

**FOX HILL SCHOOL BUILDING COMMITTEE  
MEETING MINUTES**

**DATE:** Wednesday, June 8, 2022  
**TIME:** 7:00 pm  
**LOCATION:** 123 Cambridge Street, Burlington, MA 01803  
Administrative Offices, School Committee Room

**ATTENDEES**

**VOTING MEMBER(S) PRESENT:** Director of Operations Mr. Bob Cunha, School Building Committee Chair Melissa Massardo, School Committee Vice Chair Mr. Carl Foss, School Committee Member Ms. Martha Simon

**VOTING MEMBER(S) REMOTE:** Superintendent Dr. Eric Conti, School Committee Member Mrs. Christine Monaco, Fox Hill Principal Mr. David Rosenblatt, Town Accountant Mr. John Danizio

**VOTING MEMBER(S) ABSENT:** School Committee Chair Mrs. Katherine Bond, Business Manager Ms. Nichole Coscia, Director of Technology Integration Mr. Dennis Villano, 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 Community Member Mr. George Papayannis

**NON-VOTING MEMBER(S) REMOTE:** Fox Hill Grade 4 Teacher Mrs. Tara Carroll, Fox Hill Parent Mr. Edward Parsons

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

**INTRODUCTION**

School Building Committee Chair Massardo 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: 2349 069 6588 | Password: Burlington

**APPROVAL of the MINUTES**

Motion was made by Ms. Simon to approve the June 2, 2022 meeting minutes<sup>1</sup> as submitted; seconded by Mr. Cunha. Mrs. Monaco - abstain, Ms. Simon - aye, Mr. Foss - abstain, Dr. Conti - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Rosenblatt - aye, Mrs. Massardo - aye. Motion Carried 6-0-2 by Roll Call Vote.

At Mr. Papayannis's request, Mrs. Massardo requested that it be noted that he had not been in receipt of School Building Committee communications prior to May 16, 2022; thus the reason for his absence from prior meetings. This correction has been made.

**PUBLIC PARTICIPATION** - None.

**NEWS & UPDATES**

- Members discussed the Saugus building project that Ms. Shari Ellis brought up at the last meeting as well as the Green Buildings for Mass Schools seminar. Information about both will be obtained and shared with the committee.
- Members discussed having a DL (distribution list) email created to be sure all members are included in all communications.
- Members discussed the remote and hybrid meeting option which looks to be extended to [December 2023](#).

**REVIEW OPM (Owner's Project Manager) Criteria and Objectives Member Feedback**

Mr. Cunha distributed a summary<sup>2</sup> from committee members with feedback for the OPM criteria. Mrs. Massardo led the discussion and members discussed and agreed to the following points based on relative importance for each criterion.

- 1) [ 15 points ] 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:
  - 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.

<sup>1</sup> June 2, 2022 School Building Committee Meeting Minutes

<sup>2</sup> OPM RFS Criteria Feedback Summary from SBC Members



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- 2) [ 5 points ] 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) [ 5 points ] Thorough knowledge of Commonwealth construction procurement laws, regulations, policies and procedures, as amended by the 2004 Construction Reform laws.
- 4) [ 15 points ] 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) [ 10 points ] 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) [ 10 points ] 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) [ 5 points ] Identify the Respondent's current and projected workload for projects estimated to cost in excess of \$1.5 million
- 8) [ 13 points ] 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) [ 12 points ] 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) [ 5 points ] Knowledge of the purpose and practices of the services of Building Commissioning Consultants.
- 11) [ 5 points ] Financial Stability: Provide current balance sheet and income statement as evidence of the Respondent's financial stability and capacity to support the proposed contract.

Motion was made by Ms. Simon to approve the OPM RFS Criteria scale of importance as discussed; seconded by Mr. Foss. Mrs. Monaco - aye, Ms. Simon - aye, Mr. Foss - aye, Dr. Conti - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Rosenblatt - aye, Mrs. Massardo - aye. Motion Carried 8-0-0 by Roll Call Vote.

Overall, committee members liked how the Acton-Boxborough OPM RFS<sup>3</sup> was written. Committee members discussed important objectives to be included in the Fox Hill OPM RFS:

- Community communication (project website/forum to keep Burlington residents up to date)
- Building integrated with environment (conservation land) / outdoor learning spaces
- Green Building Initiatives / expertise in climate change
- Building to be a place that yields joy in learning / room for potential growth / meets community concerns / life cycle costs

Fox Hill project introduction, background, description, and objectives will be written by committee members and submitted to Mr. Cunha for discussion at the next SBC meeting on June 15th.

### ADJOURNMENT

Motion was made by Mr. Foss to adjourn at 8:40 pm; seconded by Ms. Simon. Mrs. Monaco - aye, Ms. Simon - aye, Mr. Foss - aye, Dr. Conti - aye, Mr. Cunha - aye, Mr. Danizio - aye, Mr. Rosenblatt - aye, Mrs. Massardo - aye. Motion Carried 8-0-0 by Roll Call Vote.

### SUBMITTED

Respectfully,

Kristen Downie  
Recording Secretary

Date Submitted: 6/23/22  
Date Approved: 6/23/22

<sup>3</sup> Acton-Boxborough Regional School District OPM Request for Services (hand out at 6/2/2022 SBC Meeting)