

**Town of Southborough, Massachusetts**

**PreK-8 Building Committee Meeting Minutes**

**Meeting Date:** July 22, 2025 6:30PM

**Location:** Virtual Zoom Meeting

**Pre K – 8 Building Committee Members**

**Members Present:** Howard Anderson, Kelly Conklin, Mark Davis, Tim Fling,  
Stephen Holland, Gene Karmelek, Laura Kauffmann, Beth Wittcoff

**Members Absent:** None

**Ex-Officio Members**

**Members Present:** Erik Glaser, Gregory Martineau, Rebecca Pellegrino, Mark  
Purple, Stefanie Reinhorn

**Members Absent:** Brian Ballantine, Keith Lavoie, Steve Mucci, Kathleen Valenti

**I. Call Meeting to Order**

Tim Fling called the meeting to order at 6:39 PM.

**II. Open Meeting Law Reminder**

Members were reminded not to use email for group working discussions. The  
Purpose of the committee is fact-finding and consolidation.

**III. Officer Elections**

Motion: Elect Beth Wittcoff as Chair

Moved by: Gene Karmelek

Seconded by: Tim Fling

Vote Result: Unanimous approval

Motion: Elect Howard Anderson as Vice Chair

Moved by: Beth Wittcoff

Seconded by: Erik Glaser

Vote Result: Unanimous approval

29 Clerk/Notes: Rotation or AI transcription  
30 Today's Meeting Minutes: Kelly Conklin

31 **IV. Review of Committee's Charge**

32 Members reviewed the overall objective of the committee as well as the shared  
33 matrix [to be titled V4] which will serve as the central location for all data points.

34 More configuration options may be added to the matrix later.

35 In order to divide work among the group, members elected what areas they feel  
36 they can take ownership of going forward.

37 Mark Davis will distribute the code compliance report from the Neary Building  
38 Project Committee for code trigger review.

39 The committee will coordinate with Greg Martineau to tour each of the four schools  
40 in two sessions prior to the next meeting.

41 **V. Community Involvement**

42 Members stressed accessibility for all residents. The committee may likely move to  
43 hold all meetings going forward hybrid so residents may choose to attend in person  
44 or virtually. Public comments may appear on future agendas at the chair's  
45 discretion.

46 **VI. Adjournment**

47 Motion to adjourn made by Howard Anderson, seconded by Gene Karmelek.  
48 Unanimously approved.

49

50 Documents referenced:

51 2.01\_PK8\_Research\_Committee\_Matrix\_V3.xlsx

	Estimated Capital Cost	Summary of Major Cost Categories	Estimated State/Federal Reimbursement	Neary Site Demolition & Remediation Cost	Operational Savings or Added Costs (e.g., busing, staffing, utilities)	Operational Cost/Savings Summary
Options						
A: Trottier serves Grades 3–6, Woodward serves Grades 7–8		ex: Woodward renovation with auditorium				ex: X less staff, 5 less buses, etc.
B: Finn serves Pre-K to 2, Woodward serves 3–4, Trottier serves 5–8						
C: Minimal renovation of Neary (assumed “deferred maintenance” only)		ex: ADA Upgrades, New roof, All new windows, New HVAC, etc.				
D: Finn expanded or renovated to serve four grades (Pre-K to 3)						
E: Full ADA/current code-compliant renovation of Neary						
F: New four-grade school				Included in estimated cost		
G: New Pre-K to 5 school at a suitable location (including possible use of the Finn site)						