



RECEIVED

By Town Clerk's Office at 4:30 pm, Mar 11, 2024

TOWN OF BURLINGTON

Meeting Posting

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

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

DATE: 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.

Join from the meeting link

<https://townofburlington.webex.com/townofburlington/j.php?MTID=mcfc686f61954f7ecb67b8391bb824169>

Meeting id:2332 594 6973

Meeting password: Burlington





TOWN OF BURLINGTON

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

Agenda

1. Call to Order & Pledge of Allegiance
2. Approval of 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



**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	Call to Order & Intro: 6:31 PM meeting was called to order by SBC Chair K. Bond with 6 of 7 voting members in attendance.	Record
3.2	Approval of January 11, 2024 Minutes: 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	Invoices and Commitments for Approval (Vote Expected): 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	Public Comment: None.	Record
3.5	Open Meeting Laws – Amy Warfield: Town Clerk Amy Warfield provided a quick overview on open meeting law with SBC Members. <ul style="list-style-type: none"> ➤ Meetings need to be posted 48 business hours before the meeting is held. ➤ A meeting agenda outlining what is reasonably expected to be considered must be posted 48 business hours before the meeting. ➤ 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. ➤ Meeting minutes or notes are always subject to public access requests. ➤ 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. ➤ 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. ➤ 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. 	Record

3.6	<p>Designer Selection Sub-Committee Recommendation:</p> <ul style="list-style-type: none"> ➤ Interviews held with Tappé Architects and Jonathan Levi Architects / DLR Group on 25 January 2024. ➤ Designer Selection Sub-Committee Evaluation Survey completed on 30 January and distributed to the sub-committee on 5 February 2024. ➤ The Designer Selection Sub-Committee recommends moving forward with one firm. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ➤ K. Bond shared that after interviewing the architects, one firm stood out, Tappé Architects. ➤ C. Monaco mentioned she agreed with K. Bond and wanted to share that both firms went out of their way and gave great presentations. ➤ 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. ➤ 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. 	Record
3.7	<p>Designer Engagement & Next Steps (vote expected):</p> <ul style="list-style-type: none"> ➤ 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. <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>SBC Voting Members Discussion:</p> <ul style="list-style-type: none"> ➤ 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 	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"> ➤ 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. ➤ 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. ➤ 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. ➤ 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. ➤ 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. ➤ 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. ➤ 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. ➤ K. Bond announced that the discussion would continue at another meeting. ➤ C. Monaco requested that the topic be included on the agenda for the next school committee meeting. 	
3.9	<p>Website:</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	Other Topics not Reasonably Anticipated 48 hours prior to the Meeting: None.	Record
3.11	Public Comment: None.	Record
3.12	Upcoming Meetings: <ul style="list-style-type: none"> ➤ March 14, 2024 @ 6:30 p.m. ➤ April 11, 2024 @ 6:30 p.m. ➤ May 9, 2024 @ 6:30 p.m. ➤ June 13, 2024 @ 6:30 p.m. ➤ All future SBC meetings will be held on the 2nd Thursday of each month at 6:30 p.m. ➤ A Community Meeting will be scheduled upon retaining a designer 	Record
3.13	Adjourn: 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.

Dore and Whittier Management Partners, LLC

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

Town of Burlington
123 Cambridge Street
Burlington, MA 01803

Invoice number 00004
Date 02/27/2024

Project 23-0130 BURLINGTON HIGH SCHOOL,
BURLINGTON, MA

Attn: Nichole Coscia, Business Manager

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Project Initiation & Pre-Designer Selection	60,000.00	54,000.00	6,000.00	0.00	60,000.00
Feasibility	200,000.00	0.00	12,000.00	188,000.00	12,000.00
Schematic Design	190,000.00	0.00	0.00	190,000.00	0.00
Total	450,000.00	54,000.00	18,000.00	378,000.00	72,000.00

Invoice total **18,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00003	01/30/2024	18,000.00	18,000.00				
00004	02/27/2024	18,000.00	18,000.00				
	Total	36,000.00	36,000.00	0.00	0.00	0.00	0.00

March 14, 2024



Burlington High School Project
School Building Committee Meeting #4
March 14, 2024, 6:30 PM

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

2. Approval of Previous Meeting Minutes

1. February 8, 2024, Minutes – approval (vote required)

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

3. Invoices and Commitments for Approval

1. Dore & Whittier Invoice No. 4 Feb-24 in the amount of \$18,000.00

***Motion to
approve
invoices**

Dore and Whittier Management Partners, LLC

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

Town of Burlington
123 Cambridge Street
Burlington, MA 01803

Invoice number 00004
Date 02/27/2024

Project 23-0130 BURLINGTON HIGH SCHOOL,
BURLINGTON, MA

Attn: Nichole Coscia, Business Manager

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Project Initiation & Pre-Designer Selection	60,000.00	54,000.00	6,000.00	0.00	60,000.00
Feasibility	200,000.00	0.00	12,000.00	188,000.00	12,000.00
Schematic Design	190,000.00	0.00	0.00	190,000.00	0.00
Total	450,000.00	54,000.00	18,000.00	378,000.00	72,000.00

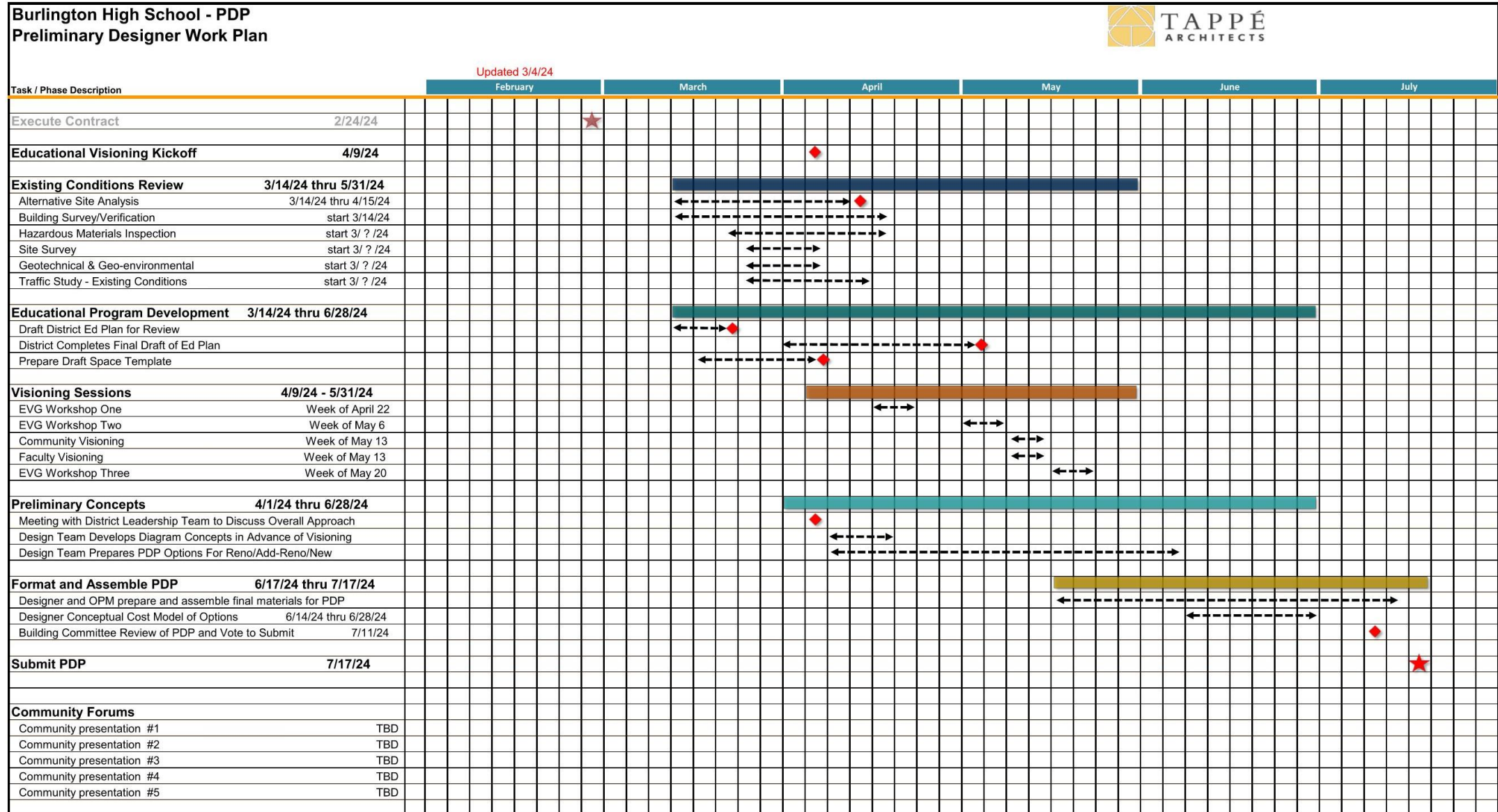
Invoice total **18,000.00**

Aging Summary

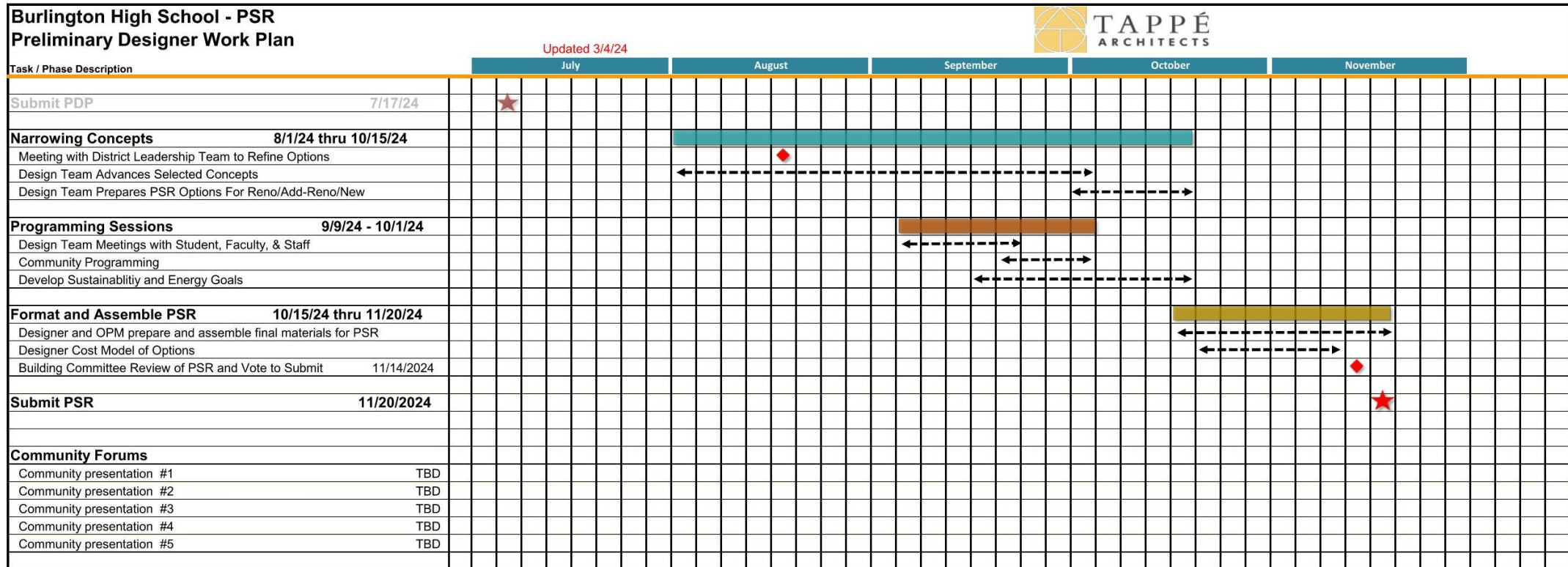
Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00003	01/30/2024	18,000.00	18,000.00				
00004	02/27/2024	18,000.00	18,000.00				
Total		36,000.00	36,000.00	0.00	0.00	0.00	0.00

4. Public Comment

5. Designer Team Introductions – Tappé Architects



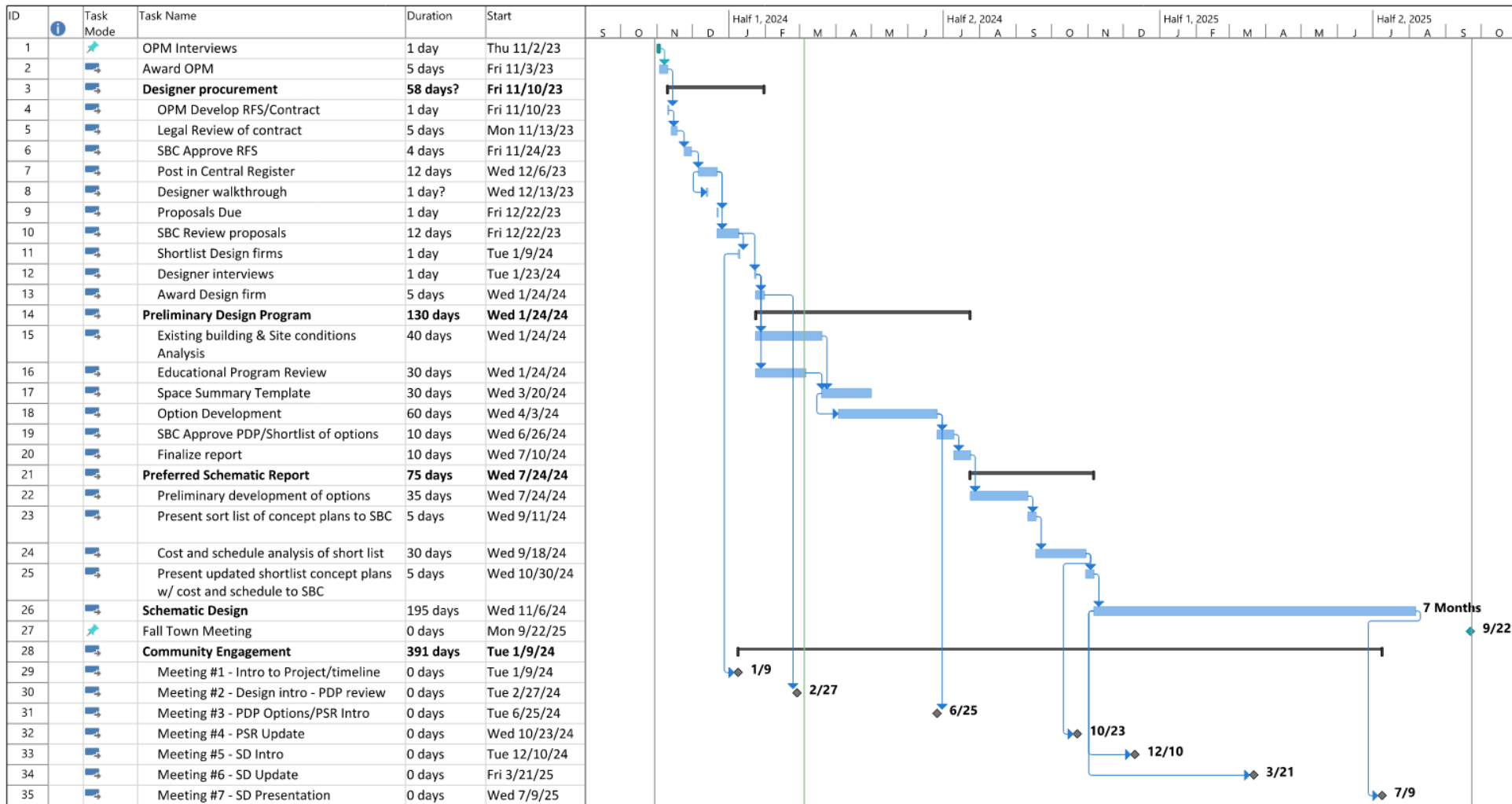
5. Designer Team Introductions – Tappé Architects



6. Enrollment Projection

***Motion to approve BHS Statement of Interest Enrollment Projection of ___ for Use in the Preliminary Design Program**

7. Schedule / Timeline



Milestones

PDP – July 2024

PSR – November 2024

Schematic Design – August 2025

Fall Town Meeting – September 2025

Date of 1st Community Meeting - TBD

Project: Schedule from Novemb
Date: Tue 3/5/24

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

9. Website – bhsbuildingproject.com



BURLINGTON HIGH SCHOOL BUILDING PROJECT

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**BUILDING
FOR 21ST CENTURY
EDUCATION**

Remaining Agenda Items

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

11. Public Comment

12. Next meetings – refer to following slide

13. Adjourn

12. Upcoming Meetings

- April 11, 2024 @ 6:30 p.m.
- May 9, 2024 @ 6:30 p.m.
- June 13, 2024 @ 6:30 p.m.

- All future SBC meetings will be held on the 2nd Thursday of each month at 6:30 p.m.
 - SBC Members should expect a calendar invite for the remaining meetings this calendar year

- A Community Meeting will be scheduled upon retaining a designer

Cost Effective

Thoughtful

Collaborative

Detailed

Committed

Creative

Experienced

Proactive