

**Capital Improvement Planning Committee**  
**Meeting Minutes for**  
**Thursday, January 9, 2025**

**Meeting Date:** 1/9/2025

**Members in Attendance:** Richard G. Wells, Jr., Select Board Member; Amy Dexter, Finance Director; Thomas McCarthy, Consolidated Facilities; Dr. Elizabeth Carroll, School Committee; John Folcarelli, Library Trustee; Lori Connelly, Warrant Committee; Jim Davis, Planning Board; Michael Hale, Community at Large; John Driscoll, Community at Large.

**Other Attendees:** Nicholas Milano, Town Administrator; Dr. Peter Burrows, School Superintendent; Mark Loring, School Committee; Anna Varghese, School Committee.

**Meeting Location:** Remote-Zoom/Webinar

**Time Meeting Called to Order:** 7:04AM

**Time Meeting Adjourned:** 8:04AM

**Call to Order**

Chair Wells called the meeting to order at 7:04AM.

**Presentation/Discussion: Cunningham School Renovation Project**

Dr. Burrows, School Superintendent and Thomas McCarthy, Director of Consolidated Facilities, gave an overview of the proposed Cunningham School Renovation Project. This project would address some of the overcrowding in the Cunningham/Collicott Elementary schools. This project would include the renovation of the fourth floor of the Cunningham School into the Library and the conversion of the current Library to create four to five classrooms. Revised estimates indicate a total cost of approximately \$5,500,000 compared to a preliminary estimate of \$2,000,000. The preliminary estimate was based on square footage whereas the revised estimate was based upon a more in-depth study. This project would be completed over two phases with the work being scheduled during the summer months when the schools are not in session. Town meeting appropriated \$2,000,000 at the Annual Town Meeting held in May 2024 under Article 4. The additional \$3,500,000 is being requested to be included in the Capital Budget for FY 2026. Dr. Burrows noted that this space will still be utilized in the event a new School is built.

Members inquired as to modular classrooms at the Glover School site as an alternative plan. It was noted that the School Building Committee looked into this and determined it was not a feasible plan.

Mr. Hale expressed concern that the \$1,000 per square foot estimate seemed very high but that he does believe it would be a good long-term investment with immediate impact on the overcrowding issue. Mr. Milano noted that cost per square foot was the reality of public construction and is not unusual.

Dr. Carroll stated the importance of construction starting Summer of 2025 in order to complete all work for a Fall 2026 opening.

Ms. Connelly requested that a site visit be scheduled for the members of the Committee to the Cunningham/Collicott Elementary Schools to see the space in question. Dr. Burrows and Mr. McCarthy will schedule a date/time.

**Approval of Meeting Minutes:**

Discussion/approval deferred to next meeting.

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**Presentation/Discussion/Approval FY 25 Capital Appropriation Feasibility Study:**  
Presentation/Discussion/Presentation deferred until next meeting

**Presentation/Discussion FY 2026-2030 Capital Budget/ Department capital requests:**  
Discussion/Presentation deferred until next meeting

**Future Meetings:**

The next meeting is scheduled for Thursday, January 16, 2025, at 7:00AM.

**Adjourn:**

Mr. Folcarelli moved to adjourn at 8:04AM. Mr. Davis seconded the motion. The Committee voted by roll call to adjourn.

**Connelly:     Yes**  
**Dexter:       Yes**  
**Folcarelli:   Yes**  
**Wells:        Yes**  
**Carroll:      Yes**  
**McCarthy:    Yes**  
**Davis:        Yes**

**Hale:           Abstain (not present at end of meeting)**  
**Driscoll:       Abstain (not present at end of meeting)**

Respectfully submitted by Amy Dexter, Finance Director/Town Accountant