

Permanent Town Building Advisory Committee
Meeting Minutes for February 12, 2026, at 8:30 A.M.
Select Board Conference Room 2d floor
36 Bartlet Street, Andover, MA 01810

Call to Order

Ellen welcomed committee members and began the meeting at 8:30 AM. All members in attendance.

Roll Call: Ellen Keller, Chair, Ken Feyl, David Giangrande, Janet Nicosia, Facilities Director, Deputy Director of Facilities, Shauna Murray, School Committee Representative, and Barbara Trachtenberg. Dan Casper attending remotely by zoom.

Also Present: Andrew Flanagan, Town Manager, Austin Simko arrived after roll call.

Approval of Minutes for Regular Session on 12/11/25.

It was moved by Ken, seconded by Barbara and voted 7-0 to approve the minutes of 12/11/25.

III. Town Offices Project

Joe Sgrosso gave an update on project renovations at the Town Offices. Completed items include ceiling electrical wiring cleanup, and fire alarms and insulation of stairwell doors. Upcoming items include millwork, ceiling tile, ADA handrail installation, flooring installation, furniture delivery, storefronts and curtain walls.

Ellen asked about the status of the project and Joe responded that everything is going smoothly with Classic Construction and now preparing for carpeting -- all on schedule.

Exterior curtains are aluminum storefronts in response to a question.

Change Order 005 \$27,164.47 consists of the following:

PCO023 2 Town Clerk and Deputy Town Manager Office \$22,041.61 includes HVAC and carpeting

PC0027 Countertop Material Change for staff lounge \$2,550.28

PC0029 Added Steel for curtain wall \$1,936.30

PC0031 Add light HR Department room \$636.28

Change Order 006 \$18,024.96

PCO033 Electrical T &M 1st floor doors

PCO 034 Credit addl. fire alarm work (\$2,449,44)

PCO 035 Signage \$9,929.50 added names to department changes with consistent lettering.

PCO 036 Exterior Curtain Wall \$9,571.15

Additional Project Work \$92,134 performed by town vendor specialists in fire alarm services and inspection walk through resulted in updates by Americal Services.

Budget Summary

Classic Construction and Design contingency, owner's items, and owner's contingency were discussed and noted that 81% of contingency used to date. Nearly 80% towards completion of project. Facilities receive some funding for fire alarm upgrades. Possible end of April completion date.

IV. Other Town Projects

Janet said there are a lot of things in the CIP such relating to front doors at Doherty School and per Architectural Access Board (AAB), a ramp next to main office, door removals, cafeteria painting and other upgrades.

Andrew noted there are no building issues at this point. The third ambulance now in place, uses the extra bay at the Ballardvale Fire Station.

V. Andover High School Improvement Project

Janet said the original appropriation of the budget was \$500K in 7b and expended \$427,340 has been expended to date which makes up 85% of that money. The amount committed under contract is another \$46,733, leaving an uncommitted balance of \$25,927 or 5% remaining. Consultant and architect contracts amounts discussed. Structural engineering firm hired for supports, with HVAC retrofits and will look at pricing.

Andrew gave an overview of the presentation given to the School Committee Thursday night. This covered commitments to Town Meeting in November 2023, the process from 2024-26, three improvement project options and next steps for school committee.

He began by saying the School Committee and the PTBAC approved this project description which was then used as part of the RFP process. The RFP set out the cost and scope for an interim approach which was intended to bridge the gap between the existing building and a new building in the future.

Part of the process is to submit a Statement of Interest to the MSBA, and if approved, the plan is for funding over the next 15 years. Will seek an architectural firm to assist with studies, plans and surveys. The goal is to provide budget level estimates for future Town Meeting vote. The MSBA process could take about 10 or 11 years. The average time of contracting with an architect and preliminary cost estimates is 250 days.

Also, as part of the background, the development of a science wing option (November 2024 (TBA on board)) with preliminary cost estimate was 182-day delay as no bidders on initial RFP. A new contract was entered into with another OPM, but not able to deliver by June 2025 town meeting.

The initial Town decision was to take the Base Scope through full development and include OPM, design fees and other contingencies as part of a single project. However, at this point the following options have been put together for consideration.

Option 1

Full Base Scope plus Science Wing (estimated cost \$80M/ annual tax impact \$540) –Full base scope inclusive of furniture, security, mechanicals, electrical, lighting. Construction of Science Wing and Renovation of spaces within current high school

Option 2

Base Scope Furniture, security, mechanicals, electrical lighting (estimated cost \$17-27M/Tax impact \$100-\$175)

Option 3

Furniture, Security & Facilities Reserve Furniture, Security & Facilities Reserve, estimated appropriations \$15-18M cost based on need and actual spending, can proceed to town meeting April 2026 (estimated cost \$15-18M/ tax impact \$32-100)

After describing each option in detail, Anderw said Option 3 may be the best option to present to Town Meeting this year. This would involve a one-time debt exclusion of between \$15-18M; rescinding the remaining borrowing authorization for West El (about \$10M) which was explained in detail in response to Ellen's question. In addition, following general principles such as committing to maintain the existing building for 15 years, limiting annual tax impact to the average tax bill to about \$100, and repurposing other balances within an omnibus article would be put into practice.

An analysis of the debt profile on each option was performed as it is likely MSBA will accept the application toward a new or renovated High School within the next 15 years as the school would be about 85 years old at that point.

Since an article on this matter could go to Town Meeting this year, next steps are to prepare information for the School Committee. There will be a workshop for information, and then, depending on readiness, for the upcoming 2026 Annual Town Meeting, which is about six weeks from now, seek recommendations from other Boards and Committees.

Barbara asked about the status of older building equipment/units if Option 3 was adopted. Janet responded that building equipment or units typically last beyond their projected life and under the Facilities Master Plan, equipment such as boilers and the like are reviewed, serviced when necessary, and component parts purchased to extend their life when possible. At this point, we

could get another 15 years out of building units. Also, the reserve is available for these issues. Andrew said the MSBA application process is a blank slate each year, so preparedness is key to the plan.

Shauna asked what Andover High School would get now regarding furniture and security. The furniture would have a positive impact on students now going forward and Janet noted the Doherty School library as a good example of furniture use within space which also coincides with the Education Plan.

The date for the Workshop where discussion of information and committee deliberation on the most appropriate Option and public engagement plan will be February 26, 2026. The team will then present the three Options to the School Committee.

The public may attend these workshops but although there is not a public comment section then there will be public comment at the regular School Committee meeting.

Ellen noted that initially there was a broad desire set out in Option 1 to achieve certain goals, which proved to be expensive but after working through the other options, those objectives have fallen by the wayside, since Option 3, the least expensive option achieves the fewest of the initial goals.

Andrew responded that the working group performed a great service by acknowledging the expense of Option 1, and rather than abandoning the process, pushed forward in a positive direction by adding Options 2 and 3 to the discussion.

A brief discussion acknowledging that having furniture in place would be best for the students as we move forward and sort out the school situation.

Ellen asked what would be needed from PTBAC to present to School Committee who ultimately decide the Option.

Austin said the PTBAC could make a recommendation on its choice of Option or whatever else is brought forward at Town Meeting. Ellen asked committee members to look at the options, ask any questions and email their responses so that at the next PTBAC meeting they will be able to decide on an Option or other statement.

VI. Next Meeting

The next PTBAC meeting will be held March 12, 2026, at 8:30 AM in the Select Board Conference Room, 2d floor of Town Offices.

VII. Adjournment

It was moved by Ken, seconded by Barbara, and voted 7-0 to adjourn at 9:31 AM.

Documentation

Town Office and Second Floor Project Updates

Town Manager School Committee Presentation

Three Options for AHS Improvement Slide