

Town of Southborough, Massachusetts
Neary Building Committee
Meeting Minutes
Neary Building Committee – Designer Selection Subcommittee
Monday January 29th, 2024

7:00 PM

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: Roger Challen, Mark Davis, Kathryn Cook, Andrew Pfaff (arrived at 7:40 PM)
Denise Eddy, and Jason Malinowski

Members Absent: Chris Evers

Ex-Officio

Members Present: Gregory Martineau Superintendent of Schools, Keith Lavoie Assistant Superintendent of Operations, Rebecca Pellegrino, Director of Finance, Kathleen Valenti, Neary School Principal, and Mark Purple, Town Administrator

Members Absent: Stefanie Reinhorn, Assistant Superintendent of Teaching and Learning, Steven Mucci, Principal of Woodward School, and Brian Ballantine Town Treasurer/ Finance Director

I. Call Meeting to Order

Jason Malinowski called the Neary Building Committee Meeting to order at 7:01 PM.

II. Campaign Finance Presentation

Jason Tait, Education Director at the Office of Campaign and Political Finance (OCPF), presented on the Campaign Finance Law.

III. Approval of Outstanding NBC Meeting Minutes – 1/9/2024

Jason Malinowski asked for a discussion and a vote.

Jason Malinowski moved, Roger Challen seconded, and voted 5-0-1 by roll call, (Denise Eddy abstained) "To approve as presented."

MOTION TO APPROVE
MEETING MINUTES

Roll Call:

For: Mark Davis, Roger Challen, Kathryn Cook, Andrew Pfaff, and Jason Malinowski

Opposed: None

Abstained: Denise Eddy

IV. Approval of Outstanding NBC – Designer Subcommittee Meeting Minutes – 11/21/23 and 11/29/23

Roger Challen asked for a discussion and a vote.

Mark Davis moved, Roger Challen seconded, and it was unanimously voted by roll call, “To approve the outstanding NBC – Designer Selection Subcommittee meeting minutes for November 21, 2023, and November 29, 2023.”

MOTION TO APPROVE
MEETING MINUTES

Roll Call:

For: Mark Davis and Roger Challen

Opposed: None

Abstained: None

V. Dissolve Designer Selection Subcommittee

Jason Malinowski expressed his appreciation to the Designer Selection Subcommittee, for their hard work that led to choosing Arrowstreet, the project designer.

Jason Malinowski moved, Denise Eddy seconded, and it was unanimously voted by roll call, “To dissolve the Designer Selection Subcommittee.”

MOTION TO
DISSOLVE DSSC

Roll Call:

For: Denise Eddy, Mark Davis, Roger Challen, Kathryn Cook, Andrew Pfaff, and Jason Malinowski

Opposed: None

Abstained: None

VI. Chair/Member Updates – Community Center Exploration Committee Conclusions

Jason Malinowski reported that the Community Center Exploration Committee will be dissolved within the next 15 days. In the upcoming week, the Committee will present their recommendations and consensus to the Select Board. The Committee studied various options such as new construction for recreation, a hypothetical library, a Senior Center, and repurposing the Finn School.

VII. District leadership team to work with OPM/Designer

Jim Burrows, Project Manager at Skanska, made it clear that the Finance Subcommittee would continue to handle any financial approvals or matters. The small working group that would collaborate with Skanska and Arrowstreet would not have the authority to approve or review bills and invoices. After tonight’s meeting, whoever is selected will report back to the full Neary Building Committee and provide updates.

Jason Malinowski moved, Kathryn Cook seconded, and it was unanimously voted by roll call, “For purposes of communication with the OPM, Skanska/ Designer in between meetings that this Committee accepts the Chair, School Committee rep, and Select Board rep as the District leadership team.”

MOTION FOR
DISTRICT
LEADERSHIP
TEAM

Roll Call:

For: Denise Eddy, Mark Davis, Roger Challen, Kathryn Cook, Andrew Pfaff, and Jason Malinowski

Opposed: None

Abstained: None

VIII. Authorization for Communications Subcommittee to engage website designer

The Communications Subcommittee had a meeting on January 26th. During the meeting, they were presented with a 30-page proposal and a quote from a website designer who specializes in school projects. Based on this, the subcommittee recommended that the full Neary Building Committee authorize engagement with the website designer, provided that the cost does not exceed \$10,000.

Denise Eddy moved, Andrew Pfaff seconded, and it was unanimously voted by roll call, “To hire the company for a max of/ not to exceed \$10,000.”

MOTION TO ENGAGE
WITH WEBSITE
DESIGNER

Roll Call:

For: Denise Eddy, Mark Davis, Kathryn Cook, Andrew Pfaff, Roger Challen, and Jason Malinowski

Opposed: None

Abstained: None

IX. Update on educational visioning process and key dates

Jason Malinowski has informed that the Skanska and Arrowstreet team has initiated the educational visioning process. The Arrowstreet team has had their initial glimpse of the existing facilities and had their first discussion with the administration team and certain facility members. In the upcoming week, Jason expects to present a schedule on how to involve the Town of Southborough in this process and get feedback.

X. Public Comment (None at this time)

XI. Meeting Schedule

The next meeting is on Monday, February 5th, 2024. Jason Malinowski plans to hold meetings on the first Monday of each month until March. After that, meetings will be held every other week.

XII. Other business that may properly come before the Committee (None at this time)

XIII. Adjournment

Jason Malinowski asked for a discussion and a vote.

Jason Malinowski moved, Denise Eddy seconded, and it was unanimously voted by roll call, “To adjourn.”

MOTION TO
ADJOURN

Roll Call:

For: Denise Eddy, Mark Davis, Kathryn Cook, Andrew Pfaff, Roger Challen, and Jason Malinowski

Opposed: None

Abstained: None

Jason Malinowski adjourned the meeting at 8:26 p.m.

Respectfully submitted,

Mariana Silva

Central Office Administrative Assistant

List of documents used at this meeting:

1. NBC Revised Agenda of January 29, 2024
2. Neary Building Committee Meeting Minutes of January 9, 2024
3. OCPF – Public Resources – Ballot Questions and The Campaign Finance Law Presentation

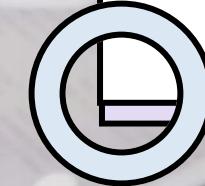


OCPF



PUBLIC
RESOURCES

BALLOT QUESTIONS
AND THE CAMPAIGN
FINANCE LAW





ABOUT OCPF



Appointed and
compensated
public employees

A large, ornate stone building with arched windows and flags, representing a government building.

Fundraising in buildings
used for governmental
purposes

- The Anderson Decision
- Ch. 55, S. 22A
- Ch. 53, S. 18B

IMPROPER DISTRIBUTION:

- Unsolicited
- Public Funds
- Election Issue

Common Applications

- Mass mailings
- Distribution via student backpacks
- ROBO calls
- School newsletter



SECTION 18B



GENERAL LAWS

Chapter

Section

GO >

◀ Part I

▶ Title I

▶ Title II

▶ Title III

▶ Title IV

▶ Title V

▶ Title VI

▶ Title VII

▶ Title VIII

▶ Chapter 50

▶ Chapter 51

▶ Chapter 52

▶ Chapter 53

Section 1

Section 2

Section 3

Section 18B: Information relating to questions on city, town or district ballot; contents; written arguments by principal proponents and opponents; public inspection

Print Page

◀ Prev

Next ▶

Section 18B. (a) As used in this section "governing body" shall mean, in a city, the city council or board of aldermen acting with the approval of the mayor subject to the charter of the city, in a town having a town council, the town council, in every other town, the board of selectmen and in a district as provided in sections 113 to 119, inclusive, of chapter 41, the prudential committee, if any, otherwise the commissioners of the district.

(b) The governing body of a city, town or district which accepts this section in the manner provided in section 4 of chapter 4 shall print information relating to each question that shall appear on the city, town or district ballot. The information shall include: (1) the full text of each question; (2) a fair and concise summary of each question, including a 1 sentence statement describing the effect of a yes or no vote, which shall be prepared by the city solicitor, town counsel or counsel for the city, town or district; and (3) arguments for and against each question as provided in subsections (d) and (e). Not later than 7 days before an election at which the question shall be submitted to the voters in a city, town or district, the information in this subsection shall be sent to each household wherein a person whose name appears on the current voting list for the city, town or district resides.

(c) Not later than the day following the date of the determination that a question shall appear on the ballot in an election, the governing body shall provide written notification to the city solicitor or town or district counsel and to the city or town clerk.

(d) Not later than 7 days after the determination that a question shall appear on the ballot, the city solicitor or town or district counsel, as applicable, shall seek written arguments from the principal proponents and opponents of the question. For the purposes of this section, the principal proponents and opponents of a question shall be those

OBJECTIVE INFORMATION

Permissible distributions

- Requested by the public
- Notification of an upcoming election (restricted to date, time, place and a brief neutral title)

Note: Call Ethics



A woman with blonde hair, wearing a dark top, is speaking into a black microphone. She is positioned in front of a bookshelf filled with books. In the foreground, a video camera is mounted on a tripod, filming the woman. The camera's lens and body are visible, with a green light on the side. The background is slightly blurred, showing more of the library environment.

Permissible actions of appointed officials:

- Take a position on a ballot question
- Prepare materials in the course of their duties
- Hold public meetings and forums
- Distribute material at forums
- Speak to the press
- Work for a BQ committee

Public Meetings

- Speech of officials is unrestricted
- Distribution of material at meetings is unrestricted
- Materials may discuss, and advocate for or against, a ballot question
- Such material may not be distributed proactively outside the meeting



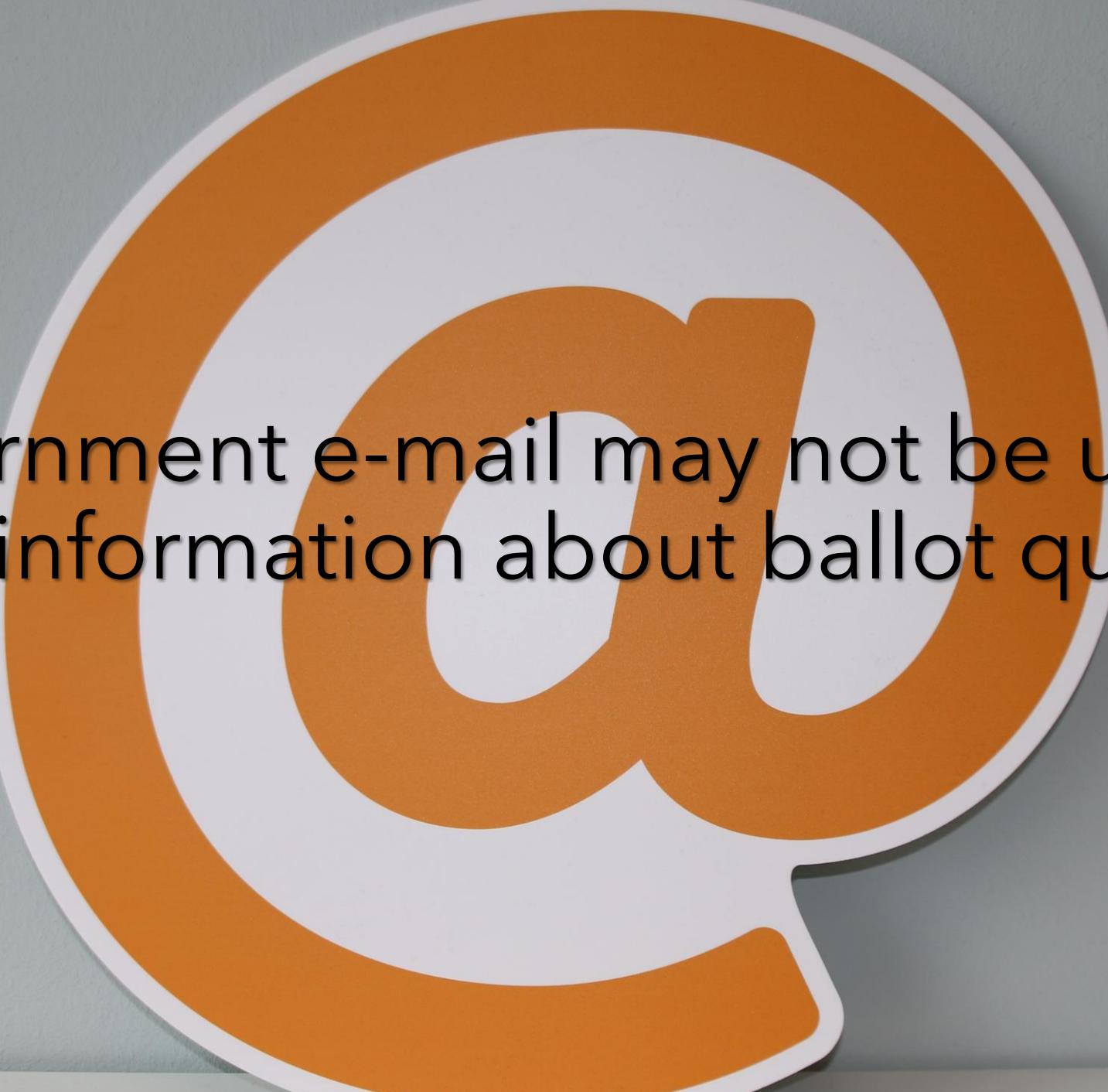
Equal Access:

Court: Political use of government facilities is improper, unless each side were given equal representation and access

Municipal Websites:

- Ballot question activity may be posted
- Such material may contain advocacy, but cannot take on the appearance of a campaign site





Government e-mail may not be used to send information about ballot questions



ROBO Calls: Such a calling system should not be used to distribute information or advocate concerning a ballot question

Time/Date/Place notification is OK, but contact Ethics



Form CPF M101 BQ: STATEMENT OF ORGANIZATION BALLOT QUESTION COMMITTEE MUNICIPAL FORM

Office of Campaign and Political Finance

Commonwealth
of Massachusetts

File with: City / Town Clerk or Election Commission

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, of the organization of a ballot question committee as follows:

BALLOT QUESTION COMMITTEES

1. Name (See note 1):						
2. Committee mailing address:						
City/State/Zip:						
E-mail Address:			Phone #:			
3. Purpose / specific issues and interests (See note 2):						
4. Topic of question & question no., if known:						
5. This committee is formed to (check one):	<input type="checkbox"/>	support	or	<input type="checkbox"/>	oppose	the question.
6. OFFICERS:						

Agency Actions

OCPF audits all campaign finance reports and reviews complaints alleging violations of the campaign finance law. These audits and reviews may result in enforcement actions or rulings such as:

- **Public Resolution Letters**

A public resolution letter may be issued in instances where the office found "no reason to believe" a violation occurred; where "no further action" or investigation is warranted; or where a subject "did not comply" with the law but, in OCPF's view, the case is able to be settled in an informal fashion with an educational letter or a requirement that some corrective action be taken. A public resolution letter does not necessarily imply wrongdoing on the part of a subject and does not require agreement by a subject.

- **Disposition Agreements**

A disposition agreement is a voluntary written agreement entered into between the subject of a review and OCPF, in which the subject agrees to take certain specific actions. Disposition agreements are available below, under the public resolution letters.

- **Referral**

OCPF has the option of referring matters to the Office of the Attorney General for further action.

[Public Resolution Letters](#)

[Disposition Agreements](#)

[Non-Filer Referrals to the Attorney General](#)

[AGO Actions on OCPF Referrals](#)

Confidentiality

OCPF does not comment on any matter under review, nor does the office confirm or deny that it has received a specific complaint.

The identity of any complainant is kept confidential. Public resolution letters and disposition agreements are matters of public record once cases are concluded.