

## 1. Meeting Materials

### Documents:

[MINUTES FROM 1-7-22 1 \(PDF\).PDF](#)  
[MSBA MEMO \(PDF\).PDF](#)  
[NEARY ES 011122 \(PDF\).PDF](#)  
[SOUTHBOROUGH - MSBA INTRO WO BIO \(PDF\).PDF](#)  
[CAPITAL PLANNING-SCHOOL RESEARCH 1.20.2022 DRAFT \(PDF\).PDF](#)  
[2022.01.25 CAP. PLAN. CMTE-SCHOOL RESEARCH SUBCMTE AGENDA \(PDF\).PDF](#)

**Town of Southborough  
Capital Planning Committee  
School Research Subcommittee**  
**January 7, 2022**  
**12 p.m. (Noon)**  
**Remote Meeting**

**MEETING MINUTES**

- 1
- 2 Present: Jason Malinowski (JM), Kathy Cook(KC)
- 3 This was a working group meeting between JM and KC – no others present. Because KC and JM
- 4 comprise a meeting quorum meeting was held in public to comply with OMLs.
- 5
- 6 The Meeting was called to order at 12:06 P.M.
- 7 Jason Malinowski chaired the meeting.
- 8 The purpose of the meeting was to allow JM and KC to primarily discuss the report that KC was writing
- 9 about the pros and cons of using MSBA financing. Logistics of getting the report written including
- 10 collaboration with Jon Lemieux were discussed. KC agreed to try to have report written in time for 1-10
- 11 full committee meeting. JM reminded KC about Neary capital plan items – parking lot repaving,
- 12 windows and roof totaling \$2MM.
- 13 JM and KC spent time discussing possible timeline for project and expressed concerns about the
- 14 timeline's impact on other projects.
- 15 JM moved to adjourn; KC seconded the motion; vote 2-0 for approval.
- 16
- 17 Meeting was adjourned at 12:30 PM.
- 18 \* \* \*
- 19 Minutes prepared by Kathy Cook
- 20 Documents discussed/referenced at the meeting: None

## **Background**

The MSBA (Massachusetts School Building Authority) was formed in 2004 to replace the former school building assistance program. Southborough built its last three schools (Finn, Trottier and Woodward using the predecessor program.) The MSBA strives to work with local communities to create affordable, sustainable, and energy efficient schools across Massachusetts. The MSBA is funded each year with one cent from the state's current 6.25% sales tax or .16% of the total sales tax collected each year.

Massachusetts collected \$7.834B in sales tax for the fiscal year ended June 30, 2021 meaning that \$12,534,400 was added to the MSBA Trust Fund for FY 21. Unlike the most recent Southborough school projects funded in part by the predecessor MSBA program – the current practice of the MSBA is to fund payments as costs are incurred within fifteen days of submitting a request using the MSBA's Pro-Pay online system. For Southborough's most recent school projects – Trottier, Finn and Woodward – Southborough received state funds equally over the lives of the bonds issued to fund the projects.

The MSBA runs two programs to provide financial assistance to Massachusetts public schools – the Core Program and the Accelerated Repair Program. Southborough applied in 2021 to the Core Program to rehabilitate the Neary School. Southborough's 2021 Statement of Interest (SOI) is currently one of eleven projects being evaluated by the MSBA for acceptance into their Core Program.

If a core project is accepted into the MSBA program, the MSBA will reimburse the district for a percentage of eligible costs. Note that eligible costs are generally significantly less than actual costs due to the application of cost caps which are currently far less than actual school construction costs in Massachusetts. The percentage of eligible costs is determined by the MSBA based on several factors. Each district's reimbursement rate is different. We do not know our current reimbursement rate. The last school building project that the state participated in reimbursed Southborough 63% of eligible costs. Additionally, districts have the opportunity to increase the reimbursement rate by up to 2 percentage points for obtaining LEED certification and a design that improves energy usage by at least 20%.

## **Conclusion**

The primary purpose of this memo is to evaluate the pros and cons of working within the MSBA process including accepting their reimbursement. Earlier we had heard a story of another town who declined to participate in the MSBA process so we were curious as to their reasoning.

I worked with Jon Lemieux on this memo. Mr. Lemieux and his firm have extensive experience in all public building processes including schools. Mr. Lemieux and his firm (Vertex) served as the Outside Project Manager (OPM) for the recently completed public safety building project. His expertise is well known to both Jason Malinowski and myself. He was therefore chosen to work with me on this memo.

Mr. Lemieux and I have concluded that there is only one substantial reason not to work thru the MSBA to rehab Neary - that the completion date of the rehab is expected to be significantly longer – anywhere from two years to 3.5 years longer. There are two significant consequences of the delay.

First, the gross constructions costs would be expected to be greater due to cost escalation with an MSBA project than would be the case if Southborough funded the entire construction cost itself. If costs escalate more than recent historical escalations, there is a possibility that the net cost of the project (after MSBA reimbursement) could exceed the gross cost of the project without MSBA reimbursement.

Inflation today is quite concerning. It is the highest it has been in forty years. Originally, the Fed believed that the inflation experienced recently was temporary and would return to normal levels. However, today the Fed is concerned that inflation is not temporary and is expected to start raising the Federal Funds rate after their meeting that concludes on January 26, 2022. We therefore have no assurance that the recent history of construction cost increases is prologue for future increases. The significant inflation being experienced today has affected current construction costs significantly.

Second, the delay in the completion of the Neary rehab would have an impact on the plans to use the space freed up by the closure of Woodward for other town uses. There are currently several needs for more space that may not be able to wait for the Neary project to be completed. **If other projects were to go forward due to the construction delay, any cost savings from using MSBA financing could easily be obviated. It could cost Southborough more to wait the extra 2 – 3.5 years to use the MSBA program.**

Attached is an Excel worksheet prepared by Mr. Lemieux that illustrates the gross savings that would be achieved under various timing assumptions using MSBA funding. In each case there is a significant savings. Mr Lemeiux used a 4% annual cost escalator in the spreadsheet and an effective 16.9% reimbursement rate. **However, the spreadsheet does not factor in the potential for higher interest costs given the perm bonds may be issued at different times given the different timelines.**

It is generally a fool's errand to attempt to predict interest rates. There have been times recently when the widespread belief was that interest rates would increase. But due to unforeseen circumstances (e.g. the pandemic) that did not happen.

What we do know today is what interest rates are today. But even if we believe interest rates are going to rise over the next few years – a project without MSBA financing would still take time to get to the point where perm bonds can be issued. **Therefore we will undertake this project with an interest rate rise risk regardless of whether we choose to work within the MSBA process or not. There is no ability to lock in current interest rates for this project due to the need to receive Town Meeting approval first. In order to receive TM approval a schematic design with estimated construction costs has to be obtained. That approval could not be obtained for 1-2 years.**

Attached are two documents prepared by Mr. Lemieux. The first is a deck that describes the MSBA process. The second is an Excel workbook that attempts to project what the Neary project could cost using today's assumptions for size and cost. **The spreadsheet assumes a 4% annual cost escalation.** The spreadsheet then compares the net cost of the project using MSBA funding to the gross cost of going it alone.

Note that the **effective** reimbursement rate that is used on the spreadsheet of 16.9% represents Vertex' recent experience. The effective reimbursement rate is computed when the MSBA caps for various items are factored in (e.g. PSF building cost, FF&E per student reimbursement, and site cost work cap). Massachusetts so far has not raised their caps on construction costs to match the recent rise in costs.

Note that you can change two variables in the attached Excel workbook. The variables for cost escalation on the second tab and the variable for the estimated effective reimbursement rate can be changed. Note that if you increase the cost escalation rate to 6% from 4% - all financial benefit from using the MSBA funding is eliminated.

Also note that we do not have to lock ourselves in to accepting the MSBA funding until further in the process when more is known such as the effective reimbursement rate. We would also have a better idea of MSBA timing so would know which of the four MSBA timing scenarios shown on the Excel workbook is correct. Then we would have a better idea of the actual financial benefit from using MSBA funding. Hopefully by then the MSBA cost caps would also have been raised increasing our effective reimbursement rate. We would be able to make a better decision with the additional data.

Therefore our recommendation is to continue to proceed as if we will work within the MSBA process if invited until we have more data to make a better computation of the financial benefit of using MSBA funds to finance a portion of the Neary rehab.

## MSBA OPTION

### Enrollment at 2030 per RLS

Grade 3

Grade 4

Grade 5

Total estimated enrollment

Space needs at 150 sf per student (SF)

Allowance for add'l requested space (SPED, auditorium, etc.) (SF)

Total space needs (SF)

Midpoint of construction (rounded to beginning of month)

Cost per SF at midpoint

Construction cost per SF

Soft costs at 25% of construction costs

### Total Project Budget

CAN CHANGE REIMBURSEMENT RATES

Potential MSBA reimbursement rate

Estimated effective rate after costs caps and exclusions (assumption)

Potential MSBA grant at effective rate

### Potential Southborough share (excluding financing costs)

## NON MSBA OPTION

### Enrollment at 2030 per RLS

Grade 3

Grade 4

Grade 5

Estimated enrollment

Space needs at 150 sf per student (SF)

Allowance for add'l requested space (SPED, auditorium, etc.) (SF)

Total space needs (SF)

Midpoint of construction (rounded to beginning of month)

Cost per SF at midpoint

Construction cost per SF

Soft costs at 25% of construction costs

### Total Project Budget

## SUMMARY

Cost of construction

Reimbursement

Cost to the Town

MSBA cost vs Non-MSBA

Completion time (entire project)

Difference to MSBA (years)

**See schedule and Escalation tab**

For MSBA option, midpoint of construction would be 1/1/27	\$ 750.67
For MSBA option PLUS 6 months, midpoint of construction would be 7/1/27	\$ 765.69
For MSBA option PLUS 12 months, midpoint of construction would be 1/1/28	\$ 781.00
For MSBA option PLUS 18 months, midpoint of construction would be 7/1/28	\$ 796.62
For non-MSBA option, midpoint of construction would be 1/1/25	\$ 694.04

MSBA	MSBA + 6 mo	MSBA + 12 mo	MSBA + 18 mo	F-
146	146	146	146	
140	140	140	140	
<u>117</u>	<u>117</u>	<u>117</u>	<u>117</u>	
403	403	403	403	
60450	60450	60450	60450	
<u>6045</u>	<u>6045</u>	<u>6045</u>	<u>6045</u>	
66495	66495	66495	66495	

	1/1/2027	7/1/2027	1/1/2028	7/1/2028
\$	751	\$ 766	\$ 781	\$ 797
\$	49,916,124	\$ 50,914,446	\$ 51,932,735	\$ 52,971,390
\$	12,479,031	\$ 12,728,612	\$ 12,983,184	\$ 13,242,847
\$	<b>62,395,154</b>	<b>\$ 63,643,058</b>	<b>\$ 64,915,919</b>	<b>\$ 66,214,237</b>
	36.9%	36.9%	36.9%	36.9%
→	16.9%	16.9%	16.9%	16.9%
\$	10,544,781	\$ 10,755,677	\$ 10,970,790	\$ 11,190,206
\$	<b>51,850,373</b>	<b>\$ 52,887,381</b>	<b>\$ 53,945,128</b>	<b>\$ 55,024,031</b>

Total K to 8	F-
Total K to G1	
Kindergarten	
Grade 1	
Grade 2	
Grade 3	
Grade 4	
Grade 5	
Grade 6	
Grade 7	
Grade 8	

Task Name	
<b>Neary ES (M)</b>	
Town Meetir	
Eligibility Peri	
Feasibility an	
Town Vote (3)	
Design Devel	
Bidding (2 mo	
Construction	
<b>Midpoint of</b>	

Neary ES (To	
Town Meetir	
Feasibility an	
Design Devel	
Bidding (2 mo	
Town Vote w	
Construction	
<b>Midpoint of</b>	

146  
140  
117  
403

60450  
6045  
66495

1/1/2025  
\$ 694  
\$ 46,150,262  
\$ 11,537,566  
\$ **57,687,828**

MSBA      MSBA + 6 mo      MSBA + 12 mo      MSBA + 18 mo      Non-MSBA

\$ 62,395,154	\$ 63,643,058	\$ 64,915,919	\$ 66,214,237	\$ 57,687,828
\$ (10,544,781)	\$ (10,755,677)	\$ (10,970,790)	\$ (11,190,206)	\$ -
\$ 51,850,373	\$ 52,887,381	\$ 53,945,128	\$ 55,024,031	\$ 57,687,828
\$ (5,837,454)	\$ (4,800,447)	\$ (3,742,699)	\$ (2,663,797)	\$ -

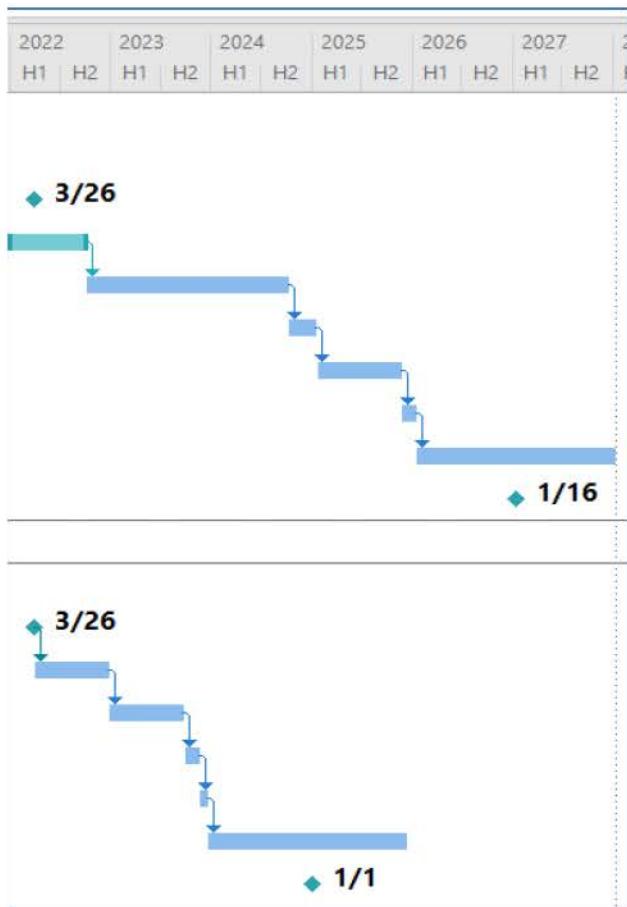
1/3/2028	7/3/2028	1/3/2029	7/3/2029	12/12/2025
2.1	2.6	3.1	3.6	0.0

2015	F-2016	F-2017	F-2018	F-2019	F-2020	F-2021	F-2022	F-2023	F-2024	F-2025	F-2026	F-2027	F-2028	F-2
1,268	1,257	1,235	1,191	1,200	1,135	1,152	1,133	1,124	1,138	1,134	1,135	1,153	1,161	1,
1,140	1,138	1,105	1,080	1,060	1,031	1,035	1,031	1,012	1,007	1,028	1,009	1,019	1,020	1,
128	119	130	111	140	104	117	102	112	131	106	126	134	141	
121	136	120	133	117	143	116	124	108	120	139	112	134	142	
110	127	138	124	138	120	146	119	128	111	123	143	116	138	
131	118	128	134	120	134	127	146	119	128	111	123	143	115	
159	137	121	129	135	123	137	129	149	121	130	113	125	146	
138	161	137	129	133	129	123	136	129	148	121	130	113	124	
161	143	159	136	129	132	128	122	136	128	147	120	129	112	
156	157	146	152	135	123	129	125	119	132	125	143	117	126	
164	159	156	143	153	127	129	129	125	119	132	125	143	117	

	Duration	Start	Finish	Predecessors	2021
					H1 H2
<b>SBA program)</b>					
ng to approve FS dollars	0 days	Sat 3/26/22	Sat 3/26/22		
iod (typ. 9 months w/o "slotting")	197 days	Sat 1/1/22	Sat 10/1/22		
id Schematic Design (18-24 months)	525 days	Mon 10/3/22	Fri 10/4/24	4	
3 months)	75 days	Mon 10/7/24	Fri 1/17/25	5	
lopment and CDs (10 months)	219 days	Mon 1/20/25	Thu 11/20/25	6	
onths)	40 days	Fri 11/21/25	Thu 1/15/26	7	
i (24 months inc demo)	520 days	Fri 1/16/26	Thu 1/13/28	8	
<b>construction</b>	0 days	Sat 1/16/27	Sat 1/16/27		
<b>own project only)</b>					
ng to approve FS dollars	0 days	Sat 3/26/22	Sat 3/26/22		
id Schematic Design (9 months)	195 days	Mon 3/28/22	Fri 12/23/22	13	
lopment and CDs (9 months)	195 days	Mon 12/26/22	Fri 9/22/23	14	
onths)	40 days	Mon 9/25/23	Fri 11/17/23	15	
with Construciton bids	20 days	Mon 11/20/23	Fri 12/15/23	16	
i (24 months inc demo)	520 days	Mon 12/18/23	Fri 12/12/25	17	
<b>construction</b>	0 days	Wed 1/1/25	Wed 1/1/25		



029	F-2030
,200	1,241
,054	1,086
146	155
149	155
146	154
137	146
118	140
145	117
124	144
109	121
125	109



**CAN CHANGE ESCALATION IN THIS CELL (changes will carry through)**

Escalation	1/1/2022	1/1/2023	1/1/2024	1/1/2025
Escalation		4%	4%	4%
Current cost per SF	\$ 617.00	\$ 641.68	\$ 667.35	\$ 694.04

Non-MSBA option  
Midpoint of construction  
(added three additional)

*Ashland Mindess School check*

<i>Construction start</i>	3/1/2022
<i>Duration</i>	20 months for new build
<i>Midpoint of construction</i>	1/1/2023
<i>Current SF price less ledge and geothermal</i>	\$ 633.00

1/1/2026	1/1/2027	7/1/2027	1/1/2028	7/1/2028
4%	4%	2%	2%	2%
\$ 721.80	\$ 750.67	\$ 765.69	\$ 781.00	\$ 796.62


  
 MSBA option      MSBA option      MSBA option      MSBA option

on      Midpoint of const.      PLUS 6 months      PLUS 12 months      PLUS 18 months

1 months)

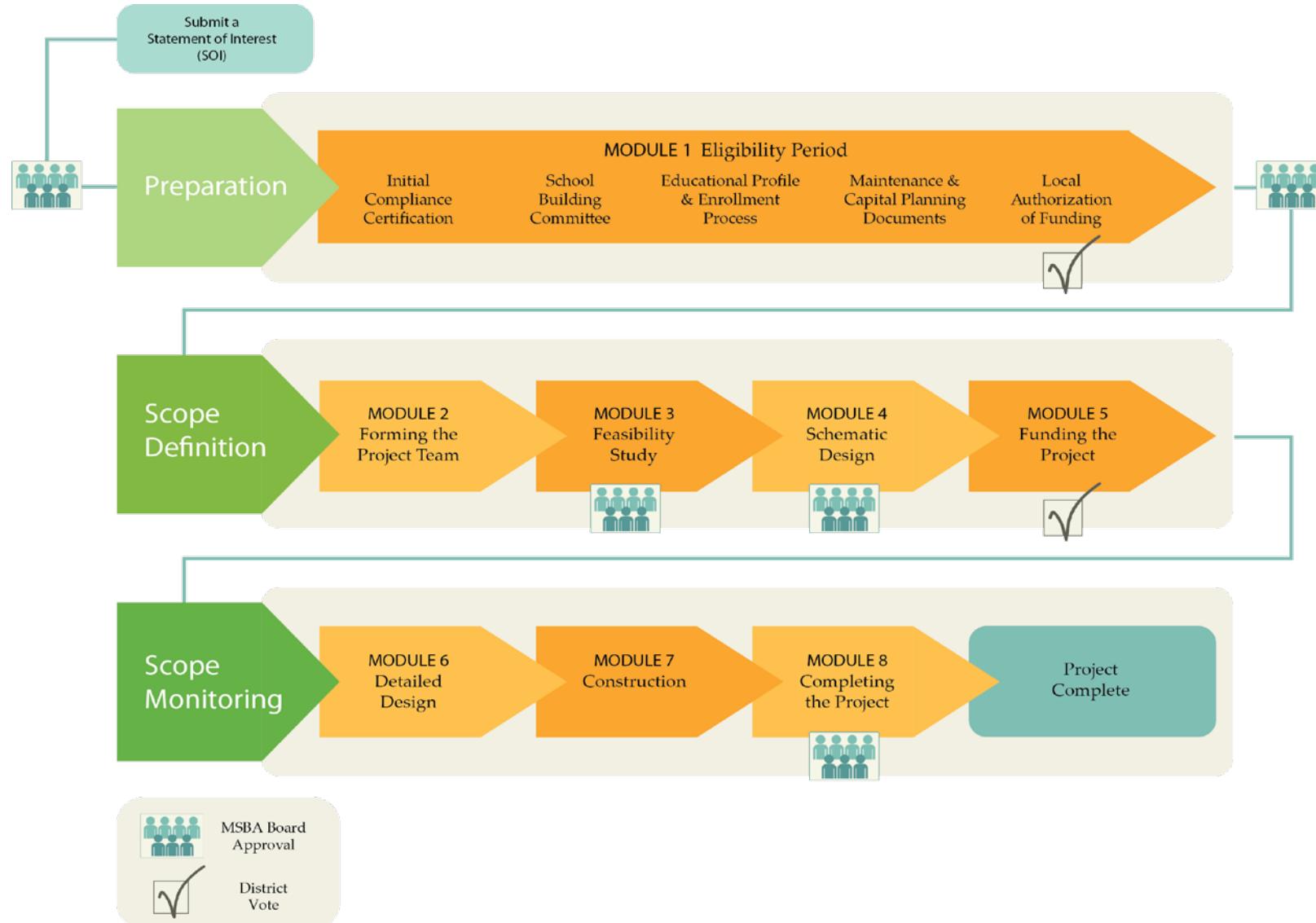
# **Town of Southborough**

## **Introduction to the MSBA Process**

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January 22, 2022

# MSBA CORE PROGRAM - PROCESS OVERVIEW



*This is a 5-7  
year process  
once invited in.*

The Massachusetts School Building Authority's (the "MSBA's") grant program is a non-entitlement, competitive program, and its grants are distributed by the MSBA Board of Directors based on need and urgency, as expressed by the district and validated by the MSBA.

The MSBA completes an exhaustive review of available information regarding all districts that submit a Statement of Interest ("SOI") for the Core Program each year.

The goals of the review include:

- To determine those schools that are the most urgent and needy relative to the pool of SOI submittals filed in that year. The MSBA considers many factors when looking at the totality of the SOIs including, but not limited to:
  - the age of the building,
  - the amount of space per student,
  - the current and projected enrollment,
  - the condition of the major systems of the school,
  - the general environment of the building and
  - the appropriateness of the building to the educational mission.
- To collaborate with districts on the potential project that they have identified as the priority school if they are filing more than one SOI for that given year;
- To understand if the MSBA is currently partnering with the district on another Core Program project already underway; and
- To understand the range of options each district faces when planning for district-wide educational facilities

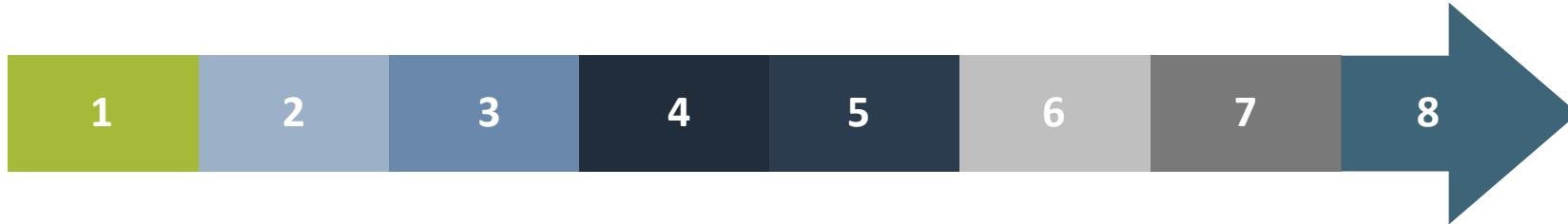
## The SOI Due Diligence Process

The SOI process involves the district filing an electronic version of an SOI with the MSBA by the dates established. MSBA staff is readily available to address concerns, questions, and issues during the filing period. Once the filing period has closed, MSBA staff commences the due diligence process for all SOIs. This is a four-phase process, which includes:

1. Review SOI submissions for completeness;
2. Review SOI submissions and accompanying documents for content;
3. Conduct senior study visits, if required; and,
4. Recommend SOIs for invitation into Eligibility Period.

During this SOI DD process, the MSBA may seek to obtain additional or clarifying information from districts. As the MSBA reviews the entire cohort of SOIs received, it will determine the appropriate level of due diligence that will be required for each SOI and will notify districts of next steps accordingly.

Once invited into the process:



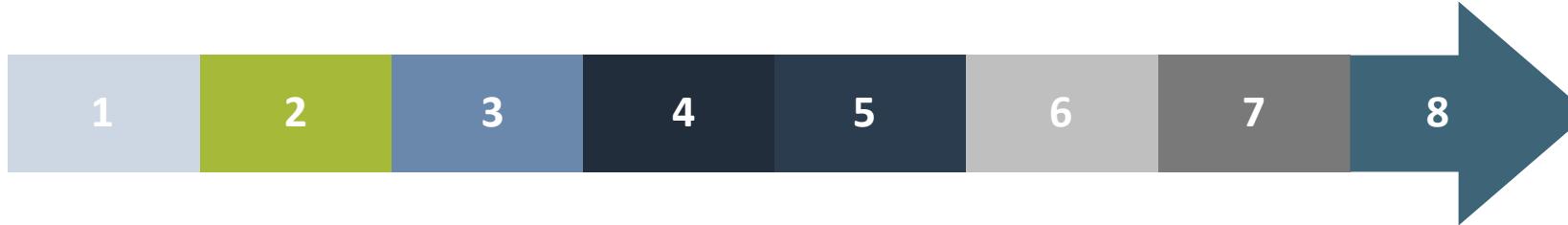
There are eight (8) MSBA modules

1. Eligibility Period
2. Forming the Team
3. Feasibility Study
4. Schematic Design
5. Funding the Project
6. Detailed Design
7. Construction
8. Completing the Project

*Work completed by the District for this step:*

- *Educational profile*
- *Maintenance documentation*
- ***Enrollment certification – drives the size of the program and the school; not negotiable once finalized; currently 800 students***
- *Local authorization for funding Feasibility*

# MSBA PROCESS – FORMING THE TEAM

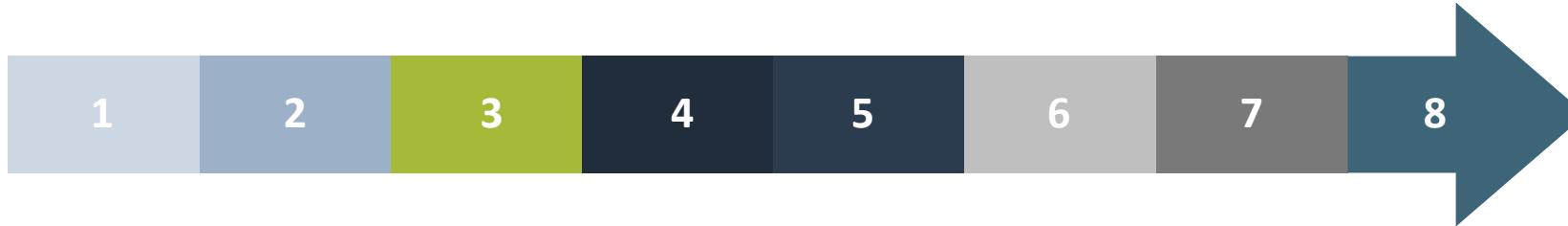


There are eight (8) MSBA modules

1. Eligibility Period
2. Forming the Team
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8. Completing the Project

*In this phase:*

- *Selection of your Owner's Project Manager (OPM) – your choice, following the MSBA procedure*
- *Solicitation of Designer services; District provides their feedback to Designer Selection Board (DSB) – 10 members plus three District votes*



There are eight (8) MSBA modules

1. Eligibility Period
2. Forming the Team
3. Feasibility Study
4. Schematic Design
5. Funding the Project
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7. Construction
8. Completing the Project

*In this phase:*

- *Education program development (does building address educational needs of District?)*
- *Initial space summary (i.e., how big does it need to be? Tied to enrollment projection)*
- *Document existing conditions*
- *Establish design parameters*
- **Develop and generate alternatives**
- ***Recommend the most cost effective and educationally appropriate solution for the District to the MSBA***

# MSBA PROCESS – FEASIBILITY STUDY

*Sample options matrix*

Option (Description)	Total GSF	SF of Renovated (Cost*/SF)	SF of New Construction (Cost*/SF)	Site, Demo, Hazmat*	Est. Total Construction Cost ** (\$/SF)	Estimated Total Project Costs***
Option 1 (1.A.1 (Base Repair / Code Renovation))	67,210	67,210 (\$341/SF)	NA	\$1,620,162	\$24,618,062 (\$366.29/SF)	\$34,276,000
Option 2 (A.2 – Add / Renovate)	84,928	32,714 (\$380/SF)	52,214 (\$403/SF)	\$6,663,878	\$41,900,641 (\$493.37/SF)	\$53,235,000
Option 3 (B.2 – New)****	91,644	NA	91,644 (\$379/SF)	\$8,355,308	\$43,260,078 (\$472/SF)	\$54,559,000
Option 4 (C.3 – New)	91,644	NA	91,644 (\$377/SF)	\$8,376,678	\$43,057,865 (\$470/SF)	\$54,317,000

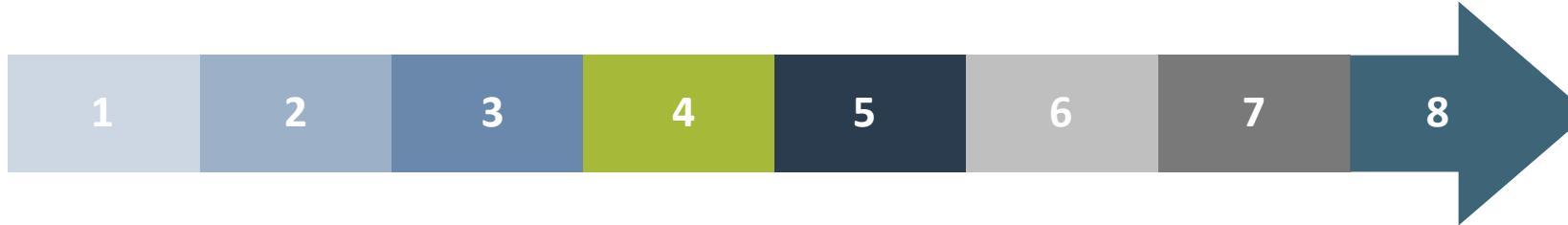
\*Cost is marked up construction costs but exclusive of phasing and temporary classrooms  
 \*\*Cost is marked up construction costs and includes phasing and temporary classrooms  
 \*\*\* Cost includes all project costs including phasing and temporary classrooms  
 \*\*\*\*District's Preferred Option

Preliminary Design Program (PDP)  
(many options)

Preliminary Schematic Report (PSR)  
(few options)

Next module

Schematic Design  
(preferred option)



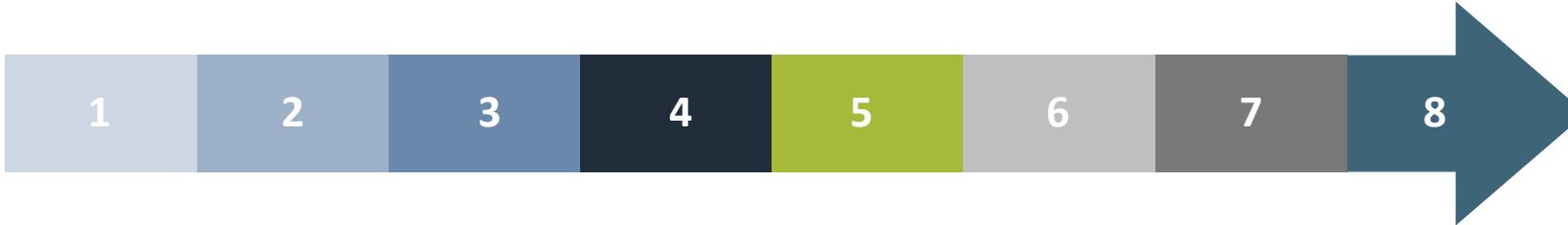
There are eight (8) MSBA modules

1. Eligibility Period
2. Forming the Team
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4. Schematic Design
5. Funding the Project
6. Detailed Design
7. Construction
8. Completing the Project

*In this phase:*

- *Development of a robust schematic design with sufficient detail to establish the scope, budget and schedule of the proposed project*
- ***This is the phase where you set the***
  - *design*
  - *budget, including reimbursement amount*
  - *schedule; and*
  - *tax impact*

# MSBA PROCESS – FUNDING THE PROJECT

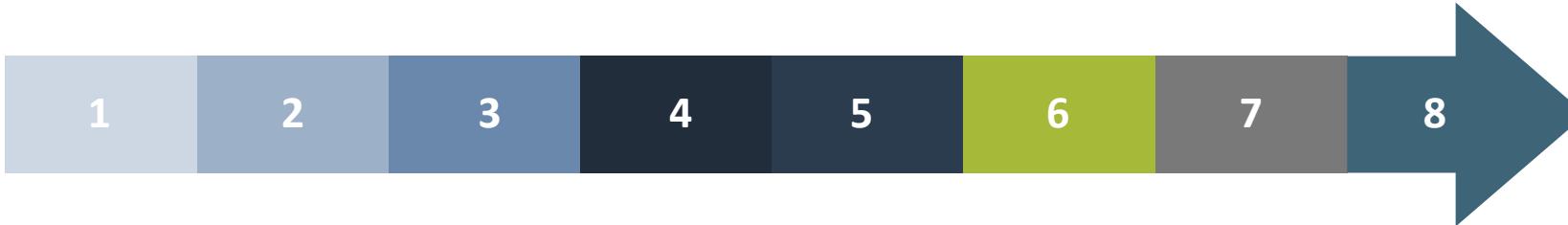


There are eight (8) MSBA modules

1. Eligibility Period
2. Forming the Team
3. Feasibility Study
4. Schematic Design
5. **Funding the Project**
6. Detailed Design
7. Construction
8. Completing the Project

*In this phase:*

- **Building support for the project**
- *Project Scope and Budget Agreement with the MSBA*
- *This is the “big ask”; District approves the entire budget approved as part of the Schematic Design (not the net between the total and the reimbursement)*
- *Proof of the vote must be certified and sent to the MSBA*
- *Project Funding Agreement with the MSBA*

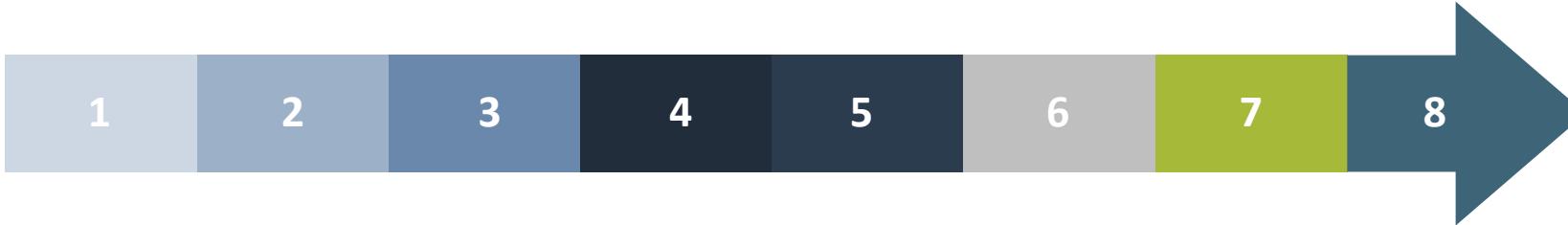


There are eight (8) MSBA modules

1. Eligibility Period
2. Forming the Team
3. Feasibility Study
4. Schematic Design
5. Funding the Project
6. **Detailed Design**
7. Construction
8. Completing the Project

*In this phase:*

- *Design develops from Schematic to documents appropriate for Bidding by the trades*
- *Required periodic submissions to MSBA with MSBA opportunity to review and comment:*
  - *Design Development (DD)*
  - *60% Construction Documents (CD60)*
  - *90% Construction Documents (CD90)*
- *Cost estimates by the Designer and OPM with reconciliation each time*

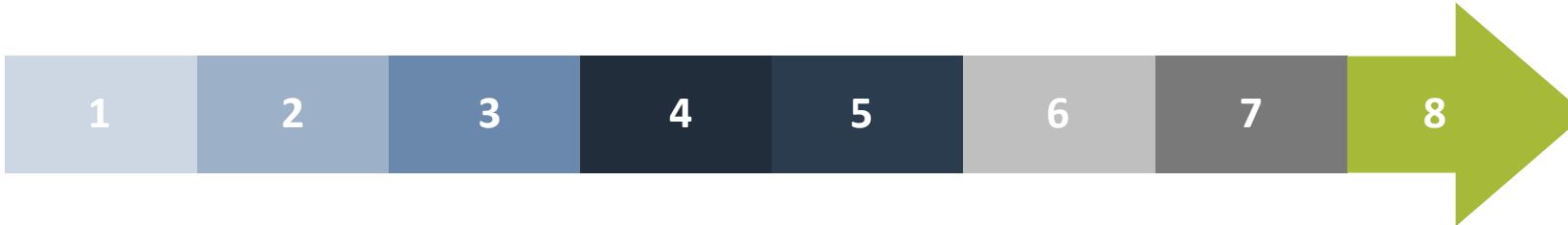


There are eight (8) MSBA modules

1. Eligibility Period
2. Forming the Team
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4. Schematic Design
5. Funding the Project
6. Detailed Design
7. **Construction**
8. Completing the Project

*In this phase:*

- *Bid and build the project*
- *Project Funding Agreement with the MSBA is amended to reflect the actual construction value of the project (actual vs. estimate)*
- *Monthly updates to MSBA*



There are eight (8) MSBA modules

1. Eligibility Period
2. Forming the Team
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4. Schematic Design
5. Funding the Project
6. Detailed Design
7. Construction
8. Completing the Project

*In this phase:*

- *Process of closing the project including the final audit by the MSBA*
- *MSBA holds payments beyond 95% of the grant value contingent upon the closeout audit, reconciliation of change orders, etc.*
- *Can take multiple years to close*

## Other items

- Reimbursement rates are on eligible costs, after cost caps are applied, for example
  - Site cost cap at 8% of construction
  - SF cost cap at \$350 per SF – *current SF cost is over \$500*
  - FFE and Technology cap each at \$1,200 per student
- MSBA provides a Commissioning Agent that participates in Design, Construction and Closeout
- Two additional reimbursement points for LEED Certification plus 20% improved energy
- Net Zero considerations – codes getting tighter but costs getting better

**Capital Planning Committee  
School Research Subcommittee  
January 20, 2022  
Virtual Meeting held via Zoom**

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

Voting Members Absent: Kathy Cook

Non-Voting Members Also Present: Greg Martineau and Keith Lavoie

At 7:36 pm, Mr. Malinowski called the meeting to order.

Mr. Malinowski and Ms. Martin were both present at the Southborough Capital Planning Committee's meeting to hear the full space needs report for all town departments and the potential implications on this analysis if the Woodward School were to be repurposed to a municipal building. Most of the meeting consisted of a presentation from the town designer, DRA, on their full report.

During the public comment section, specific to the charge of this Subcommittee, discussion ensued about how the proper location for the School Administration space (i.e. in potential Woodward location or at the Town House) and the relocation of students from Woodward School. Ms. Martin clarified for another school committee member and the broader audience that all of this plan would be predicated upon something happening with the Neary School.

No decisions or motions were made.

**Adjournment**

At 8:50 pm., Mr. Malinowski made a motion to adjourn; Ms. Martin seconded

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

Minutes submitted by: Jason Malinowski

Documents Referenced During Meeting:

- 1) DRA Space Needs Report

**Town of Southborough, Massachusetts****Capital Planning Committee – School Research Subcommittee****Tuesday January 25<sup>th</sup>, 2022 1:00 PM****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 January 7, 2022, January 10, 2022, and January 20, 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 February School Committee Meeting, including discussion of pre-meeting communication to public
- 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