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Town of Southborough, Massachusetts

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PreK-8 Building Committee Meeting Minutes

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

5 **Location:** Virtual Zoom Meeting

6 **Pre K - 8 Building Committee Members**

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

9 **Members Absent:** None

10 **Ex-Officio Members**

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

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

14 **I. Call Meeting to Order**

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

16 **II. Open Meeting Law Reminder**

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

19 **III. Officer Elections**

20 Motion: Elect Beth Wittcoff as Chair

21 Moved by: Gene Karmelev

22 Seconded by: Tim Fling

23 Vote Result: Unanimous approval

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25 Motion: Elect Howard Anderson as Vice Chair

26 Moved by: Beth Wittcoff

27 Seconded by: Erik Glaser

28 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.

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50 Documents referenced:

51 2.01_PK8_Research_Committee_Matrix_V3.xlsx

Options	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
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)						