

Town of Southborough, MA

Neary Building Committee Finance Subcommittee

Neary Building Committee

Friday, January 24, 2025 1 p.m.

Virtual Zoom Meeting

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.

Neary Building Committee:

Members Present: Kathryn Cook, Andrew Pfaff, and Mark Davis

Members Absent: None

Ex-Officio

Members Present: Rebecca Pellegrino, Assistant Superintendent of Finance, and Brian Ballantine Town Treasurer/ Finance Director

Members Absent: None

1. Call Meeting to Order

Kathryn Cook called the Neary Building Committee - Finance Subcommittee meeting into order at 1:06 pm.

2. Approve minutes from 12-30-24

Kathryn Cook asked for a discussion and a vote.

Andrew Pfaff moved, Mark Davis seconded, and it was unanimously voted by roll call, "To approve the minutes for December 30th."

MOTION TO APPROVE
MEETING MINUTES

Roll Call

For: Andrew Pfaff, Mark Davis, and Kathryn Cook

Opposed: None

Abstained: None

3. Approve all outstanding invoices

Kathryn Cook asked for a discussion and a vote.

Andrew Pfaff moved, Mark Davis seconded, and it was unanimously voted by roll call, "To approve Arrowstreet invoice #729900 in the amount of \$87,500."

MOTION TO APPROVE
OUTSTANDING INVOICES

Roll Call

For: Andrew Pfaff, Mark Davis, and Kathryn Cook

Opposed: None

Abstained: None

Andrew Pfaff moved, Mark Davis seconded, and it was unanimously voted by roll call, “To approve the Skanska invoice #1323833-000- 15478-13 in the amount of \$5,400.”

MOTION TO APPROVE OUTSTANDING INVOICES

Roll Call

For: Andrew Pfaff, Mark Davis, and Kathryn Cook

Opposed: None

Abstained: None

4. Discussion of plan for next meeting tentatively scheduled for 2-7-25

Jim Burrows, Project Manager at Skanska, confirmed that Skanska, Arrowstreet, and the estimators planned a reconciliation meeting for February 5, 2025, with internal reviews on February 4, 2025, aiming to finalize estimates. Concerns were raised about the budget exceeding \$81.6 million, emphasizing the need for value engineering.

Submission to the Massachusetts School Building Authority is set for February 25, 2025, with budget approval required by February 14th, to make the deadline. Though a later submission on the 17th remained an option.

Discussions covered project scope, security assumptions, and reimbursement points for maintenance and Green Schools. Town budget projections remained uncertain. Cost management strategies, including tariff impacts and estimate accuracy at different design stages, were reviewed. The meeting also addressed site usage, field availability, MSBA site costs, and detention basin concerns, ensuring proper planning before the town meeting.

5. Other business that may properly be brought forth (None at this time)

6. Public Comment (None at this time)

7. Adjournment

Kathryn Cook requested a motion to adjourn.

Andrew Pfaff moved, Mark Davis seconded, and it was unanimously voted by roll call, “To adjourn.”

MOTION TO ADJOURN

Roll Call

For: Andrew Pfaff, Mark Davis, and Kathryn Cook

Opposed: None

Abstained: None

Kathryn Cook adjourned the meeting at 1:40 pm.

Respectfully submitted,
Mariana Silva, Central Office Administrative Assistant
Office of Superintendent

List of documents used at this meeting:

1. NBC – Finance Subcommittee Agenda of January 24, 2025
2. NBC – Finance Subcommittee Meeting Minutes of December 30, 2024

Town of Southborough, MA**Neary Building Committee Finance Subcommittee****Neary Building Committee****Friday, January 24, 2025 1 p.m.****Virtual Zoom Meeting**

This meeting may be watched and/or participated in remotely with the meeting link at: <https://ma-southborough.civicplus.com/674/Virtual-Meetings>.

Agenda

1. Call Meeting to Order
2. Approve minutes from 12-30-24
3. Approve all outstanding invoices
4. Discussion of plan for next meeting tentatively scheduled for 2-7-25
5. Other business that may properly be brought forth
6. Public Comment
7. Adjournment

Submitted by: Kathryn M. Cook, Chair

Town of Southborough, Massachusetts

Neary Building Committee Finance Subcommittee

Monday, December 30, 2024 9 A.M.

Virtual Zoom Meeting

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.

Neary Building Committee:

Members Present: Kathryn Cook, Andrew Pfaff, and Mark Davis

Members Absent: None

Ex-Officio

Members Present: Rebecca Pellegrino, Assistant Superintendent of Finance, and Brian Ballantine Town Treasurer/ Finance Director

Members Absent: None

1. Call Meeting to Order

Kathryn Cook called the Neary Building Committee - Finance Subcommittee meeting into order at 9:09 am.

2. Approve minutes from 11-14-24

Kathryn Cook asked for a discussion and a vote.

Andrew Pfaff moved, Mark Davis seconded, and it was unanimously voted by roll call, "To approve the minutes from the 14th."

MOTION TO APPROVE
MEETING MINUTES

Roll Call

For: Andrew Pfaff, Mark Davis, and Kathryn Cook

Opposed: None

Abstained: None

3. Approve all outstanding invoices

Kathryn Cook asked for a discussion and a vote.

Andrew Pfaff moved, Mark Davis seconded, and it was unanimously voted by roll call, "To approve the Skanska invoice #1323833-000-12 in the amount of \$10,560."

MOTION TO APPROVE
OUTSTANDING INVOICES

Roll Call

For: Andrew Pfaff, Mark Davis, and Kathryn Cook

Opposed: None

Abstained: None

Kathryn Cook asked for a discussion and a vote.

Andrew Pfaff moved, Mark Davis seconded, and it was unanimously voted by roll call, “To approve the Arrowstreet invoice #729863 in the amount of \$87,500.”

MOTION TO APPROVE
OUTSTANDING INVOICES

Roll Call

For: Andrew Pfaff, Mark Davis, and Kathryn Cook

Opposed: None

Abstained: None

4. Next meeting date – February 7, 2025, depending on when the Schematic Design submittal and reconcile estimates will be given to the Committee to review. They also agreed to hold February 8, 2025.
5. Other business that may properly be brought forth (None at this time)
6. Public Comment (None at this time)
7. Adjournment

Kathryn Cook requested a motion to adjourn.

Andrew Pfaff moved, Mark Davis seconded, and it was unanimously voted by roll call, “To adjourn.”

MOTION TO
ADJOURN

Roll Call

For: Andrew Pfaff, Mark Davis, and Kathryn Cook

Opposed: None

Abstained: None

Kathryn Cook adjourned the meeting at 9:17 am.

Respectfully submitted,

Mariana Silva, Central Office Administrative Assistant

Office of Superintendent

List of documents used at this meeting:

1. NBC – Finance Subcommittee Agenda of December 30, 2024
2. NBC – Finance Subcommittee Meeting Minutes of November 14, 2024