



## FOX HILL SCHOOL BUILDING COMMITTEE MEETING MINUTES

**DATE:** Thursday, June 2, 2022  
**TIME:** 7:00 pm  
**LOCATION:** 123 Cambridge Street, Burlington, MA 01803  
Administrative Offices, School Committee Room

### ATTENDEES

**VOTING MEMBER(S) PRESENT:** Superintendent Dr. Eric Conti (arrived at 7:16 pm), Director of Operations Mr. Bob Cunha, School Committee Chair Mrs. Katherine Bond, School Committee Vice Chair Mr. Carl Foss, School Committee Member Ms. Martha Simon, School Committee Member Melissa Massardo

**VOTING MEMBER(S) REMOTE:** School Committee Member Mrs. Christine Monaco, Business Manager Ms. Nichole Coscia, Director of Technology Integration Mr. Dennis Villano, Town Accountant Mr. John Danizio

**VOTING MEMBER(S) ABSENT:** Fox Hill Principal Mr. David Rosenblatt, Town Manager Mr. Paul Sagarino

**NON-VOTING MEMBER(S) PRESENT:** Ways & Means Committee Member Mr. Roger Riggs, Fox Hill Parent Mrs. Jennifer Priest, Fox Hill Parent Mr. Edward Parsons, Fox Hill Community Member Mr. George Papayannis

**NON-VOTING MEMBER(S) REMOTE:** Fox Hill Special Education Teacher Mrs. Audrey Boeri

**NON-VOTING MEMBER(S) ABSENT:** Fox Hill Grade 4 Teacher Mrs. Tara Carroll

**PUBLIC PARTICIPATION (REMOTE):** Mr. Jeremy Brooks, Town Meeting Member Ms. Shari Ellis

### INTRODUCTION

School Committee Chair Bond called the meeting to order at 7:00 and read the following statement: The public can also access this meeting via WebEx Technology. The Fox Hill School Building Committee will hear public comment in person and virtually. WebEx Meeting Number: 2333 348 0434 | Password: Burlington

### APPROVAL of the MINUTES

Motion was made by Ms. Simon to approve the September 22, 2021 meeting minutes<sup>1</sup> as submitted; seconded by Mr. Foss. Ms. Simon - aye, Mr. Foss - aye, Ms. Coscia - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Villano - aye, Mrs. Bond - aye. Motion Carried 7-0-0 by Roll Call Vote.

Motion was made by Ms. Simon to approve the December 7, 2021 meeting minutes<sup>2</sup> as submitted; seconded by Mr. Foss. Mrs. Monaco - aye, Ms. Simon - aye, Mr. Foss - aye, Ms. Coscia - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Villano - aye, Mrs. Bond - aye. Motion Carried 8-0-0 by Roll Call Vote.

Motion was made by Mrs. Monaco to approve the January 18, 2022 meeting minutes<sup>3</sup> as submitted, seconded by Mr. Foss. Mrs. Monaco - aye, Ms. Simon - abstain, Mr. Foss - aye, Ms. Coscia - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Villano - aye, Mrs. Bond - aye. Motion Carried 7-0-1 by Roll Call Vote.

### PUBLIC PARTICIPATION

None.

### NEWS & UPDATES

Mr. Cunha shared with the committee that at the April 27th MSBA Board Meeting, the Board voted and invited Fox Hill Elementary School into the feasibility study phase. All paperwork up until this point has been submitted. The next deadline to meet is the Draft OPM RFS to submit to MSBA by July 14, 2022. Discussion to follow.

### MEMBERSHIP VOTES

School Committee Chair Bond opened the membership discussion. Members discussed adding new School Committee Member Mrs. Melissa Massardo as a voting member of the School Building Committee and removing previous Chair Mr. Tom Murphy from the School Building Committee since he has since resigned from School Committee.

<sup>1</sup> September 22, 2021 School Building Committee Meeting Minutes

<sup>2</sup> December 7, 2021 School Building Committee Meeting Minutes

<sup>3</sup> January 18, 2022 School Building Committee Meeting Minutes



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Motion was made by Ms. Simon to add Mrs. Melissa Massardo as a voting member of the School Building Committee and to remove Chair Mr. Tom Murphy from the School Building Committee, seconded by Mr. Foss. Mrs. Monaco - aye, Ms. Simon - aye, Mr. Foss - aye, Ms. Coscia - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Villano - aye, Mrs. Bond - aye. Motion Carried 7-0-0 by Roll Call Vote.

School Committee Chair Bond requested to be appointed as Chair of the School Building Committee as it has traditionally been held by the current Chair of School Committee. Mrs. Monaco agreed with Mrs. Bond. Ms. Simon disagreed and stated that Mrs. Massardo's professional background and being a current Fox Hill parent would be an asset to the position of Chair.

Motion was made by Mrs. Monaco to appoint Mrs. Katharine Bond as Chair of the School Building Committee, motion not seconded. Motion failed.

Motion was made by Ms. Simon to appoint Mrs. Melissa Massardo as Chair of the School Building Committee, seconded by Mr. Foss. Mrs. Monaco - nay, Ms. Simon - aye, Mr. Foss - aye, Ms. Coscia - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Villano - aye, Mrs. Bond - nay, Mrs. Massardo - aye. Motion Carried 7-2-0 by Roll Call Vote.

Motion was made by Ms. Simon to appoint Mrs. Katharine Bond as Vice Chair of the School Building Committee, seconded by Mrs. Monaco. Mrs. Monaco - aye, Ms. Simon - aye, Mr. Foss - aye, Dr. Conti - aye, Ms. Coscia - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Villano - aye, Mrs. Bond - aye, Mrs. Massardo - aye. Motion Carried 10-0-0 by Roll Call Vote.

After voting, the meeting was turned over to Chair Mrs. Melissa Massardo.

### **REVIEW OPM (Owner's Project Manager) Timeline**

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Mr. Cunha reviewed the OPM Selection Timeline:

- DATE: July 14, 2022  
Draft of OPM RFS submitted to MSBA for review
- DATE: July 28, 2022  
Advertisement placed in the Central Register
- DATE: August 3, 2022  
Advertisement appears in the Central Register
- DATE: August 17, 2022  
Applications should be due to the District (allows for statutory minimum two weeks between ad and due date)
- DATE: August 17 - September 7, 2022  
District review of applications, shortlisting firms, conducting interviews/reference checks, and putting together Selection Package
- DATE: September 7, 2022  
Selection Package submitted to MSBA for review
- DATE: October 3, 2022  
OPM Panel

Mr. Cunha shared the MSBA OPM Request for Services (RFS) Template<sup>4</sup> as well as the OPM Request for Services (RFS) from the Acton-Boxborough Regional School District.<sup>5</sup> Members discussed the importance of this step in the process as it is the task of the OPM to provide their project management expertise and guidance throughout the life of a public school project.

Mr. Jeremy Brooks participated remotely to comment on LEED certification. Town Meeting Member Ms. Shari Ellis also participated remotely to add that the Saugus project had a lot of great information and would be valuable to watch their presentation.

In order to prepare the OPM RFS, the School Building Committee will meet on June 8th and June 15th at 7:00 pm. Mr. Cunha will prepare a document for each member to submit points values and comments for each of the 11 evaluation criteria and additional space for objectives for these meetings. Criteria and objectives will be assembled, discussed, and presented in accordance with Open Meeting Laws.

Mrs. Massardo read the evaluation criteria from the MSBA template:

- 1) Past performance of the Respondent, if any, with regard to public, private, Department Of Education funded and MSBA-funded school projects across the Commonwealth, as evidenced by:

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<sup>4</sup> OPM Request for Services (RFS) Template

<sup>5</sup> Acton-Boxborough Regional School District OPM Request for Services



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- a) Documented performance on previous projects as set forth in Attachment C, including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;
- b) Satisfactory working relationship with designers, contractors, Owner, the MSBA and local officials.
- 2) Thorough knowledge of the Massachusetts State Building Code, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to successful completion of the project.
- 3) Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws.
- 4) Management approach: Describe the Respondent's approach to providing the level and nature of services required as evidenced by proposed project staffing for a potential (hypothetical) proposed project for new construction of **X** square feet or renovation of **Y** square feet; proposed project management systems; effective information management; and examples of problem solving approaches to resolving issues that impact time and cost.
- 5) Key personnel: Provide an organizational chart that shows the interrelationship of key personnel to be provided by the Respondent for this project and that identifies the individuals and associated firms (if any) who will fill the roles of Project Director, Project Representative and any other key roles identified by the Respondent, including but not limited to roles in design review, estimating, cost and schedule control. Specifically, describe the time commitment, experience and references for these key personnel including relevant experience in the supervision of construction of several projects that have been either successfully completed or in process that are similar in type, size, dollar value and complexity to the project being considered.
- 6) Capacity and skills: Identify existing employees by number and area of expertise (e.g. field supervision, cost estimating, schedule analysis, value engineering, constructability review, quality control and safety). Identify any services to be provided by sub-consultants.
- 7) Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million.
- 8) Familiarity with Northeast Collaborative for High Performance Schools criteria or US Green Building Council's LEED for Schools Rating System. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., NE-CHPS or LEED-S), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for NE-CHPS or LEED-S prerequisites.
- 9) Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.
- 10) Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
- 11) Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

Mr. Cunha explained that we will work on the language of the OPM RFS over the next few weeks to outline the experience we are looking for including firms with Zero Net Energy and LEED Certification and highlight other important objectives including safety, security, and technology. Another important request is community outreach. Ms. Simon would like the OPM to be responsible for providing a website for ongoing communication and project updates, and she cited Arlington Public Schools as an example. Dr. Conti added that our OPM selection will need to be approved by MSBA.

### ADJOURNMENT

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Motion was made by Mr. Foss to adjourn at 8:25 pm; seconded by Ms. Simon.

### SUBMITTED

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Respectfully,

Kristen Downie  
Recording Secretary

Date Submitted: 6/8/22  
Date Approved: 6/8/22