

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
School Building Committee (SBC) Approved Minutes**

Library
R.J. Grey Junior High School

July 12, 2017
7:00 p.m.

Members Present: Marie Altieri, Mary Brolin, Jason Cole, Bob Evans, Brian Griffin, JD Head, Adam Klein, Maria Neyland, Katie Raymond, Mac Reid, Kristina Rychlik, Damien Sugrue,

Members Absent: Peter Berry, Rob Bukowski, Ted Kail, Amy Krishnamurthy, Lynne Newman, Steve Mielke, Chris Whitbeck

Other: None

1. Call to Order – *Kristina Rychlik*

Kristina Rychlik called the meeting to order at 7:06. Since we now have 19 members on the SBC, a quorum will consist of 10 members.

Minutes from the Working Group will be reviewed at the next Working Group meeting and then shared with the full SBC. Kristina noted that if anyone plans to attend any of the Working Group meetings, they should let her know so we don't have issues with a full quorum of the SBC. The Working Group needs to set a date for their next meeting.

Kristina also confirmed that SBC member's abschools email accounts are working. Members confirmed this.

2. Approve minutes from 6/14/17 - *Kristina Rychlik*

Maria moved, Jason seconded and the group unanimously approved the minutes from 6/14/17.

3. Public Participation

None.

The group discussed how to include public participation and decided that:

- We want to continue to have public participation to welcome people to share their questions and concerns.
- We will strive to answer questions that are raised, but may need to address concerns outside the meeting or at a future meeting.
- The Chair will be the point person to address community concerns, but the Chair can call on other committee members as needed, particularly individuals working on a subcommittee or work group that may have more detailed information.

4. Boxborough Land Availability Review Needs– *Kristina Rychlik*

The group discussed land availability in Acton and Boxborough to see if we should be considering other parcels of land for the project. Kristina received a report from Peter Ashton, the Chair of the Acton Senior Center Study

Committee, which indicates that there are no appropriate parcels that will pass the perc test in Acton owned by the Town.

Maria will look into this for Boxborough. She will reach out to Les Fox, the Chair the Public Works Committee. They are also looking into this and may have information on both public and private parcels. Maria will also reach out to Adam Duchesneau, the Boxborough Town Planner.

Maria will get the information on private land in Boxborough since the Public Works Committee has already looked at this. But, for now, the group did not think we need to explore private land in Acton in depth. The School Street fields are state owned. The Grace property is a former Superfund site and politically infeasible for the schools to use.

5. Financial Cost and Funding Options: Design and Project Manager Funds – *JD Head & Marie Altieri*

The SBC discussed estimates of Owner's Project Manager (OPM) and Designer Fees for the building project to provide background on the amount we will be requesting at the Acton and Boxborough Special Town Meetings on December 4, 2017. JD provided a grid of fees that he got from MSBA from completed elementary school building projects in MA prior to January 1, 2014. He also provided an email from Lee Dore on this topic and another grid of OPM/Designer appropriations for six building projects. With the information provided, we must consider when these projects were done and inflation from then until now as we prepare our estimates.

Katie offered to work with the grid and calculate the portion of costs that relate specifically to OPM and Designer fees for the feasibility phase. Adam and JD offered to support her. They will share information at our next meeting. If we want more detail on some of the projects, we can reach out to those communities.

Some considerations as we prepare our estimate:

- We do not want to spend funds prior to the feasibility study as those funds would not be reimbursed by MSBA.
- We may want to evaluate two properties, so we need enough funds to do that. Although we can prioritize them and if the first site works, we do not need to spend the full amount allocated.
- We need to consider potential constraints at each site.
- We want to do a solid analysis at this phase so we do not encounter expensive, unanticipated problems during the construction phase.
- If we encounter problems in the construction phase that were not raised in the design and feasibility phase then MSBA will not provide reimbursement to address those problems. Thus, it's important to do a thorough study during the design and feasibility phase.
- We can roll any unused funds into the building project or return them if we do not move forward.
- We need to assess whether changes in grade configuration would add any cost.
- If we look for private properties, that could increase our costs.
- We only have one opportunity to do this right.

The process is that if approved at both Special Town Meetings, we would put the OPM services out to bid through a request for qualifications indicating that we are seeking individuals interested in taking on the OPM role. The SBC would select the OPM from the applicants. We would use a checklist of qualifications and rank our candidates on the criteria we establish. We would then negotiate the payment with the individual we want to hire.

For the Design, the OPM we select and a subgroup of the SBC would work with the MSBA to put out a request for designer qualifications and review applicants using a checklist of qualifications. This selection committee

would vote on their preferred choice. Note that the group is set up such that MSBA has one extra vote so they have a strong role in selecting the design organization. In the construction phase, the selection is based on the lowest bid, but not for the OPM and Design organization.

The design phase provides schematic designs.

The group then discussed whether we should assess the feasibility of the Gates/Douglas and Conant properties prior to the December 4th Special Town Meetings to help screen out sites and/or prioritize sites. We discussed whether we should spend funds on this now but decided not to since there would be no MSBA reimbursement. The group agreed that we should review the information compiled by Dore and Whittier and determine if we agree with their findings that prioritize the Gates/Douglas property. Katie also suggested looking at local maps and other public data. JD provided handouts of two maps, one for the Gates/Douglas property and one for the Conant property. Katie said she would work on this and Kristina noted that Rob Bukowski offered to work on it also. JD will support them. They will report back at our next meeting.

Marie reviewed a potential plan for the allocation for the OPM/Design funds. If we were to request that the towns approve \$1.3 million for OPM and Design funds, the MSBA reimbursement for this part at 45.3% would be about \$589,000. This would leave about \$711,000 in District spending. The Budget Subcommittee of the School Committee will meet next week. At that meeting, we will discuss the Excess and Deficiency (E&D) funds. At this time, they are in good shape. We were at \$2.7 million at the end of last year. This year revenues good and there were some unspent budget funds, so we expect E&D to be at about \$4 million. Given that, we will talk to the Budget Subcommittee and then the School Committee about using E&D to cover the full \$711,000. The alternative is short-term borrowing, which would require 2/3 vote at the STMs. If we use the District's E&D funds, we would need a majority vote to approve the increase in the budget. This would not require a change in the tax rate. The SBC supported this approach and will wait to hear back about the results for the Budget Subcommittee and School Committee.

6. In-depth Review of District Master Plan Review Committee (DMPRC)-Recommended Options (2) –
Kristina, JD and Marie

The group reviewed the two remaining building options resulting from the recommendations of the District Master Plan Review Committee (DMPRC). The group felt that it would be difficult to get support for a project that is not finalized, thus we agreed that we should have a second round of community outreach to get feedback on the two options and make a final selection.

Marie provided a hand out that summarized Option A and Option B. She also shared the Short List of Master Planning Options that was used by the DMPRC. Option A relates to Option 2 on the short list, and Option B relates to Option 6. Note, the DMPRC added to Option 6 recommending that it also provide a solution for the pre-school classes in Acton. Kristina also handed out descriptions of Options 2 and 6 from slides used in the DMPRC community presentations. JD provided a handout of the option descriptions with maps provided by Dore and Whittier earlier in the process.

Everyone thought Marie's summary handout was very useful and much easier to understand than the longer DMPRC presentation. People liked the clarity but discussion revealed that more information should be provided about each option (e.g., Option B with the Early Childhood Center (ECC) should note that the approach frees up classrooms in all the remaining elementary schools). Marie will update the document and share it at the next SBC meeting.

7. Review/Refine Draft Timeline Between Now and Dec. 4th

The SBC reviewed the draft timeline. A few additions and concerns were raised:

- The timeline needs to consider when information and votes are needed for the Acton and Boxborough warrants. In Boxborough, the warrant closes on October 2, 2017, so we will need to put any articles on the warrant by then. Votes and recommendations close on October 30, 2017. The timeline needs to allow the School Committee and the SBC to vote their recommendations by then. We need to check on the dates for the Acton warrant.
- The Fall forum dates need to consider Back-to-School Nights and other community conflicts.
- We will need to make a presentation to the School Committee. We discussed October 19, 2017 for this, as long as it allows time for the School Committee to discuss and vote a recommendation by the close of the warrants.
- We discussed adding community forums in November to educate the communities about the warrant article(s) before the Special Town Meetings.

We also discussed outreach and community forums. We are planning three forums, two evening and one daytime, and an online video. We will circulate a survey widely throughout the community. The survey will include information at the beginning to educate the community about the two options and then ask a few brief questions. We will hold the forums and conduct the survey in September so we can have results in early October. Mary will support the outreach and survey effort.

We discussed having a separate listening session for the community to hear their concerns and address any issues. The group felt that this should be done in conjunction with the September forums so we had more concrete information to share and so that we are fully prepared with responses.

8. Report on EPQ & Enrollment Submissions to MSBA – *Marie Altieri*

The District's Administration completed the EPQ and submitted enrollment data to MSBA. MSBA requested enrollment data through 2012, but Marie felt that these data would not fully represent our enrollment, so she provided data through 2017. MSBA noted that they would share all the data we submitted with their demographer.

9. GOTV/Community Support Discussion

SBC members will be in touch with community members to work on a Get Out the Vote campaign. If anyone knows community members who would be good to talk with, let Kristina know.

10. Marketing Materials Review/Plan – *Kristina Rychlik*

Kristina has put together Twitter, Facebook, and Instagram accounts. They are not yet live as we have no information to share yet. We also have letter head, a flyer template, and a plan on how to update the web site.

11. Next Steps

Next steps include:

- Kristina will schedule the next meeting of the Working Group.
- Mary will chair the next SBC meeting.
- Katie will work with Adam and JD to calculate estimates of OPM and PM costs using the detailed grid of Designer and OPM Fees provided by JD. They will report back at the next SBC meeting.

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- Katie will work with Brian and JD to review Dore and Whittier's information on the Gates/Douglas and Conant sites. They may supplement this with other available information, such as data from the Acton and Boxborough town geographic information systems. They will report back at the next SBC meeting.
- Mary and Kristina will work with Beth to schedule the September community forums.

12. Adjourn

Mac Reid moved, Jason Cole seconded and the group unanimously approved a motion to adjourn at 9:18 pm.

Respectfully submitted,

Mary F. Brolin

List of Documents Used:

- Agenda
- Minutes 6/14/17
- Designer and OPM Fees (Prior to January 1, 2014) Elementary Schools from MSBA
- Email from Lee Dore and grid of OPM/Designer Appropriations for Six Schools
- Draft Special Town Meeting document detailing building options
- Short List of Master Planning Options used by the DMPRC
- Descriptions of Options 2 and 6 from Slides Used in the DMPRC Community Presentations
- Option Descriptions with Maps Provided by Dore and Whittier Earlier in the Process
- Draft Timeline – ABSBP Summer/Fall 2017

NEXT MEETINGS: Aug 9, Sept 13, Oct 11, Nov 8, Dec 13