when the Fox-Hill building committee transitioned from making decisions about a building to influencing the culture of the town with elementary education, there were significant decisions, including funding and structure of the four elementary school being approved. He supports everyone having a vote but emphasizes the importance of being informed about the decisions being made.</li> <li>➤ C. Campbell mentioned that with 7 members sworn in by the town clerk, if there were to be an election and one of the 5 school committee members were not re-elected, they would likely stay on the building committee since they are sworn into it. Emphasizing the multi-year building commitment, he highlighted the importance of having a breadth of opinions on building committees to gather insights from parents, town members, teachers, staff, ways and means members, etc., in order to make informed decisions that are non-political.</li> <li>➤ M. Simon shared that she thought it was rare for all school committee members to be on the school building committee. The composition turned out this way due to the nature of the school committee. She expressed a desire to research why other towns choose specific people to be voting members.</li> <li>➤ M. Bix-Hylan commented that she would like a robust discussion and a decision made at the next SBC meeting.</li> <li>➤ There was unanimous support to discuss further at the next School Building Committee meeting and will be a topic on the agenda.</li> </ul>	
2.6	<p><b>Designer Proposal Update &amp; Next Steps:</b></p> <p>T. Hartford shared an overview with the SBC.</p> <ul style="list-style-type: none"> <li>➤ Site Walk-Through Completed on December 13, 2023</li> <li>➤ 2 Proposals received on January 8, 2024             <ul style="list-style-type: none"> <li>• Tappé Architects, Inc.</li> <li>• Jonathan Levi Architects / DLR Group</li> </ul> </li> <li>➤ SBC Designer Selection Committee Proposal Review on-going             <ul style="list-style-type: none"> <li>➤ Evaluation Criteria / Scoring Matrix to be issued by D+W after the completion of this meeting</li> </ul> </li> <li>➤ Shortlist Design Firms: January 11, 2024</li> <li>➤ Designer Interviews: January 25, 2024</li> <li>➤ Award Design Firm / Negotiate Fee / Execute Contract – January 31, 2024</li> </ul>	Record

Discussion:

- T. Hartford explained that there were only 2 proposals received due to a few possible factors.
  1. Job Type – Challenging job, most likely a phased occupied renovation
  2. Workload – firms are busy
  3. Time of Year
  4. Numerous projects in Burlington being discussed and evaluated causing risk in relation to funding all capital projects being considered in the town.
  5. 1.5 million warrant to cover all the costs of the OPM, design firm and consultants
- T. Hartford recommended contacting both firms who submitted and giving them an additional week to prepare for interviews on 1/25 but also continuing to evaluate the designers' proposals. It is possible that neither one of these firms is the right fit, and if so, the committee will figure out the steps.
- M. Massardo mentioned that both firms submitted on Fox-Hill. M. Massardo questioned that on the RFS it said Burlington was leaning towards a renovation but thought the point of the feasibility study was to explore different options. T. Hartford responded that the RFS does not state that but rather, based on the design firm's evaluation of the project and through the walkthrough, that a renovation is likely the preferred solution. M. Massardo noted their comment that it had been made clear in the SOI that renovation is the stated desire of the town. T. Hartford commented that is the Statement of Interest submitted by the district. M. Massardo asked does that influence the submissions? S. Brown responded that designers often have a limited understanding of the project, relying on public information and discussions at meetings. The feasibility study is meant to determine the correct path, and part of the interview process is to clarify that. Sometimes renovations can be unappealing, but in this case, there is sufficient square footage, and it is a consideration that must be evaluated.
- M. Bix-Hylan asked if there was any interest from women-owned design companies. T. Hartford noted that neither of the firms who submitted are women-owned, but their consultants must meet the standards for MBE and WBE.
- M. Simon asked how they can share their questions with these firms. T. Hartford mentioned giving the designer 30 minutes to present and a total of 1 hour for each presentation. There are several questions they should be asking, and T. Hartford shared a couple of examples.
- M. Massardo asked if there was a way to get more designer responses. T. Hartford shared that they could readvertise and start over, but they have two firms willing and able to perform the job. If they wish to readvertise, it could alienate the two firms who showed the most interest in the first place. It is best to interview them and then come to a decision.

2.7	<p><b>Goals and Working Group Formation:</b></p> <p>C. Dell Angelo explained that a questionnaire was shared with the SBC to facilitate a better understanding of the members and to identify common goals and working groups for those who would like to participate.</p> <p>Survey Findings:</p> <ol style="list-style-type: none"> <li>1. Electronic copies preferred</li> <li>2. Common Goals – Meeting the Education Program, Cost Efficiency / Reasonable Budget, 21st century learning, a healthy building, improving the space for all (teachers, students, and the broader community)</li> <li>3. Potential working groups identified below (SBC member initials):             <ul style="list-style-type: none"> <li>• Facilities Assessment Group (CM, DD, MS, JB)</li> <li>• Design Group (CM, MS, MM, JA, MS)</li> <li>• Educational Programming (MS, JA, LC, TR, JB, GP)</li> <li>• Community Outreach / Public Relations (MS, MM, JA, MS, GP)</li> <li>• Site logistics and phased occupancy (CM, MS)</li> <li>• Financial and Bonding (DD, NC, JB)</li> <li>• Sustainability (MS)</li> </ul> </li> <li>4. Communication: Project Website, Public Informational Meetings, Newsletter &amp; Facebook</li> <li>5. Biggest Concern: Cost, Funding and Approval of the Voters</li> </ol>	Record
2.8	<p><b>Website:</b></p> <p>R. Rincon shared the draft Burlington High School project website that D+W has been working on. Adjustments and changes have been made based on feedback from the committee and community, in particular feedback received on the Fox Hill project.</p> <p>R. Rincon will send a link to SBC members so they can view the website on their own.</p> <p>➤ Potential Domain Name</p> <ul style="list-style-type: none"> <li>• BHSBuildingProject.com selected.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ M. Simon asked if the website will need to be translated into other languages. M. Massardo commented that there are 10 languages for the Fox Hill website, and it would be best to do the same for this website as well.</li> <li>➤ J. Brooks advocated for the bhsbuildingproject.com. K. Bond and the rest of the SBC members agreed that this would be the best option.</li> </ul>	Record
2.9	<p><b>Educational Programming:</b></p> <p>The district will work with the Designer to document the existing educational program offered by the District and to define the proposed educational activities. The Preliminary Design Program must include documentation of the district's existing</p>	Record

	<p>educational program, and new or expanded educational specifications if applicable. While developing the Educational Program, the District and the Designer should review the Educational Profile Questionnaire that was completed by the District during Eligibility Period. The Preliminary Design Program must include the process of collaboration, outcomes, and documentation of support among the stakeholders.</p> <p>Based upon the District's Educational Program as described above and the agreed-upon enrollment, the district, working with its Designer, must complete the Initial Space Summary to identify the educational spaces the District believes are needed to deliver its educational program. Once agreed upon, this Initial Space Summary will help inform the development of alternatives to be studied, upon which the most educationally appropriate and cost-effective solution may be recommended.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ E. Conti commented that there may be flexibility for programs outside of the academic program to be included in this project. T. Hartford noted that all the additional programs currently housed at the high school will need to be addressed through that process.</li> <li>➤ M. Massardo asked if there is a way through the feasibility study to keep certain programs or add additional ones such as a community pool. There will have to be a conversation on what programs will stay and what might have to go. T. Hartford responded yes, and that could potentially be a question for the designers during their interview.</li> <li>➤ C. Monaco noted that besides BCAT, all the programs are educational, and they should remain at the High School.</li> </ul>	
2.10	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <p>M. Massardo asked if there is time, could the committee visit some of the designer's schools? T. Hartford responded that typically hasn't been done before an interview but will look into this possibility.</p> <p>M. Simon asked what the next step in the designer selection process is. T. Hartford explained that the designer selection subcommittee will receive an email from him tomorrow with a document that will help them evaluate the proposals. He is looking for feedback by 1/17 and will compile the information he received and share an average score/ranking of the two firms.</p>	Record
2.11	<p><b>Public Comment:</b> None.</p>	Record
2.12	<p><b>Next Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ January 25, 2024 (Designer Interviews)</li> <li>➤ February 8, 2024 @ 6:30 p.m.</li> <li>➤ March 14, 2024 @ 6:30 p.m.</li> <li>➤ April 11, 2024 @ 6:30 p.m.</li> </ul>	Record



	<ul style="list-style-type: none"> <li>➤ May 9, 2024 @ 6:30 p.m.</li> <li>➤ June 13, 2024 @ 6:30 p.m.</li>   <li>➤ All future SBC meetings will be held on the 2nd Thursday of each month at 6:30 p.m.</li> <li>➤ A Community Meeting will be scheduled upon retaining a designer</li> </ul>	
2.13	<p><b>Adjourn:</b>          7:42 PM a motion was made by C. Monaco and seconded by M. Massardo to adjourn the meeting. Roll Call Vote: M. Simon – Yes, L. Chen – Yes, J. Brooks – Yes, E. Conti – Yes, M. Massardo – Yes, C. Monaco - Yes, K. Bond – Yes. None. Motion passes, vote approved, 7-0-0. Adjourn.</p>	Record

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.



## TOWN OF BURLINGTON

### *Meeting Posting*

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

DEPT./BOARD: Burlington High School Building Committee

DATE: February 8, 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=m667879495c953051c29debfc268be09>

Meeting number: 2334 363 2412

Password: Burlington



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# TOWN OF BURLINGTON

## *Meeting Posting*

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

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### Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of January 11, 2024 Minutes
3. Invoices and Commitments for Approval (Vote Expected)
4. Public Comment
5. Open Meeting Laws – Amy Warfield
6. Designer Selection Sub-Committee Recommendation
7. Designer Engagement & Next Steps (vote expected)
8. SBC Voting Members Discussion
9. Website
10. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
11. Public Comment
12. Next Meetings
13. Adjourn



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**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: 2/8/24  
 Time: 6:30 PM  
 Prepared By: R. Rincon

Present	Name	Affiliation	Present	Name	Affiliation
✓	Katherine Bond*	SBC Chair		Mike Burton	DWMP
✓	Martha Simon*	SBC Vice Chair		Christina Dell Angelo	DWMP
✓	Jeremy Brooks*	SBC/SC Member	✓	Steve Brown	DWMP
✓	Christine Monaco*	SBC/SC Member		Mike Cox	DWMP
✓	Melissa Massardo*	SBC/SC Member	✓	Terry Hartford	DWMP
✓	Eric Conti*	Superintendent	✓	Rachel Rincon	DWMP
✓	Lisa Chen*	Asst. Superintendent			
	Nichole Coscia	Business Manager			
✓	Bob Cunha	Director of Operations			
✓	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			
	Colin Irwin	BHS Student			
	Esther Ma	BHS Student			

Item No.		
3.1	<b>Call to Order &amp; Intro:</b> 6:31 PM meeting was called to order by SBC Chair K. Bond with 6 of 7 voting members in attendance.	Record
3.2	<b>Approval of January 11, 2024 Minutes:</b> A motion to approve the January 11, 2024, meeting minutes with M. Simon’s amendment made by C. Monaco and seconded by M. Simon. Discussion: None. Roll Call Vote: M. Simon – Yes, L. Chen – Yes, J. Brooks – Yes, E. Conti – Yes, C. Monaco - Yes, K. Bond – Yes. Abstentions: None. All in Favor. Motion passes. Minutes approved. 6-0-0	Record
3.3	<b>Invoices and Commitments for Approval (Vote Expected):</b> A motion to approve Dore & Whittier Invoice No. 3 in the amount of \$18,000.00 and Dore & Whittier Invoice No. 3 in the amount of \$18,000.00 made by J. Brooks and seconded by M. Simon. Discussion: None. Roll Call Vote: M. Simon – Yes, L. Chen – Yes, J. Brooks – Yes, E. Conti – Yes, C. Monaco - Yes, K. Bond – Yes. Abstention: None. Motion passes, vote approved, 6-0-0.	Record
3.4	<b>Public Comment:</b> None.	Record
3.5	<b>Open Meeting Laws – Amy Warfield:</b>  Town Clerk Amy Warfield provided a quick overview on open meeting law with SBC Members.  <ul style="list-style-type: none"> <li>➤ Meetings need to be posted 48 business hours before the meeting is held.</li> <li>➤ A meeting agenda outlining what is reasonably expected to be considered must be posted 48 business hours before the meeting.</li> <li>➤ When an individual is brought on to a board or committee, they must be sworn in. This can be done either in the clerk’s office or on site.</li> <li>➤ Meeting minutes or notes are always subject to public access requests.</li> <li>➤ Meeting minutes need to be submitted to the Clerk’s office within 30 days. Drafts are acceptable, and approval by the Board is not required.</li> <li>➤ Communication outside of the meeting, such as continuous email conversations, is considered a violation of open meeting law. Business cannot be discussed outside of the public meeting.</li> <li>➤ If two boards are meeting jointly, a joint posting is required. Decisions and discussions must be recorded by both committees but do not necessarily need to be recorded by both. Votes also need to be taken by each board separately in this case.</li> </ul>	Record

3.6	<p><b>Designer Selection Sub-Committee Recommendation:</b></p> <ul style="list-style-type: none"> <li>➤ Interviews held with Tappé Architects and Jonathan Levi Architects / DLR Group on 25 January 2024.</li> <li>➤ Designer Selection Sub-Committee Evaluation Survey completed on 30 January and distributed to the sub-committee on 5 February 2024.</li> <li>➤ The Designer Selection Sub-Committee recommends moving forward with one firm.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ K. Bond shared that after interviewing the architects, one firm stood out, Tappé Architects.</li> <li>➤ C. Monaco mentioned she agreed with K. Bond and wanted to share that both firms went out of their way and gave great presentations.</li> <li>➤ C. Campbell noted he had worked in a school that was designed by one of the architects, so he was biased and decided not to participate in the survey.</li> <li>➤ J. Brooks commented that Tappé went above and beyond, understood their problem set and wanted to explore multiple options to ensure the renovation or addition happened.</li> </ul>	Record
3.7	<p><b>Designer Engagement &amp; Next Steps (vote expected):</b></p> <ul style="list-style-type: none"> <li>➤ T. Hartford explained that would notify the architects of the SBC decision. The motion would be to authorize engagement with Tappé on a fee proposal, provided that they stay within the agreed-upon budget that has already been approved. The aim is to get them under contract as quickly as possible. Additionally, they will attend the next SBC meeting on March 14th.</li> </ul> <p><u>Vote:</u>        A motion to seek a fee proposal from Tappe Architects and enter into contract provided total compensation is within the budgeted amount previously approved made by C. Monaco and seconded by J. Brooks. Discussion: None. Roll Call Vote: M. Simon – Yes, L. Chen – Yes, J. Brooks – Yes, E. Conti – Yes, C. Monaco - Yes, K. Bond – Yes. Abstention: None. Motion passes, vote approved, 6-0-0.</p>	Record
3.8	<p><b>SBC Voting Members Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ Before opening for member discussion, K. Bond made a statement. She expressed gratitude for living in a town where many people are willing to volunteer their time for projects such as this. Based on research from multiple sources, she noted that it is more common for all committee members to have a vote in similar building committees. Historically in Burlington, this has been the case, except for the Fox Hill Building Committee. K. Bond acknowledged concerns about administrators as committee members but emphasized the expectation that they vote in the</li> </ul>	Record

best interest of students, teachers, and the town. She expressed confidence in the professionalism of committee members to set aside personal feelings if an administrator's vote differs. K. Bond then proposed taking a poll with a show of hands to gauge who felt that everyone on the committee, excluding students, should have a vote.

- M. Bix-Hylan noted that in November, she invited the committee to reconsider the composition of its voting members. She identified two issues that raised conflicts of interest. Firstly, she expressed concern about all five members of the school committee being voting members, which she believed made the SBC an appendage of the school committee. Secondly, she pointed out that the school committee made the superintendent and assistant superintendent voting members, despite the possibility of utilizing them solely in an educational advisory capacity. M. Bix-Hylan cited examples of other communities where the superintendent serves on building committees as voting members, as well as those where superintendents are used in an advisory capacity without voting rights. She urged the committee to consider the political implications of these dynamics and suggested that administrators should focus their energies on other matters besides this committee. Additionally, she advocated for more representation by Burlington taxpayers on a committee responsible for a capital building project.
- M. Simon shared that all towns construct their school building committees differently. While acknowledging the political nature of the discussion, M. Simon expressed reluctance to vote on expanding voting membership at that point in the meeting.
- D. Davison expressed concerns about the Fox Hill project under the MSBA, feeling that the committee was pressured into making decisions that should have been left to elected boards. Specifically, D. Davison cited the decision to reduce the number of elementary schools from 4 to 3 as an example of a decision that should have been made by elected officials rather than the school building committee. Additionally, D. Davison emphasized the importance of including participants in the decision-making process by granting them voting rights, particularly considering the need for broad support to pass the project.
- C. Monaco responded to comments about the committee being overly political by distinguishing it from the Fox Hill committee, which she acknowledged had been political. While recognizing the significance of decisions such as changing the town's school system modeling, C. Monaco expressed confidence in the current committee's ability to approach the project with open-mindedness and without political bias. She advocated for granting voting rights to all participants who contribute their time to the project, emphasizing the importance of unity among committee members to advance the project.
- M. Massardo stated her belief that only elected members should hold voting rights within the committee.

	<ul style="list-style-type: none"> <li>➤ Z. Wang shared findings from her research on school building committees in 10 towns, noting that such committees comprise not only school committee members but also individuals from the select board, planning board, town budget department, community volunteers, and other stakeholders, resulting in committees with 10-20 voting members. Z. Wang advocated for making all members voting members to ensure broader representation.</li> <li>➤ C. Monaco inquired whether K. Bond had consulted with town counsel. K. Bond confirmed that she had, adding that regardless of the decision made by the committee, it would still need to be voted on by the School Committee.</li> <li>➤ J. Brooks asked D. Davison if his support for non-elected members stemmed from concerns about the fate of BCAT and other programs under consideration. D. Davison clarified that he supported granting voting rights to all committee members, emphasizing that his only reservation arose when decisions affected more than just the building as a high school.</li> <li>➤ K. Bond reminded the SBC that the committee's role is to make recommendations based on what is best for the students, teachers, and the town, emphasizing that decisions should not be driven by political agendas.</li> <li>➤ C. Campbell highlighted the importance of having a larger membership to increase community outreach, suggesting that maintaining the current 7-member composition may undermine confidence even among non-voting members.</li> <li>➤ M. Simon acknowledged that there may have been a posting error for the meeting but clarified that in the past, meetings had been specifically posted as joint sessions of the high school building committee and school committee. T. Hartford acknowledged the mistake and that future postings would be corrected accordingly.</li> <li>➤ S. Ellis noted in the chat that it appears redundant to have the entire School Committee as the only voting members on the subcommittee. S. Ellis also mentioned not seeing when the members were approved, with no meeting minutes reflecting the discussion or vote on the membership. K. Bond responded, stating that the approval took place at a school committee meeting and promised to provide further information to S. Ellis.</li> <li>➤ K. Bond announced that the discussion would continue at another meeting.</li> <li>➤ C. Monaco requested that the topic be included on the agenda for the next school committee meeting.</li> </ul>	
3.9	<p><b>Website:</b></p> <p>T. Hartford shared that the website would be updated regularly, with the intention of adding the designer to the website and launching it before the next SBC meeting. Additionally, a communications working group will be formed to gather feedback and make necessary updates.</p>	Record



3.10	<b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b> None.	Record
3.11	<b>Public Comment:</b> None.	Record
3.12	<b>Upcoming Meetings:</b> <ul style="list-style-type: none"> <li>➤ March 14, 2024 @ 6:30 p.m.</li> <li>➤ April 11, 2024 @ 6:30 p.m.</li> <li>➤ May 9, 2024 @ 6:30 p.m.</li> <li>➤ June 13, 2024 @ 6:30 p.m.</li>   <li>➤ All future SBC meetings will be held on the 2nd Thursday of each month at 6:30 p.m.</li> <li>➤ A Community Meeting will be scheduled upon retaining a designer</li> </ul>	Record
3.13	<b>Adjourn:</b> 7:32 PM a motion was made by C. Monaco and seconded by J. Brooks to adjourn the meeting. Roll Call Vote: M. Simon – Yes, L. Chen – Yes, J. Brooks – Yes, E. Conti – Yes, C. Monaco - Yes, K. Bond – Yes. None. Motion passes, vote approved, 6-0-0. Adjourn.	Record

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.



## TOWN OF BURLINGTON

### *Meeting Posting*

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

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

DATE: March 14, 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.

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# TOWN OF BURLINGTON

## *Meeting Posting*

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

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### Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of February 8, 2024, Meeting Minutes (vote expected)
3. Invoices and Commitments for Approval (vote expected)
4. Public Comment
5. Designer Introductions – Tappé Architects
6. Enrollment Projection (vote expected)
7. Schedule / Timeline
8. Website
9. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
10. Public Comment
11. Next Meetings
12. Adjourn



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**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: 3/14/24  
 Time: 6:30 PM  
 Prepared By: R. Rincon

Present	Name	Affiliation	Present	Name	Affiliation
✓	Katherine Bond*	SBC Chair	✓	Mike Burton	DWMP
✓	Martha Simon*	SBC Vice Chair	✓	Christina Dell Angelo	DWMP
✓	Jeremy Brooks*	SBC/SC Member	✓	Steve Brown	DWMP
✓	Christine Monaco*	SBC/SC Member		Mike Cox	DWMP
	Melissa Massardo*	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			
	Colin Irwin	BHS Student			
	Esther Ma	BHS Student			

Item No.		
4.1	<b>Call to Order &amp; Intro:</b> 6:36 PM meeting was called to order by SBC Chair K. Bond with 4 of 7 voting members in attendance.	Record
4.2	<b>Approval of February 8, 2024 Minutes (Vote Expected):</b> A motion to approve the February 8, 2024, meeting minutes made by J. Brooks and seconded by C. Monaco. Discussion: None. Roll Call Vote: M. Simon – Yes, J. Brooks – Yes, C. Monaco - Yes, K. Bond – Yes. Abstentions: None. All in Favor. Motion passes. Minutes approved. 4-0-0	Record
4.3	<b>Invoices and Commitments for Approval (Vote Expected):</b> A motion to approve Dore & Whittier Invoice No. 4 in the amount of \$18,000.00 made by C. Monaco and seconded by J. Brooks. Discussion: None. Roll Call Vote: M. Simon – Yes, J. Brooks – Yes, C. Monaco - Yes, K. Bond – Yes. Abstention: None. Motion passes, vote approved, 4-0-0.	Record
4.4	<b>Public Comment:</b> None.	Record
4.5	<b>Designer Introductions – Tappe Architects:</b> <ul style="list-style-type: none"> <li>➤ T. Hartford introduced Tappe Architects and shared they will walk through short to long term goals in schedule format.</li> <li>➤ Tappe introduced their team members. C. Hay, C. Blessen, and D. Gould.</li> <li>➤ Tappe reviewed their preliminary designer work plan.           <ul style="list-style-type: none"> <li>○ PDP               <ul style="list-style-type: none"> <li>▪ Tappe shared that the first step they planned to take was getting into the building over April vacation and examining what was in the building. They would possibly use nights and weekends as they prepare to have the building scanned to obtain accurate layouts. After that, programming exercises would begin in late April. Completion of the PDP is scheduled for late-July.</li> </ul> </li> <li>○ PSR               <ul style="list-style-type: none"> <li>▪ This is where Tappe will dive into the concepts from PDP. They will develop a bunch of options and eliminate some. The goal by the end of PSR is to establish what the preferred project is. Completion of the PSR is scheduled for late November.</li> </ul> </li> <li>○ Schematic Design               <ul style="list-style-type: none"> <li>▪ Tappe shared this is a high-level schedule shown, but a more detailed schedule will be developed as it gets closer. Completion of SD is targeted to meet Fall Town Meeting 2025.</li> </ul> </li> </ul> </li> <li>➤ T. Hartford mentioned there are other capital projects in town such as Fox Hill, and the Police Station. These projects may or may not impact the schedule and</li> </ul>	Record

Tappe's workflow so they would recommend discussing that further at the next SBC/SC Meeting.

Discussion:

- E. Conti asked B. Cunha about the recent systems work that had been done and if they could share that information with Tappe. B. Cunha shared that they had conducted an HVAC Feasibility Study that was shared with D+W and would pass it on to Tappe. Along with that HVAC study, there was an accessibility and codes review and structure review. T. Hartford mentioned that the documents B. Cunha referred to had been shared with Tappe.
- E. Conti inquired about the status of the contracted solar panels on the roof of the high school. B. Cunha explained that in 2017, a PPA agreement was signed for 20 years. The solar panels are not directly tied into the building. All the earned solar turns into credits and comes back on the bill. The company owns the panels, and they are leasing the rooftop. If there is a need to remove any of the panels for maintenance work, there is some contract language for that. The goal is to keep the panels online and earn as many credits as possible for the panel company and themselves for the remainder of that contract. Currently, there is a 30-year Firestone roof that was replaced 9 years ago, leaving 21 years left on the roof.
- E. Conti asked if the site had been surveyed recently. B. Cunha responded that there was recently a survey done, which resulted in a 600-page document. This document reviewed not only Burlington High School but also other properties in town, assessing all athletic fields, wetlands, flood zones, etc. C. Hay mentioned that all this information would be helpful for Tappe, and part of their scope is to conduct a site survey. Tappe will have four outside consultants, one of which is for site surveying, including wetland flagging. They are always interested to see what has already been done and whether it confirms their assumptions. Additionally, Tappe will have a preliminary geotechnical exploration done to understand the lay of the land under grade. An ACM (Asbestos Containing Material) survey and traffic study will also be conducted. The first phase, which is PDP, focuses on fact-finding. The second phase, PSR, aims to conclude on the best option, and the third phase involves developing the preferred option.
- E. Conti mentioned that Burlington is also applying to the MSBA and submitting the High School as the primary statement of interest. B. Cunha explained that the window for MSBA statement of interest is currently open, and they are preparing one that will come before the school committee for approval. E. Conti expressed favor for still applying to the MSBA. SOIs are due on April 12th.
- M. Simon asked about the flood zone change and wanted to make sure it will be thought out carefully.

4.6	<p><b>Enrollment Projection (Vote Expected):</b></p> <ul style="list-style-type: none"><li>➤ T. Hartford mentioned that the agreed-upon enrollment number drove the space summary, square footage, and ultimately the cost of the building. The SOI for the past 5 years had stated 950 students, so they wanted to confirm that the number was still accurate.</li></ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"><li>➤ K. Bond asked E. Conti if he was comfortable with an enrollment of 950 based on the numbers over the past couple of years. E. Conti responded that he would like to go back and review the projections done every year but feels 950 would suit Burlington. The only concern is that the building originally opened for 2,000 students, but he suggests designing it with the option for expandability. At this point, they aren't worried about reimbursable versus non-reimbursable expenses, but if the local Cable TV station and the integrated pre-school that currently exists and wants to remain, he thinks that would change the enrollment numbers. There will be a high school enrollment and a programmatic enrollment. There are also collaborative programs through LABBB to be considered. T. Hartford shared that the high school enrollment is likely going to be 950. There are other elements and a desire to have as much space as possible, but they also need to be realistic. E. Conti and B. Cunha listed numerous additional spaces that are located at the current High School (Central Office, BCC, BCAT, Maintenance, District IT, District Freezer, etc.). B. Cunha mentioned this is not typical for a high school, but it is more of a central district hub. Tappe recommended deciding on the student enrollment and then addressing the additional programs. K. Bond mentioned her concern that if the MSBA accepted BHS into their program, if Burlington wanted additional spaces the town was willing to pay for, the MSBA might not want to participate or move forward with their project. T. Hartford shared that for a different MSBA project D+W had worked on, the district office and superintendent's office were located in the building and the town chose to do work on those spaces. The MSBA does not stop you from building those spaces; they just will not contribute.</li><li>➤ C. Monaco asked if MSBA decided to help them out, they would have a rigid enrollment number, so it wouldn't matter what they picked because they would have to use MSBA's number. C. Monaco also explained that the pre-school is as much a part of this community as the high school is, so they need to figure out what their enrollment is most likely to be.</li><li>➤ J. Brooks advocated that Burlington approach this project's enrollment number by making a deliberate, data-driven decision. Once they put this number in stone, it is going to drive everything from here on.</li><li>➤ E. Conti stated that he would send the projections to T. Hartford to use and provide options backed with data.</li><li>➤ C. Hay noted it will also be important to decide on a Pre-K number.</li><li>➤ The vote is on hold until the next meeting.</li></ul>	Record
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4.7	<p><b>Schedule/Timeline:</b></p> <ul style="list-style-type: none"> <li>➤ T. Hartford shared the D+W timeline. The plan is to combine Tappe and D+Ws schedules/timeline.</li> </ul>	Record
4.8	<p><b>Website:</b></p> <ul style="list-style-type: none"> <li>➤ T. Hartford mentioned that the website was live and encouraged everyone to visit, provide feedback, and suggested the formation of a communications working group.</li> <li>➤ K. Bond asked to have the link added to the school's website.</li> </ul>	Record
4.10	<p><b>Other Topics not Reasonably Anticipated 48 house prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ C. Campbell asked about voting members, and at the last meeting. K. Bond stated that all members are voting members because this is an advisory committee. Any member of the HS SBC who is interested in becoming a voting member of this advisory committee should get sworn in. T. Hartford will reach out to Amy to come to the next meeting so the remaining members can be sworn in.</li> </ul>	Record
4.11	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
4.12	<p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ April 11, 2024 @ 6:30 p.m.</li> <li>➤ May 9, 2024 @ 6:30 p.m.</li> <li>➤ June 13, 2024 @ 6:30 p.m.</li> <li>➤ T. Hartford indicated he would be sending calendar invites for the remainder of the calendar year.</li> </ul>	Record
4.13	<p><b>Adjourn: 7:17PM</b>        7:32 PM a motion was made by C. Monaco and seconded by J. Brooks to adjourn the meeting. Roll Call Vote: M. Simon – Yes, J. Brooks – Yes, C. Monaco - Yes, K. Bond – Yes. None. Motion passes, vote approved, 4-0-0. Adjourn.</p>	Record

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.





## TOWN OF BURLINGTON

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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: April 11, 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.

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**Join from the meeting link**

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Meeting ID: 2343 487 4560

Password: Burlington



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# TOWN OF BURLINGTON

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### Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of March 14, 2024, Meeting Minutes (vote expected)
3. Invoices and Commitments for Approval (vote expected)
4. Public Comment
5. Enrollment Projection (vote expected)
6. Alternate Sites
7. Tappe Architects- Project Update
8. Working Groups
9. Schedule / Timeline
10. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
11. Public Comment
12. Next Meetings
13. Adjourn



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**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: 4/11/24  
 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
LATE	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.		
5.1	<b>Call to Order &amp; Pledge of Allegiance:</b> 6:34 meeting was called to order by SBC Chair K. Bond with 5 of 5 voting members in attendance.	Record
5.2	<b>Approval of March 14, 2024 Minutes (Vote Expected):</b> A motion to approve the March 14, 2024, meeting minutes made by J. Brooks and seconded by L. Chen. Discussion: None. Roll Call Vote: J. Brooks – Yes, K. Bond – Yes. E. Conti – Yes, L. Chen – Yes. Abstentions: C. Monaco – Abstain, M. Nawoichik – Abstain. All in Favor. Motion passes. Minutes approved. 4-0-2	Record
5.3	<b>Invoices and Commitments for Approval (Vote Expected):</b> A motion to approve Dore & Whittier Invoice No. 5 in the amount of \$18,000.00 made by C. Monaco and seconded by M. Nawoichik. Discussion: None. Roll Call Vote: J. Brooks – Yes, C. Monaco – Yes, M. Nawoichik – Yes, K. Bond – Yes. Abstention: None. Motion passes, vote approved, 4-0-0.	Record
5.4	<b>Public Comment:</b> ➤ None.	Record
5.5	<b>Enrollment Projection (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ T. Hartford explained that to create a space summary, an enrollment projection is necessary, following the standard set by the MSBA. They feel it's appropriate to adopt this standard to provide the design team with a parameter.</li> <li>➤ In recent Statements of Interest (SOIs) submitted to the MSBA, the projection has consistently been 950 students.</li> <li>➤ During the previous SBC meeting, the committee had requested additional information and data to support the 950-enrollment projection.</li> <li>➤ Dr. Conti provided projected enrollment in grade combinations from 2019 to 2030, sourced from the New England School Development Council.</li> <li>➤ T. Hartford pointed out that while the average number of students is just under 930, projecting forward for the next five years suggests a figure closer to 970.</li> </ul> <p>Dr. Conti shared that using the NESDC projections is calculated differently than the MSBA's method. However, it seems reasonable to increase the enrollment projection from 950 to 1,000 due to larger classes anticipated in the future.</p> <ul style="list-style-type: none"> <li>➤ Non-Educational Programming will need to address enrollment projections for Pre-K. This will be addressed during working group discussions, as it is a crucial aspect to account for. Presently, the Pre-K enrollment stands at 110.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ E. Conti inquired about the potential impact of increasing the enrollment projection by 50 students on the square footage. C. Blessen responded, explaining that while there would be some effect, the current number already</li> </ul>	Record

	<p>incorporates some extra space. Increasing it to 1,000 would provide a buffer for future fluctuations. E. Conti expressed confidence in justifying a projection of 1,000 given the projections.</p> <ul style="list-style-type: none"> <li>➤ J. Brooks voiced agreement with Dr. Conti and suggested considering additional padding, especially in light of the Mall Road district rezoning. He suggested a comfortable figure of 1,000 but proposed padding further, perhaps by 20-50 students, with an upper limit of 1,100. When asked if he'd be comfortable with 1,100, J. Brooks affirmed.</li> <li>➤ C. Monaco concurred with J. Brooks, citing potential changes on Mall Road as a factor. K. Bond echoed agreement with both J. Brooks and C. Monaco.</li> <li>➤ T. Hartford urged caution, noting that increasing enrollment from 950 to 1,100 represents a significant jump of about 20%. This would directly impact square footage figures, which are crucial for community understanding.</li> <li>➤ K. Bond inquired about the square footage difference with an additional 100 students. C. Blessen explained that for every 25 students added, another classroom plus support space is needed, equating to about 1,200 square feet per 25 students.</li> <li>➤ J. Brooks cautioned against excessive square footage increases, as they come with added costs.</li> <li>➤ K. Bond suggested a compromise between 950 and 1,200 students, settling on 1,100.</li> <li>➤ M. Bix-Hylan raised concerns about the discrepancy between actual enrollment growth and proposed projections, citing only 58 new students enrolled in Burlington public schools since 2009.</li> <li>➤ D. Davidson emphasized the need to consider square footage costs and advocated for a compromise.</li> <li>➤ M. Sullivan shared enrollment statistics, indicating 60 new enrollments at the high school but also 30 departures, finding M. Bix-Hylan's figure of 58 surprising.</li> </ul> <p><u>Vote:</u></p> <ul style="list-style-type: none"> <li>➤ A motion to approve BHS Statement of Interest Enrollment Projection of 1,100 for use in the Preliminary Design Program. made by C. Monaco and seconded by M. Nawoichik. Discussion: None. Roll Call Vote: J. Brooks – Yes, K. Bond – Yes. C. Monaco – Yes, M. Nawoichik – Yes, M. Massardo – Yes. Abstentions: None. All in Favor. Motion passes. Vote approved. 5-0-0</li> <li>➤ The Advisory Committee agrees.</li> </ul>	
5.6	<p><b>Alternate Sites</b></p> <ul style="list-style-type: none"> <li>➤ T. Hartford explained they reviewed all of the town owned properties using Patriot Properties and searching for “Town of Burlington” as the “owner.”</li> <li>➤ Then filter sites to show 22+ acres of land.</li> <li>➤ 12 sites met the criteria.</li> <li>➤ Of those 12:</li> </ul>	Record

	<ul style="list-style-type: none"> <li>• 5 are Schools (Fox Hill, Meadowbrook, Francis Wyman, Marshall Simonds, BHS)</li> <li>• 3 are Conservation (Mill St., Locust St., Mountain Rd.)</li> <li>• 2 are Water Stations (Middlesex Tpk, Terrace Hall)</li> <li>• 1 is Recreation (Route 3)</li> <li>• 1 is "Taking for High School" (L McGinnis Dr) – Associated with current site/Meadowbrook</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ J. Brooks highlighted that the only potential additional space would be vacant office space, which would require significant investment for land acquisition and building refurbishment. T. Hartford inquired about any large vacant office spaces in town. They expressed interest in exploring such spaces to assess their suitability. E. Conti offered to connect T. Hartford with the development officer, noting numerous office buildings that could be repurposed as classrooms.</li> <li>➤ M. Massardo inquired about the size of the Senior Center/original high school site. T. Hartford confirmed it is less than 22 acres.</li> </ul>	
5.7	<p><b>Tappe Architects – Project Update</b></p> <ul style="list-style-type: none"> <li>➤ C. Blessen provided an update on Tappe's work plan.             <ul style="list-style-type: none"> <li>○ Geotech has commenced on-site marking locations for borings.</li> <li>○ Traffic engineers have been present to observe traffic patterns.</li> <li>○ Surveyors began their work this week.</li> <li>○ Point Cloud scanning is underway, aiming to provide precise measurements of every wall, window, door, etc., facilitating the creation of a digital model of the building for concept and scheme manipulation.</li> <li>○ Engineers will be in the building next week to assess systems, technology, etc., taking advantage of the students' vacation.</li> <li>○ Following tonight's meeting, the team will begin crafting the space summary for 1,100 students.</li> <li>○ Visioning sessions have commenced this week and will continue.</li> </ul> </li> <li>➤ C. Blessen emphasized that the detailed calendar view offers more comprehensive information regarding Tappe's activities.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ M. Nawoichik raised the point that a DSC Program (Developmental Skills Program) is not discussed under "other" in the non-educational programming section of the document, where other special education programs at the high school are listed. M. Nawoichik emphasized the importance of including the DSC in the space planning to ensure proper planning and congruency to the district's growing need for K-12 (vertical) alignment of the DSC program.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ M. Simon countered, suggesting that the DSC program should be considered part of the educational program.</li> <li>➤ Additionally, M. Simon brought up the previous extensive HVAC feasibility study conducted for the building, expressing a desire to avoid paying for redundant reviews.</li> <li>➤ C. Blessen clarified that "non-educational" refers to elements not typically included in the standard space template used for developing typical high school programs.</li> <li>➤ M. Nawoichik noted that DSC Program is an educational program, yet specialized programs are organized under "other" in the document under review.</li> </ul>	
5.8	<p><b>Working Groups:</b></p> <ul style="list-style-type: none"> <li>➤ C. Blessen outlined the 9 working groups as follows:             <ul style="list-style-type: none"> <li>○ Sustainability</li> <li>○ Design</li> <li>○ Facilities Assessment</li> <li>○ Ed Planning/Learning Technology</li> <li>○ Site Logistics</li> <li>○ Community Outreach</li> <li>○ Interior Design</li> <li>○ Exterior Design/Landscaping</li> <li>○ Financial Bonding</li> </ul> </li> <li>➤ Furthermore, C. Blessen presented a spreadsheet indicating the level of commitment required from each working group.</li> <li>➤ T. Hartford noted that this is a revised version of the original working groups. Although members volunteered for more groups, it's typical for working groups to consist of 3-4 people each. Exceeding this number would transition the group from a working group to more of a general meeting. However, the aim is to include all interested parties, so adjustments can be made accordingly based on individual preferences. These slides will be circulated to SBC members for review, and updates will be made based on feedback.</li> <li>➤ T. Hartford added that some meetings will be held remotely during the day, around lunchtime, to accommodate those who are working and to ensure inclusivity.</li> <li>➤ C. Blessen stated that these groups will provide reports at SBC meetings, with members of each group presenting their findings.</li> </ul> <p><b>Meet the Team</b></p> <ul style="list-style-type: none"> <li>➤ D+W and Tappe have suggested holding a hybrid information session before the end of the school year. During this session, the project team would provide a brief presentation to introduce themselves, explain the project process, and give the high school project its own voice.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ Dr. Conti emphasized that, up to this point, discussions about the high school have primarily focused on financial aspects rather than the necessity for the building. There is a need to change the framing and make it an exciting community conversation. It's important for people to be aware that the project is happening and to know how they can get involved.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ K. Bond noted the importance of ensuring that the new member of the School Committee has an opportunity to review the working groups and choose any she would like to participate in.</li> <li>➤ Additionally, K. Bond stated that she will contact Amy Warfield to confirm whether agendas need to be posted for these groups.</li> <li>➤ M. Massardo clarified that while these groups are not subject to open meeting laws, they can still be posted for transparency purposes.</li> <li>➤ Dr. Conti reiterated the need to shift the discussion about the high school from purely financial to emphasizing the necessity and excitement surrounding the project, fostering community involvement.</li> <li>➤ K. Bond agreed, highlighting the success of the video concept for Fox Hill and the importance of generating excitement about the high school project and its significance to the community.</li> <li>➤ C. Monaco cautioned against overshadowing other ongoing projects like Fox Hill and the Police Station, which are also important for the community.</li> <li>➤ C. Campbell suggested showcasing Burlington High School through the decades via pictures or videos to build support and pride, while also highlighting areas that need modernization for competitive education.</li> </ul>	
5.9	<p><b>Schedule/Timeline:</b></p> <ul style="list-style-type: none"> <li>➤ PDP – July 2024</li> <li>➤ PSR – November 2024</li> <li>➤ Schematic Design – August 2025</li> <li>➤ Fall Town Meeting – September 2025</li> </ul>	Record
5.10	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ K. Bond informed the group that Amy Warfield would be attending the next SBC meeting to swear in remaining advisory committee members.</li> </ul>	Record
5.11	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
5.12	<p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ May 9, 2024 @ 6:30 p.m.</li> <li>➤ June 13, 2024 @ 6:30 p.m.</li> <li>➤ July 11, 2024 @ 6:30 p.m.</li> <li>➤ August 8, 2024 @ 6:30 p.m.</li> <li>➤ September 12, 2024 @ 6:30 p.m.</li> <li>➤ October 10, 2024 @ 6:30 p.m.</li> </ul>	Record



	<ul style="list-style-type: none"><li>➤ November 14, 2024 @ 6:30 p.m.</li><li>➤ December 12, 2024 @ 6:30 p.m.</li></ul>	
4.13	<b>Adjourn:</b> 7:42 PM a motion was made by M. Massardo and seconded by C. Monaco to adjourn the meeting. Roll Call Vote: C. Monaco – Yes, J. Brooks – Yes, M. Massardo - Yes, M. Nawoichik K. Bond – Yes. None. Motion passes, vote approved, 5-0-0. Adjourn.	Record

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.



## TOWN OF BURLINGTON

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

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

DATE: May 9, 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=mb6e4e8a7760035bfc616928c17184e80>

Meeting number (access code): 2340 074 3751

Meeting password: Burlington



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# TOWN OF BURLINGTON

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### Agenda

1. Call to Order & Pledge of Allegiance
2. Town Clerk Swearing in of SBC Members
3. Approval of April 11, 2024, Meeting Minutes (vote expected)
4. Invoices and Commitments for Approval (vote expected)
5. Public Comment
6. Tappe Architects – Project Update
7. Working Groups
8. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
9. Public Comment
10. Next Meetings
11. Adjourn



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**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	<b>Call to Order &amp; Pledge of Allegiance:</b> 6:33 PM meeting was called to order by SBC Chair K. Bond with 4 of 5 voting members in attendance.	Record
6.2	<b>Town Clerk Swearing in of SBC Members:</b> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Amy Warfield proceeded to swear in all members who were present.</li> </ul>	Record
6.3	<b>Approval of April 11, 2024 Minutes (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ 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</li> </ul>	Record
6.4	<b>Invoices and Commitments for Approval (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ A motion to approve Dore &amp; 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</li> </ul>	Record
6.5	<b>Public Comment:</b> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
6.6	<b>Tappe Architects – Project Update:</b> <ul style="list-style-type: none"> <li>➤ 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"> <li>○ Consultants had conducted walkthroughs of the building.</li> <li>○ Traffic studies were conducted</li> </ul> </li> <li>➤ Consultants will now establish their reports and summarize their findings to explain what they feel needs to happen.</li> <li>➤ 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.</li> <li>➤ May 2024 Lookahead – Ed visioning workshops with David Steven (in person or virtual) and working group sessions will take place.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	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><b>Working Groups:</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ T. Hartford noted there are three typical steps to a working group: information gathering, confirming what was heard, and making a recommendation.</li> </ul>	Record
6.8	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul>	Record
6.9	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
6.10	<p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ June 13, 2024 @ 6:30 p.m.</li> <li>➤ July 11, 2024 @ 6:30 p.m.</li> <li>➤ August 8, 2024 @ 6:30 p.m.</li> <li>➤ September 12, 2024 @ 6:30 p.m.</li> <li>➤ October 10, 2024 @ 6:30 p.m.</li> <li>➤ November 14, 2024 @ 6:30 p.m.</li> <li>➤ December 12, 2024 @ 6:30 p.m.</li> </ul>	Record
6.11	<p><b>Adjourn:</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul>	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.



## TOWN OF BURLINGTON

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Notice of Public Meeting – (As required by G.L. c. 30 A, 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.

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**Join from the meeting link**

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Meeting number (access code): 2345 712 3078

Meeting password: Burlington



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## TOWN OF BURLINGTON

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

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#### 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



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**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: 6/13/24  
 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.		
7.1	<b>Call to Order &amp; Pledge of Allegiance:</b> 6:33 PM meeting was called to order by SBC Chair K. Bond with 4 of 5 School Committee voting members and 16 of School Building Committee members in attendance.	Record
7.2	<b>Approval of May 9, 2024 Minutes (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ A motion to approve the May 9, 2024, meeting minutes made by M. Massardo and seconded by C. Monaco. Discussion: None. Roll Call Vote: C. Monaco – Yes, J. Brooks – Yes, M. Massardo – Yes, E. Conti – Yes, L. Chen – Yes, J. Attubato – Yes, M. Bix-Hylan – Yes, B. Cunha – Yes, W. Czerwinski – Yes, N. Guanci – Yes, L. Maida – Yes, G. Pinkham – Yes, T. Regan – Yes, M. Simon – Yes, C. Campbell – Yes, K. Bond - Yes. Motion passes. Minutes approved. 16-0-0</li> </ul>	Record
7.3	<b>Invoices and Commitments for Approval (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ A motion to approve Dore &amp; Whittier Invoice No. 7 in the amount of \$18,000.00 made by M. Massardo and seconded by K. Bond. Discussion: None. Roll Call Vote: J. Brooks – Yes, M. Massardo – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Minutes approved. 4-0-0</li> <li>➤ A motion to approve Tappe Invoice No. 240505 in the amount of \$73,435.00 made by M. Massardo and seconded by K. Bond. Discussion: C. Monaco asked for additional information on this invoice C. Blessen explained Tappe’s base feasibility study fee is included along with about \$30,000.00 that goes to the consultants such as traffic engineer survey, geotechnical, etc. These are all additional services approved previously. Roll Call Vote: J. Brooks – Yes, M. Massardo – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Minutes approved. 4-0-0</li> </ul>	Record
7.4	<b>Public Comment:</b> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
7.5	<b>Tappe Architects – Project Update:</b> <ul style="list-style-type: none"> <li>➤ C. Blessen provided an update to SBC members.</li> <li>➤ In May, the focus was on conducting Educational Visioning Workshops. <ul style="list-style-type: none"> <li>○ The final session (session 3) took place last week and had excellent participation.</li> </ul> </li> <li>➤ All engineering reports have been received, and a meeting was held today with the facilities assessment working group. The group will begin reviewing all existing conditions documented by the consultants. <ul style="list-style-type: none"> <li>○ Engineers have spent multiple days in the building for the scanning process, ensuring an accurate model of the structure.</li> <li>○ Traffic engineering and boring processes are complete.</li> </ul> </li> <li>➤ The project is now slightly more than halfway through the PDP phase and is preparing for the next 4-6 weeks of option development.</li> <li>➤ The educational program and space summary will be combined to generate various options.</li> <li>➤ Working groups have started and will continue their efforts.</li> </ul>	Record

	<ul style="list-style-type: none"> <li>➤ At the community outreach working group, there was a discussion about sharing simple awareness videos that are 3-5 minutes long. These videos will describe the process, the status, and the future direction of the project.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>➤ K. Bond requested that the working groups alternate meeting times between 4:00 PM and after hours. C. Blessen explained that scheduling is discussed during the first meeting. K. Bond noted her desire to participate and would appreciate some after-hours meetings.</li> <li>➤ M. Massardo shared that Gail Pinkham, and she attended the communications working group and are willing to look at additional times that would work for others. She mentioned that the awareness videos will be beneficial for helping people understand the purpose and timing of the project.</li> <li>➤ T. Hartford mentioned that blog posts will be shared so that the community can stay informed and see images of progress. In the fall, after the start of school and town meeting, in-person or virtual “meet the team” sessions can be organized to share updates and take questions.</li> <li>➤ M. Simon commented positively on the video idea, expressing hope that it would include the existing conditions to illustrate the necessity of redoing the high school.</li> <li>➤ E. Conti asked if the video would be produced in-house. T. Hartford responded that Tappe has the capability to produce the video internally. K. Bond recommended involving BCAT, noting that many students have different perspectives, and it would be fun to include them.</li> </ul>	
7.6	<p><b>Other Topics not Reasonably Anticipated 48 house prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ T. Hartford asked for clarification on how the SBC would like to move forward with approving materials given to the public. M. Simon responded that she feels confident allowing the Community Outreach Working Group to make that decision.</li> <li>➤ C. Monaco expressed feeling overwhelmed by the high school project due to its size, noting that the design issues from when it was built in 1970, such as the slope of the “streets” in the school, were unforeseen. She asked if there is any way to anticipate and avoid such problems in the future. C. Blessen responded that the goal is to balance what is useful now and into the future. Tappe, a traditional architecture firm, is involved in working groups to ensure flexibility and accommodate a wide range of needs. This will be further discussed during the optioning phase to ensure alignment with the educational vision and program.</li> <li>➤ M. Massardo shared that the need for futureproofing influenced her decision when selecting an architect, as she is looking for a simpler school design. She reminded everyone to consider code requirements and accessibility. K. Bond specifically requested flexibility in technology and science facilities.</li> <li>➤ K. Bond asked if Tappe had experience with schools that had a similar slope issue. C. Blessen responded that while this situation is unique, they have dealt</li> </ul>	Record

	<p>with buildings with similar challenges and are working on resolving the issue and coming up with options. T. Hartford shared that he has encountered similar situations at other schools, though on a more limited basis, such as a singular hallway.</p> <ul style="list-style-type: none"> <li>➤ T. Hartford highlighted a key takeaway from the visioning sessions: the high school is seen as a community resource. He emphasized the importance of communicating its value as more than just a high school.</li> <li>➤ E. Conti mentioned that the educational program and discussions with Tappe and Dore and Whittier will be addressed with E. Conti after school ends.</li> </ul>	
7.7	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
7.8	<p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ July 11, 2024 @ 6:30 p.m.</li> <li>➤ August 8, 2024 @ 6:30 p.m.</li> <li>➤ September 12, 2024 @ 6:30 p.m.</li> <li>➤ October 10, 2024 @ 6:30 p.m.</li> <li>➤ November 14, 2024 @ 6:30 p.m.</li> <li>➤ December 12, 2024 @ 6:30 p.m.</li> </ul>	Record
7.9	<p><b>Adjourn:</b></p> <ul style="list-style-type: none"> <li>➤ 7:13 PM a motion was made by M. Massardo and seconded by C. Monaco to adjourn the meeting. Roll Call Vote: J. Brooks – Yes, M. Massardo – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Adjourn. 4-0-0.</li> </ul>	Record

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.



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

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

DATE: September 12, 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=m8d412a14d4ac952dbd9fa1b03daebac3>

Meeting number (access code): 2340 409 1660

Meeting password: Burlington



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#### Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of June 13, 2024, Meeting Minutes (vote expected)
3. Invoices and Commitments for Approval (vote expected)
4. Public Comment
5. Tappé Architects – Project Update
6. Working Group Updates
7. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
8. Public Comment
9. Next Meetings
10. Adjourn



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**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: 9/12/24  
 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.		
8.1	<b>Call to Order &amp; Pledge of Allegiance:</b> 6:33 PM meeting was called to order by SBC Chair K. Bond with 3 of 5 School Committee voting members and 16 of School Building Committee members in attendance.	Record
8.2	<b>Approval of June 13, 2024 Minutes (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ A motion to approve the June 13, 2024, meeting minutes made by M. Massardo and seconded by C. Monaco. Discussion: None. Roll Call Vote: C. Monaco – Yes, M. Massardo – Yes, K. Bond – Yes, E. Conti – Yes. Motion passes. Minutes approved. 4-0-0</li> </ul>	Record
8.3	<b>Invoices and Commitments for Approval (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ A motion to approve Dore &amp; Whittier Invoice No. 8 in the amount of \$18,000.00, Invoice No. 9 in the amount of \$18,000.00 and Invoice No. 10 in the amount of \$18,000.00 made by M. Massardo and seconded by K. Bond. Discussion: None. Roll Call Vote: M. Massardo – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Minutes approved. 3-0-0</li> <li>➤ A motion to approve Tappe Invoice No. 240606 in the amount of \$65,244.50, Invoice No. 240706 in the amount of \$88,108.00, and Invoice No. 240804 in the amount of \$33,729.50 made by M. Massardo and seconded by K. Bond. Discussion: None. Roll Call Vote: M. Massardo – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Minutes approved. 3-0-0</li> </ul>	Record
8.4	<b>Public Comment:</b> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
8.5	<b>Tappe Architects – Project Update:</b> <ul style="list-style-type: none"> <li>➤ C. Blessen provided a project update to SBC members.           <ul style="list-style-type: none"> <li>○ For July and August, the design team has been working on integration of all the data which is allowing us to begin the process of option development.</li> <li>○ Along with optioning exercises we have been working to further understand the full existing conditions of the building, which will play into which options are feasible.</li> <li>○ The design team has been meeting with the working groups. One highlight is developing community outreach content which is ongoing with the next release scheduled for early fall.</li> <li>○ Additional working group efforts that we are focusing on are the teaching and learning tech group that is focused on the educational program document. The facilities assessment group and sustainability group are both working on the OPR (Owner’s Project Requirements) document which includes a basis of design narrative.</li> <li>○ Looking ahead, the design team will be drilling in on the option strategies we are presenting tonight and will be prepared at the next building committee to show actual architectural responses to each of these strategies for discussion. This will be the “first look” at options</li> </ul> </li> </ul>	Record

which will become the basis for pricing and decision making as we get further into September.

- Tappe reviewed various strategies for the new Burlington High School, including the current floor plate elevation change.
  - Strategy 1: Full Renovation
    - Strategy one explores a full renovation of the existing high school. The goal is to provide improvements to meet current building standards & accessibility and to reconfigure the interior layout to better serve the school’s educational program.
    - Discussion:
      - M. Massardo asked if this would be the repair option. C. Blesson confirmed that it would be. S. Brown further explained that there is a difference between repair and renovation. The MSBA’s accelerated repair program is separate from their Core program, which includes Fox Hill. The repair-only option consists of code and accessibility upgrades to bring the building up to code. Accelerated repair is limited to boiler replacements, window replacements, and similar updates.
      - K. Bond inquired about the anticipated timeline and how phasing would be managed. C. Blesson responded that this would be addressed at the next meeting.
      - M. Simon commented that she views this project as a renovation but wanted clarification that this strategy includes ADA upgrades, sprinklers, HVAC replacement, and more. C. Blesson confirmed that this option would cover all systems comprehensively.
  - Strategy 2: Partial Renovation + Addition
    - Strategy two considers a renovation to the lower level of the existing building with a new addition within the highlighted blue area. (Please refer to presentation). This strategy seeks to make use of the existing gym spaces while providing a new building for the high school program extended toward the stadium.
  - Strategy 3: Renovation + Addition
    - Number three strategizes demolishing the two-story core of the existing building to create two separate structures. The idea is to renovate the lower portion, with updates to the gyms and auditorium, for the high school space and to provide a new addition for academic program. The upper portion is dedicated for use by the community or district wide resources.
    - C. Blesson noted that if Burlington is accepted into the MSBA’s program, they will need to redo all of this as part of their process and submittal.

- Strategy 4: Partial Renovation + Addition
  - Strategy four explores renovating the lower half of the existing building and the construction of an addition in the surrounding highlighted area. The intent is to preserve the existing gym(s) and auditorium while centralizing the high school, creating better program adjacencies. This strategy also allows for the potential of more parking or a secondary office building in the demolished area.
- Strategy 5: Partial Renovation + Addition
  - Strategy five considers keeping the upper level of the existing building and constructing an addition within the highlighted blue area (Please refer to the presentation). The goal is to design a layout that engages with the site's topography but creates better (and more accessible) circulation throughout.
- Strategy 6: Partial Renovation + Addition
  - Like strategy three, six explores a renovation to either end of the existing building however demolishes the core of the building where the science labs are currently located. The intent of this strategy is to maintain the existing assembly spaces but reduce the buildings overall footprint and provide an opportunity to bring more natural light in throughout.
- Strategy 7: Partial Renovation + Addition
  - Strategy seven explores renovating the two-story portion of the existing building, currently housing admin and classrooms, and considers an addition at the upper south-east end of the site. Like others, this strategy aims to reduce the building footprint however it does so on the portion of the site with the most gradual slope, mitigating the complexities of the steep topography throughout.
- Strategy 8: Partial Renovation + Addition
  - Strategy eight focuses on the core of the existing building, considering a renovation to the portion highlighted in yellow (please refer to the presentation) and addition along the eastern elevation and to the north. The strategy centralizes the high school on the site creating space for more parking and landscape around. This strategy aims for better program adjacencies within the building and a closer connection to the existing sport fields.
- Strategy 9: Renovation + Addition
  - The idea behind strategy nine is a full renovation to the existing building. However, unlike strategy one, here we consider demolishing the southern protruding wings to allow for a new addition along the backside. We also explore some new construction along the front of the building with the goal

	<p>to better unify the program and create opportunities for both northern and southern light exposure.</p> <ul style="list-style-type: none"><li>○ Strategy 10: Partial Renovation + Addition<ul style="list-style-type: none"><li>● With strategy ten, the upper southern portion of the building and rear wings are renovated while the core and lower portions of the building are demolished. Here, we explore a new addition within the highlighted blue area (Please refer to the presentation) that maximizes solar orientation, creating opportunities for northern and southern facing classrooms. This also allows for more landscaping and potentially more parking at the front.</li></ul></li><li>○ New Construction<ul style="list-style-type: none"><li>● Here we explore demolishing the existing high school building in its entirety and strategize multiple new construction schemes where the existing building once stood. We all also look at the site along the main drive as an option within the bounds of the wetland setbacks.</li><li>● Discussion:<ul style="list-style-type: none"><li>● C. Blesson shared that when considering the site, there are two advantageous spots. One is the student parking lot, which would allow for the construction of a new building while the current one remains occupied and in use. The second option would be more disruptive and would involve the use of modular buildings.</li></ul></li></ul></li></ul> <p>➤ Informational videos have been posted</p> <p>➤ Tappe also shared that the project team will be attending the Town Center Beer Garden &amp; Local Business Fest on September 26, 2024, for a listening session. This event will provide an opportunity for community members to share their thoughts, ideas, and concerns.</p> <p><u>Discussion:</u></p> <ul style="list-style-type: none"><li>➤ K. Bond appreciated that the team presented so many ideas for the committee to start considering.</li><li>➤ M. Simon asked how swing space could be managed and when they would discuss ways to make it happen. C. Blesson responded that phasing plans would be discussed at the next meeting, with the goal of being as financially responsible as possible, directing more money toward permanent solutions rather than temporary phasing and logistics.</li><li>➤ C. Monaco asked if the buffer zone shown in the diagram under "New 1" was a problem. C. Blesson explained that the flagged area contains a pipe that runs from the building across the driveway and discharges stormwater. Although a wetland scientist and civil engineers determined it is technically a wetland, it is not considered as significant as the other wetlands on the site. Therefore,</li></ul>	
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	<p>placing a 4-5 story high school there to keep the building compact could be an option.</p> <ul style="list-style-type: none"> <li>➤ M. Massardo expressed her desire to eliminate Strategy 9.</li> <li>➤ M. Massardo also suggested showing where the new school would be located during the upcoming community event.</li> </ul> <p><u>Vote:</u>          A motion to remove Strategy 9 made by M. Massardo and seconded by C. Monaco.          Discussion: None. Roll Call Vote: M. Massardo – Yes, K. Bond – Yes, C. Monaco – Yes.          Motion passes. 3-0-0</p>	
8.6	<p><b>Working Group Updates:</b></p> <ul style="list-style-type: none"> <li>➤ Educational Planning / Learning Technology             <ul style="list-style-type: none"> <li>○ Ed Plan</li> </ul> </li> <li>➤ Sustainability             <ul style="list-style-type: none"> <li>○ Owner’s Project Requirements</li> </ul> </li> <li>➤ Facilities Assessment             <ul style="list-style-type: none"> <li>○ Owner’s Project Requirements</li> </ul> </li> <li>➤ Community Outreach             <ul style="list-style-type: none"> <li>○ Introductory Video</li> <li>○ Existing Conditions Video</li> <li>○ September Beer Garden Events</li> </ul> </li> </ul>	Record
8.7	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
8.8	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
8.9	<p><b>Upcoming Meetings:</b></p> <ul style="list-style-type: none"> <li>➤ October 10, 2024 @ 6:30 p.m.</li> <li>➤ November 14, 2024 @ 6:30 p.m.</li> <li>➤ December 12, 2024 @ 6:30 p.m.</li> </ul>	Record
8.10	<p><b>Adjourn:</b></p> <ul style="list-style-type: none"> <li>➤ 7:52 PM a motion was made by M. Massardo and seconded by C. Monaco to adjourn the meeting. Roll Call Vote: M. Massardo – Yes, K. Bond – Yes, C. Monaco – Yes. Motion passes. Adjourn. 3-0-0.</li> </ul>	Record

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.



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

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

DATE: October 10, 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.

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### Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of September 12, 2024, Meeting Minutes (vote expected)
3. Invoices and Commitments for Approval (vote expected)
4. Budget Update
5. Public Comment
6. Tappé Architects – Project Update
7. Community Listening Session & Formal Community Presentation
8. Other Topics not Reasonably Anticipated 48 hours prior to the meeting
9. Public Comment
10. Next Meetings
11. Adjourn



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**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: 10/10/24  
 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			



Item No.		
9.1	<b>Call to Order &amp; Pledge of Allegiance:</b> 6:36 PM meeting was called to order by SBC Chair K. Bond with 4 of 5 School Committee voting members and 14 of School Building Committee members in attendance.	Record
9.2	<b>Approval of September 13, 2024 Minutes (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ A motion to approve the September 13, 2024, meeting minutes made by J. Brooks and seconded by M. Nawoichik. Discussion: None. Roll Call Vote: M. Massardo – Yes, K. Bond – Yes, J. Brooks – Yes, M. Nawoichik - Yes. Motion passes. Minutes approved. 4-0-0</li> </ul>	Record
9.3	<b>Invoices and Commitments for Approval (Vote Expected):</b> <ul style="list-style-type: none"> <li>➤ A motion to approve Dore &amp; Whittier Invoice No. 11 in the amount of \$18,000.00 made by J. Brooks. and seconded by M. Nawoichik. Discussion: None. Roll Call Vote: M. Massardo – Yes, K. Bond – Yes, J. Brooks – Yes, M. Nawoichik - Yes. Motion passes. Invoice approved. 4-0-0</li> <li>➤ A motion to approve Tappe Invoice No. 240905 in the amount of \$50,862.00, made by J. Brooks and seconded by M. Nawoichik. Discussion: None. Roll Call Vote: M. Massardo – Yes, K. Bond – Yes, J. Brooks – Yes, M. Nawoichik - Yes. Motion passes. Invoice approved. 4-0-0</li> </ul>	Record
9.4	<b>Budget Update:</b> <ul style="list-style-type: none"> <li>➤ T. Hartford provided a budget update to the SBC.</li> </ul>	Record
9.5	<b>Public Comment:</b> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
9.6	<b>Tappe Architects – Project Update:</b> <ul style="list-style-type: none"> <li>➤ C. Blessen reviewed the space summary and noted the key takeaways.               <ul style="list-style-type: none"> <li>○ The SBC decided that the enrollment should be 1,100 students, and Tappe is designing accordingly.</li> <li>○ The total gross square footage has a target baseline of approximately 233,000 square feet for this project, which includes only the high school program for students. It does not include BCAT, preschool, or other programs.</li> <li>○ After meeting with Mark and Dr. Conti, they agreed on the number of core academic classrooms and the sizes of the classrooms, which will be 900 square feet each.</li> </ul> </li> <li>➤ C. Blessen shared strategies for the new High School and walked through each option.</li> <li>➤ Option R1 – Renovation (Strategy One)               <ul style="list-style-type: none"> <li>○ Renovation – 370,000 sf</li> <li>○ Phasing Schedule</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"><li>• Phase 1: Renovate classroom wings in succession for 8 months, 24 months total. Will require PK to relocate and 20 modulars for high school students.</li><li>• Phase 2: Partial demo &amp; renovation of lower portion of building. Duration 12 months.</li><li>• Phase 3: Renovation of upper portion of building of café and non-high school ed program as desired.</li><li>○ Construction Start: Fall 2026</li><li>○ Project Completion: Fall 2029</li><li>○ Total Duration: 36 Months</li><li>➤ Option AR1 – Addition/Renovation (Strategy Two)<ul style="list-style-type: none"><li>○ Renovation – 90,319 sf</li><li>○ Addition – 135,161 sf</li><li>○ Phasing Schedule<ul style="list-style-type: none"><li>• Phase 1: Demolish theater arts wing during fall '26-spring '27</li><li>• Phase 2: Construct new classroom wing, lobby &amp; media center during summer '27 – fall '28 student move in September 2028 to classroom wing.</li><li>• Phase 3: Demo building fall '28. Construct auditorium during winter '28/spring '29 &amp; reno of lower portion of building site work spring '29-summer '29</li></ul></li><li>○ Construction Complete: August 2029.</li><li>○ Duration: 36 Months</li><li>○ No or limited swing space required</li></ul></li><li>➤ Option AR2 – Addition/Renovation (Strategy Three)<ul style="list-style-type: none"><li>○ Renovation: 90,319 sf</li><li>○ Addition: 134,000 sf</li><li>○ Phasing Schedule<ul style="list-style-type: none"><li>• Phase 1: Demolish theater arts wing during fall '26 – spring '27.</li><li>• Phase 2: Construct new classroom wing, lobby &amp; media center during summer '27 – fall '28. Students move in September 2028 to classroom wing</li><li>• Phase 3: Demo core of exist. Building fall '28. Construct auditorium &amp; café during winter '28/spring '29. Site work spring '29 – summer '29.</li></ul></li><li>○ Construction Complete: August 2029</li><li>○ Duration: 36 Months</li><li>○ No or limited swing space required.</li></ul></li><li>➤ Option AR3 – Addition/Renovation (Strategy Four)<ul style="list-style-type: none"><li>○ Renovation: 205,962 sf</li><li>○ Addition: 116,598 sf</li><li>○ Phasing Schedule<ul style="list-style-type: none"><li>• Phase 1: Renovate classroom wing into café &amp; demo classroom wing next to the theater, fall '26 – summer '27</li></ul></li></ul></li></ul>	
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	<ul style="list-style-type: none"> <li>• Phase 2: Construct new classroom wing summer '27 – summer '28 students move into new wing sept. '28</li> <li>• Phase 3: Demo south end of building during summer '28 – winter '29</li> <li>• Phase 4: Construct admin wing during winter '29 – summer '29. Site work spring/summer 2029</li> <li>○ Construction Complete: August 2029</li> <li>○ Duration: 36 Months +/-</li> <li>○ Limited swing space required. Assume 5 admin, 10 students modulars</li> <li>➤ Option AR4A – Addition/Renovation (Strategy Five)       <ul style="list-style-type: none"> <li>○ Renovation: 123,898 sf</li> <li>○ Addition: 136,254 sf (Courtyard 35,800 sf)</li> <li>○ Phasing Schedule           <ul style="list-style-type: none"> <li>• Phase 1: Demolition &amp; new construction of three-story academic wing. Renovation of upper portion of building. Will require temporary site relocation. Duration: 24 months</li> <li>• Phase 2: Students move into academic wing. Renovation of auditorium &amp; music wing and new construction of media center and gymnasium. Duration 24 months</li> </ul> </li> <li>○ Start: Fall 2026</li> <li>○ Project Completion: Fall 2030</li> <li>○ Project Duration: 48 Months Total</li> <li>○ Only way to do this option is to vacate the building.</li> </ul> </li> <li>➤ Option AR4B – Addition/Renovation (Strategy Five)       <ul style="list-style-type: none"> <li>○ Renovation: 173,671 sf</li> <li>○ Addition: 95,612 sf (Courtyard: 41,182 sf)</li> <li>○ Phasing Schedule           <ul style="list-style-type: none"> <li>• Phase 1: Demolition &amp; new construction of three-story academic wing. Renovation of upper portion of building. Will require temporary site relocation. Duration: 24 months</li> <li>• Phase 2: Students move into academic wing. Renovation of auditorium, music wing and gymnasium and new construction of media center and admin. Duration: 18 months.</li> </ul> </li> <li>○ Start: Fall 2026.</li> <li>○ Project Completion: Spring 2030</li> <li>○ Project Duration: 42 Months total</li> </ul> </li> <li>➤ Option AR5 – Deduct/Renovation (Strategy Six)       <ul style="list-style-type: none"> <li>○ Renovation: 288,229 sf</li> <li>○ Phasing Schedule           <ul style="list-style-type: none"> <li>• Phase 1: Staggered reno of classroom wings &amp; media center. Duration fall '26 – January '28. Café reno during summer '27. Students in modulars &amp; remaining existing classroom wing.</li> <li>• Phase 2: Auditorium, music and gym reno + building demo. Winter '28 through August '29.</li> <li>• Phase 3: Site work during winter '29 through summer '30</li> </ul> </li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>○ Construction Complete: Summer '29</li> <li>○ Duration: 35 Months +/-</li> <li>○ Limited Swing Space Required. Assumes 15 Students, 5 Admin modulars. Loss of use of gym/auditorium for 12 to 18 months</li> <li>➤ Option AR6 – Addition/Renovation (Strategy Seven)       <ul style="list-style-type: none"> <li>○ Renovation: 179,771 sf</li> <li>○ Addition: 78,259 sf</li> <li>○ Phasing Schedule           <ul style="list-style-type: none"> <li>● Construction Start: Fall 2026</li> </ul> </li> <li>○ Construction Complete: Summer 2029</li> <li>○ Duration: 33 Months</li> <li>○ Requires off site swing space for entire student population and faculty/staff. Assume available site and 45 modulars</li> </ul> </li> <li>➤ Option AR7 – Addition/Renovation (Strategy Eight)       <ul style="list-style-type: none"> <li>○ Renovation: 136,102 sf</li> <li>○ Addition: 111,490 sf</li> <li>○ Phasing Schedule           <ul style="list-style-type: none"> <li>● Phase 1: Construction starts fall 2026. Demo admin and classroom wing. Construct new classroom wing/gym during fall '28</li> <li>● Phase 2: Move students into new classroom wing September '28. Renovate existing building auditorium, café, mc and existing classrooms. Summer '28 – fall '29</li> <li>● Phase 3: Demo North-West side of building and site work. Winter '29 – summer '29</li> </ul> </li> <li>○ Construction Complete: August 2029</li> <li>○ Duration: 36 Months</li> <li>○ Limited Swing space required. Assume 5 admin and 15 student modulars</li> <li>○ Not all non-ed spaces fit in this option.</li> </ul> </li> <li>➤ Option NC1 – New Construction (Strategy New Construction One)       <ul style="list-style-type: none"> <li>○ GSF: 200,000 sf</li> <li>○ Project Timeline:           <ul style="list-style-type: none"> <li>● New construction starts fall 2026</li> <li>● Existing Building demo January 2029 through Summer 2029</li> </ul> </li> <li>○ New Construction Complete: January 2029</li> <li>○ Duration: 28 Months</li> <li>○ Total Duration with Demo: 36 Months</li> <li>○ No Swing space required. Temporary Parking required to accommodate active school and contractor parking + laydown space.</li> <li>○ Stripped back academic building only</li> </ul> </li> <li>➤ Option NC2 – New Construction (Strategy New Construction One)       <ul style="list-style-type: none"> <li>○ GSF: 150,000 sf</li> <li>○ Project Timeline           <ul style="list-style-type: none"> <li>● New construction starts fall 2026</li> </ul> </li> </ul> </li> </ul>	
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- New Construction Complete: January 2029
- Duration 28 Months
- No swing space required. Temporary parking required to accommodate active school and contractor parking + laydown space.
- Option NC3 – New Construction (Strategy New Construction Two)
  - GSF: 159,590 sf
  - Project Timeline
    - Existing Building demo & site prep start fall 2026. Duration 12 months.
    - New Construction starts fall 2027
  - New Construction complete January 2030. Duration 28 months
  - Total duration with demo: 36 Months
  - Requires off site swing space for entire student population and faculty/staff. Assume available site and 45 modulars.
- Option NC4 – New Construction
  - GSF: 165,142 sf
  - Rooftop Green Space: 10,849 sf
  - Project Timeline:
    - New Construction Starts Fall 2026
  - New Construction Complete: January 2029.
  - Duration: 28 Months
  - No Swing Space Required. Track and football field to be relocated.
- Option NC5 – New Construction
  - GSF: 167,319 sf
  - Project Timeline
    - New Construction Starts Fall 2026
  - New Construction Complete January 2029
  - Duration: 28 Months
  - No Swing Space Required. Track and football field to be relocated.
  - Building on the stadium allows us to investigate more sustainable orientations for the building which will help you in the long run.

Discussion:

- M. Simon asked if the programs located in the center of the school for some options would lack natural light, while the core classrooms would have it. C. Blessen responded affirmatively, adding that where green space is shown, they are considering opening the building to create courtyards, which would provide outside windows in those areas.
- Sheyann B. asked how long each phase would take for strategy one and how student functions would continue during construction. C. Blessen explained that for the classroom wings, the goal is to complete each in 8-month phases. This approach would allow renovation while students are in modular spaces, and then they would move into the new wing. The overall process would take

	<p>about three years, with major tasks like gym renovations handled during the summers.</p> <ul style="list-style-type: none"><li>➤ M. Simon inquired whether the rubber gym in option AR1 would be a regulation-sized high school gym or smaller. C. Blessen replied that the gym would serve more as an alternative space for physical education or gymnastics, rather than a regulation-sized facility.</li><li>➤ M. Nawoichik asked if all the options are ADA accessible. C. Blessen confirmed that they are.</li><li>➤ M. Simon inquired if non-educational spaces could be used as swing-space classrooms to save money on modulares. Tappe responded that it would cost roughly the same to renovate non-educational spaces as it would to use modulares, and renovations would take more time.</li><li>➤ C. Blessen shared that they now have a proposal for ANRAD and are actively working on it, noting that it is a key piece of information.</li><li>➤ K. Bond asked if, in the case of constructing a new separate academic building, the current building would be brought up to compliance. C. Blessen explained that they would target specific areas needed for student use, such as music rooms, the auditorium, and gyms, focusing on those sections without necessarily updating the rest of the building. They aim to stay under the compliance threshold to control costs. K. Bond then asked how they would keep people out of the areas not being used. C. Blessen explained that the plan for new construction adjacent to the existing building would allow the majority of funds to be allocated to the new academic high school, with students only crossing over to use certain components of the existing building when necessary.</li><li>➤ C. Campbell asked for clarification on the gym. C. Blessen explained that the gym shown in options NC4 and NC5 features a 3-court arrangement, including a full-size regulation court with two side courts. M. Simon asked if keeping the existing building gyms would be necessary to implement NC4 and NC5. C. Blessen responded that it wouldn't necessarily be required. They noted that the next time Tappe presents, they are likely to bring cost data for the options that remain under consideration. At this stage, it's about square footage, and they are exploring whether they can reduce the total from 233,000 square feet. For instance, instead of building a full 7,000-square-foot auditorium, they could opt for a smaller 4,000-square-foot black box theater, with larger performances continuing to take place in the existing building. However, drama and PE components would still be included in the new building.</li><li>➤ K. Bond commented that their theater program is well-attended, so a smaller theater might not be sufficient.</li><li>➤ K. Bond requested an option that includes a larger theater and integrates non-high school programs into the new construction to better visualize the design.</li><li>➤ D. Davison noted that there is no space available in town to build another stadium, so it would need to be located on this site.</li><li>➤ T. Hartford noted that the current approach recognizes that the cost of providing a high school includes educational spaces, while adding non-</li></ul>	
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	<p>educational programs increases the overall cost. Each program is being evaluated in collaboration with Tappe, and options will continue to be refined based on square footage, which will dictate the final cost. K. Bond emphasized the importance of making an informed decision about whether it is worth adding the non-educational programs. M. Nawoichik added that she believes there is an educational benefit to including BCAT, the theater, and administrative offices in the school.</p> <ul style="list-style-type: none"> <li>➤ M. Massardo expressed appreciation for the creativity in presenting multiple options to the SBC. She suggested eliminating a couple of options that require significant swing space, as no one wants to deal with four years of it. K. Bond mentioned potentially eliminating AR5 and AR6, while M. Simon noted that AR4A and AR4B would take the longest and cause the most disruption.</li> <li>➤ S. Brown pointed out that without cost estimates, decision-making could become more challenging. Further discussion will be needed regarding construction timelines, swing space, and site impacts. It may be helpful to create a "cheat sheet" outlining which options require swing space, along with their pros and cons, for further discussion. K. Bond asked if the SBC should review this spreadsheet before eliminating options, and several members agreed. M. Massardo suggested that eliminating four options might help streamline the decision-making process, noting that NC3 removes everyone off-site, which no one favors.</li> </ul> <p><u>Vote:</u>  A motion to remove options NC3, AR4A, AR4B, AR5 and AR6 made by M. Nawoichik and seconded by M. Simon. Discussion: None. Roll Call Vote: J. Brooks - Yes, M. Nawoichik - Yes, M. Massardo - Yes, E. Conti- Yes, L. Chen - Yes, C. Campbell - Yes, B. Cunha - Yes, N. Guanci - Yes G. Pinkham - Yes, T. Regan – Yes, M. Simon - Yes, K. Bond. J. Attubato – Yes. Abstentions: M. Bix-Hylan. Motion passes. 13-0-1</p>	
9.6	<p><b>Community Listening Session</b></p> <ul style="list-style-type: none"> <li>➤ The event received great feedback.</li> <li>➤ There is universal acknowledgment that something needs to be done about the high school.</li> </ul> <p><b>Formal Community Presentation:</b></p> <ul style="list-style-type: none"> <li>➤ A night is still being decided for the community presentation during the week of November 18th.</li> <li>➤ D+W will send out a poll to determine which night works best for committee members to attend.</li> </ul>	Record
9.7	<p><b>Other Topics not Reasonably Anticipated 48 hours prior to the Meeting:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record
9.8	<p><b>Public Comment:</b></p> <ul style="list-style-type: none"> <li>➤ None.</li> </ul>	Record

9.9	<b>Upcoming Meetings:</b> <ul style="list-style-type: none"><li>➤ November 14, 2024 @ 6:30 p.m.</li><li>➤ December 12, 2024 @ 6:30 p.m.</li></ul>	Record
9.10	<b>Adjourn:</b> 8:23 PM a motion was made by J. Brooks and seconded by M. Nawoichik to adjourn the meeting. Roll Call Vote: M. Massardo – Yes, K. Bond – Yes, J. Brooks – Yes, M. Nawoichik - Yes. Motion passes. Adjourn. 4-0-0.	Record

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.

**The meeting ended at 7:41.**