

## 1. Meeting Materials

### Documents:

[CAPITAL PLANNING-SCHOOL RESEARCH 12.21.2021 DRAFT \(PDF\).PDF](#)  
[CAPITAL PLANNING-SCHOOL RESEARCH 12.22.2021 DRAFT \(PDF\).PDF](#)  
[2022.01.10 CAPITAL PLANNING CMTE-SCHOOL RESEARCH SUBCMTE  
AGENDA \(PDF\).PDF](#)

**Capital Planning Committee  
School Research Subcommittee  
December 21, 2021  
Virtual Meeting held via Zoom**

Voting Members Present: Jason Malinowski (Chair), Kathy Cook, and Keturah Martin

Non-Voting Members Present: Greg Martineau and Keith Lavoie

At 1:02 pm, Mr. Malinowski called the meeting to order

**Approval of Meeting Minutes – November 16, 2021**

Mr. Malinowski asked if there were any proposed edits. Ms. Cook had a question about the birth figures for 2020 given the disparity between the final RLS report and the data from the Town Clerk. The Committee confirmed that Ms. Cook had the minutes right and the RLS report needed to be updated. Mr. Malinowski suggested that we add the draft minutes to the documents referenced and that the votes be referenced as roll call votes.

Mr. Malinowski moved to accept the meeting minutes from November 16, 2021, with the edits noted above. Ms. Martin seconded.

Roll Call Vote (3-0): Cook, aye; Martin, aye; Malinowski, aye

**Superintendent's Update - MSBA SOI Neary School**

Mr. Martineau noted that he received a letter from MSBA that stated no projects would be considered until the next MSBA board meeting on March 3<sup>rd</sup>. The Statement of Interest is still under consideration and we expect to hear something verbally during January or February to determine whether we would need to resubmit for next year's cycle.

**Chair's Update - Update on Town Space Needs Study**

Mr. Malinowski provided an update on the Town Space Needs Study given that MSBA had specifically asked how Woodward would be re-used if consolidation occurred. He noted that an initial preview of how the Woodward space could be re-used is in process and there are ongoing conversations with some Department Heads to refine for feedback. Capital Planning is planning to meet in January to hear the initial readout from the Designer hired by the Town.

**Approval of Final Versions of: RLS Demographic Study and School Administration Space Needs Analysis**

The Committee discussed the final RLS and School Administration Space Needs Analysis. Ms. Cook raised the discrepancy noted earlier related to 2020 births and asked questions related to the Finn School and some comparisons back to the 2013 analysis that she was part of, specifically related to Universal Pre-School and programming space.

Mr. Malinowski asked whether Scenario 2 is still an issue for the Finn School, given some of the yellow boxes (i.e. is there a potential need for a building project at Finn to meeting building occupancy permits, etc.?). The Committee agreed to ask the Superintendent to produce the scenarios using the exact projections from RLS, so that could be used for comparison to the 10 % contingency scenario that is currently used in the School Administration Space Needs. Ms. Martin also suggested edits to the wording and clarification of the charts, which the Committee agreed to.

Mr. Malinowski raised a question related to Trottier and the amount of excess space that exists in any scenario if it remains Grade 6 – 8. Mr. Malinowski reiterated he does not want to revisit moving Grade 5 to

this building given the educational reasons discussed at prior meetings. The question posed was more around what or whether Trottier could be considered as an elementary school and the middle school moved elsewhere. Mr. Lavoie spoke to some of the design around Trottier related specifically to middle school programming. Mr. Martineau also spoke to the fact that the cafeteria may be undersized in a repurpose scenario. The Committee left the discussion encouraging Mr. Martineau and Mr. Lavoie to be ready to continue to answer questions on that from a programming perspective. Mr. Martineau also suggested the Town could consider whether any of the excess space could be used for school administration or other town needs. The topic of safety on the school campus was briefly discussed related to needs other than the school administration. Mr. Martineau and Mr. Lavoie agreed to think about what space could be carved out, if needed.

Mr. Malinowski moved to accept the final RLS Demographic Study, subject to the update of 2020 births to 76. Roll Call Vote (3-0): Cook, aye; Martin, aye; Malinowski, aye

Mr. Malinowski moved to accept the School Administration Space Needs Analysis, subject to the update of the wording related to programmatic space requirements. Roll Call Vote (3-0): Cook, aye; Martin, aye; Malinowski, aye

### **MSBA Cost Analysis Update**

Mr. Malinowski indicated that Vertex is now under contract to assist with any costing analysis related to MSBA or non-MSBA funding analysis. Mr. Malinowski mentioned that there was a delay in linking up Ms. Cook as the Committee representative with Vertex. That connection has now occurred. Ms. Cook mentioned that she is working on her own independent analysis prior to meeting with Vertex. General discussion occurred about the current average cost per square footage for new and renovation.

The Committee agreed to meet on January 10<sup>th</sup> to review the status of Ms. Cook's analysis. All members agreed that this piece was critical to being ready for any report to the School Committee.

### **Review and possible vote on draft presentation for January School Committee Meeting**

Mr. Malinowski noted that he had started to prepare the report but noted that it was tough to reach any conclusions or recommendations without the final piece related to the MSBA.

### **Public Comment**

None

### **Other business that may properly come before the Committee**

None

### **Adjournment**

At 2:20 pm., Mr. Malinowski made a motion to adjourn; Ms. Martin seconded.

Roll Call Vote (3-0): Cook, aye; Martin, aye; Malinowski, aye

Minutes submitted by: Jason Malinowski

### **Documents Referenced During Meeting:**

- 1) Draft Meeting Minutes – November 16, 2021
- 2) RLS Demography - Final Report
- 3) School Administration Space Needs Analysis – Final Report

**Capital Planning Committee  
School Research Subcommittee  
December 22, 2021  
Virtual Meeting held via Zoom**

Voting Members Present: Jason Malinowski (Chair), Kathy Cook

Voting Members Absent: Keturah Martin

At 7:45 pm, Mr. Malinowski called the meeting to order.

Mr. Malinowski as Chair of the Capital Planning Committee was present at the Advisory Committee meeting, which Ms. Cook chairs for purposes of presenting FY23 Capital Recommendations. Mr. Malinowski and Ms. Cook constituted a quorum of this Subcommittee.

Given that discussion may have occurred related to the school research subcommittee, a meeting notice was posted. No discussion during the meeting occurred related to the work of the School Research Subcommittee as part of the broader update given by Mr. Malinowski and the Capital Planning Committee to the Advisory Committee.

**Adjournment**

At 9:05 pm., Mr. Malinowski made a motion to adjourn; Ms. Cook seconded

Roll Call Vote (2-0): Cook, aye; Malinowski, aye

Minutes submitted by: Jason Malinowski

**Documents Referenced During Meeting: None**

**Town of Southborough, Massachusetts**  
**Capital Planning Committee – School Research Subcommittee**

**Monday January 10<sup>th</sup>, 2022 10:30 AM**

**REMOTE MEETING VIA ZOOM**

May be watched or may participate in the meeting remotely with the meeting link at: <https://www.southboroughtown.com/remotemeetings>.

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

Agenda (all items may have one or more votes taken to the extent action is required):

- I. Call Meeting to Order
- II. Approval of Meeting Minutes from December 21, 2021, December 22, 2021, and January 7, 2022
- III. Superintendent's Update – MSBA SOI Neary School
- IV. Chair's Update – Update on Town Space Needs Study
- V. Review of MSBA Cost Analysis
- VI. Review and possible vote on components of final report for special School Committee Meeting
- VII. Public Comment
- VIII. Other business that may properly come before the Committee
- IX. Adjournment

Jason W. Malinowski  
Chair, Capital Planning Committee – School Research Subcommittee