



<b>Item No.</b>	<b>Call to Order &amp; Intro:</b> 6:00 pm meeting was called to order with 10 of 13 voting members in attendance. One additional voting member joined later.	Record
1.	<b>Public Comment: None</b>	Record
2.	<p><b>Approval of January 22, 2025, Meeting Minutes:</b></p> <ul style="list-style-type: none"> <li><i>Motion to approve the 2/22/25 meeting minutes as submitted by C. Monaco. 2<sup>nd</sup> by K. Bond. Discussion: None. Roll Call Vote:</i> <ol style="list-style-type: none"> <li>K. Bond – Yes</li> <li>M. Massardo - Yes</li> <li>C. Monaco - Yes</li> <li>E. Conti- Yes</li> <li>B. Cunha- Yes</li> <li>N. Coscia - Yes</li> <li>D. Villano – Yes</li> <li>D. Rosenblatt – Yes</li> <li>M. Nawoichik – Yes</li> <li>J. Brooks- Abstain</li> </ol> </li> </ul> <p>Approve: 9, Reject: 0, Abstain: 1, Motion passes 9-0-1</p>	Record
3.	<p><b>Invoice for Approval:</b></p> <ul style="list-style-type: none"> <li><i>Motion to approve DiNisco Invoice No. DiNisco Invoice No. 10146 in the amount of \$ 346,200.00 DD 4 of 5 and DiNisco Invoice No. 10147 in the amount of \$26,747.60 for Traffic Studies. made by C. Monaco, 2nd M. Nawoichik.</i> <ol style="list-style-type: none"> <li>K. Bond – Yes</li> <li>M. Massardo - Yes</li> <li>C. Monaco - Yes</li> <li>E. Conti- Yes</li> <li>B. Cunha- Yes</li> <li>N. Coscia - Yes</li> <li>D. Villano – Yes</li> <li>D. Rosenblatt – Yes</li> <li>M. Nawoichik – Yes</li> <li>J. Brooks Yes</li> <li>J. Priest – Yes</li> </ol> </li> </ul> <p>Approve: 11, Reject: 0, Abstain: 0, Motion passes 11-0-0</p>	Record

	<ul style="list-style-type: none"> <li>• <i>Motion to approve Dore and Whittier Invoice No. 29 in the amount of \$ 23,355.00 DD Phase made by C. Monaco, 2nd K. Bond.</i></li> </ul> <ol style="list-style-type: none"> <li>1. K. Bond – Yes</li> <li>2. M. Massardo - Yes</li> <li>3. C. Monaco - Yes</li> <li>4. E. Conti- Yes</li> <li>5. B. Cunha- Yes</li> <li>6. N. Coscia - Yes</li> <li>7. D. Villano – Yes</li> <li>8. D. Rosenblatt – Yes</li> <li>9. M. Nawoichik – Yes</li> <li>10. J. Brooks Yes</li> <li>11. J. Priest – Yes</li> </ol> <p>Approve: 11, Reject: 0, Abstain: 0, Motion passes 11-0-0</p>	
4.	<p><b>Commitments for Approval:</b></p> <ul style="list-style-type: none"> <li>• <i>Motion to approve DiNisco Amendment No. 11 in the amount of \$7,920.00 containing RE-21 for additional land survey made by C. Monaco, 2<sup>nd</sup> Bond.</i></li> </ul> <ol style="list-style-type: none"> <li>1. K. Bond – Yes</li> <li>2. M. Massardo - Yes</li> <li>3. C. Monaco - Yes</li> <li>4. E. Conti- Yes</li> <li>5. B. Cunha- Yes</li> <li>6. N. Coscia - Yes</li> <li>7. D. Villano – Yes</li> <li>8. D. Rosenblatt – Yes</li> <li>9. M. Nawoichik – Yes</li> <li>10. J. Brooks Yes</li> <li>11. J. Priest – Yes</li> </ol> <p>Approve: 11, Reject: 0, Abstain: 0, Motion passes 11-0-0</p>	Record
5.	<p><b>MSBA Design Development Approval:</b></p> <ul style="list-style-type: none"> <li>• <i>Motion To Authorize OPM Dore &amp; Whittier Management Partners to submit Design Development Submission on behalf of the Town of Burlington to the Massachusetts School Building Authority.</i></li> </ul> <ol style="list-style-type: none"> <li>1. K. Bond – Yes</li> <li>2. M. Massardo - Yes</li> </ol>	Record

	<p>3. C. Monaco - Yes  4. E. Conti- Yes  5. B. Cunha- Yes  6. N. Coscia - Yes  7. D. Villano – Yes  8. D. Rosenblatt – Yes  9. M. Nawoichik – Yes  10. J. Brooks Yes  11. J. Priest – Yes</p> <p>Approve: 11, Reject: 0, Abstain: 0, Motion passes 11-0-0</p>	
	<p><b>Sustainability Update:</b></p> <p>DiNisco presentation of the current design development energy model summary including energy goals, TEDI, stretch code, energy use intensity (EUI), LEED score card update, and solar panel/canopy considerations.</p>	Record
	<p>SBC Comments and Q&amp;A –</p> <ul style="list-style-type: none"> <li>• M. Simon – if we choose to select a PPA can you confirm there will be no additional maintenance costs. <ul style="list-style-type: none"> <li>- V. Low- Yes. If you choose a PPA there are no direct costs for the town for the duration of the contract (typically 20 years)</li> <li>- The project would also be at net zero and increase LEED points.</li> </ul> </li> <li>• R. Riggs – Will we forfeit design control with a PPA versus owning and designing our own PVs <ul style="list-style-type: none"> <li>- N. Harrigan – They would still need to go before planning to approve the design so the Town would still have some control over the aesthetic.</li> </ul> </li> <li>• J. Brooks – Has there been a life cycle cost comparison done for both options? <ul style="list-style-type: none"> <li>- N. Harrigan – Ways and Means has provided the cost analysis shown and it does capture the difference between the two options.</li> </ul> </li> <li>• E. Conti – Does the town currently own any PV’s? Do we have anyone that would know how to maintain the panels? <ul style="list-style-type: none"> <li>-B. Cunha – No we currently only have panels through a PPA which are maintained by them not the town. We would have to contract a service if we purchased.</li> </ul> </li> </ul>	Record

	<ul style="list-style-type: none"> <li>E. Conti – Does the town have any plans to add solar panels? If so, we should see if they are renting or purchasing the PV's and decide if this would be a large town side policy. N. Coscia to follow up.</li> <li>M. Nawoichik – Would using the PPA result in the best performance of the PV's? I would be interesting to know if they maintain a higher level of performance to make sure they are getting their full return of installment investment.</li> </ul>	
	<p><b>Items not anticipated in the last 48 hours:</b></p> <p>The Executive working group met earlier in the day with representatives from the Parks and Recreation Department and Department of Public Works. The goal of the meeting was to review the current site design and understand maintenance ownership and what landscaping options and materials work best for the Owner as the end user.</p> <p>Site design documents will be distributed to the meeting attendees and there will be a follow up to develop an effective and realistic site management plan.</p>	Record
	<b>Public Comments: None</b>	Record
	<p><b>Motion to Adjourn:</b></p> <ul style="list-style-type: none"> <li><i>Motion to adjourn</i> All in favor. Meeting Adjourn.</li> </ul>	Record

Sincerely,  
**DORE + WHITTIER**

Andrea O'Toole  
Assistant Project Manager  
Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please submit within 48 hours for incorporation into these minutes.