

**FOX HILL SCHOOL BUILDING COMMITTEE
MEETING MINUTES**

DATE: Monday, August 15, 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 Mrs. Melissa Massardo, School Committee Member Ms. Martha Simon

VOTING MEMBER(S) REMOTE: Superintendent Dr. Eric Conti

VOTING MEMBER(S) ABSENT: School Building Committee Vice Chair Mrs. Katherine Bond, School Committee Vice Chair Mr. Carl Foss, School Committee Member Mrs. Christine Monaco, Fox Hill Principal Mr. David Rosenblatt, Business Manager Ms. Nichole Coscia, Director of Technology Integration Mr. Dennis Villano, Town Accountant Mr. John Danizio, Town Manager Mr. Paul Sagarino

NON-VOTING MEMBER(S) PRESENT: 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 Special Education Teacher Mrs. Audrey Boeri

NON-VOTING MEMBER(S) ABSENT: Ways & Means Committee Member Mr. Roger Riggs, Fox Hill Parent Mr. Edward Parsons

PUBLIC PARTICIPATION REMOTE: Mr. Marco Zappala (PMA Consultants), Ms. Julia Roberto (PMA Consultants), Ms. Tina Stanislaski (HMFH Architects)

INTRODUCTION

School Building Committee Chair Massardo called the meeting to order at 7:00 pm 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: 2342 448 4800 | Password: Burlington

APPROVAL of MINUTES

Motion was made by Ms. Simon to approve the minutes of the June 23, 2022¹ Fox Hill School Building Committee Meeting as submitted; seconded by Mr. Cunha. Dr. Conti - aye, Mr. Cunha - aye, Ms. Simon - aye, Mrs. Massardo - abstain. Motion Carried 3-0-1 by Roll Call Vote.

PUBLIC PARTICIPATION

None.

NEWS & UPDATES**A. OPM (Owner's Project Manager) Selection Process**

Mr. Cunha reviewed the timeline explaining that the OPM is currently advertised and out to bid. On Tuesday, August 9th, seven vendors participated in a walk through at Fox Hill School. On Wednesday, August 10th, one additional vendor participated remotely. Mr. Cunha further explained that proposals are due no later than Wednesday, August 17th by 1:00 pm. Each is time stamped as received and sealed. Mr. Cunha and Ms. Coscia will then review the proposals received to be sure they meet the qualifications. Mr. Cunha stressed the next few weeks are critical to meet the MSBA (Massachusetts School Building Authority) September 7th deadline to submit the OPM recommendation.

Timeline Discussed:

- August 19th, end of day - Mr. Cunha and Ms. Coscia review complete
- August 24th, end of day - Selection Committee (SC) score sheets complete for all proposals received
- August 26th - September 1st - SC conducts interviews and reference checks with top three scored firms
- September 1st-7th - Ms. Coscia will conduct fee negotiations with first choice firm
- September 7th by 5:00 pm - Submit OPM recommendation to MSBA
- October 3rd - MSBA Board Vote to approve OPM recommendation

¹ June 23, 2022 FH SBC Meeting Minutes



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Mr. Cunha explained the role of the Selection Committee (SC). The SC represents the whole School Building Committee (SBC) to score proposals, schedule and participate in interviews, and perform reference checks. At the end of the interview process, the SC will score the top three vendors based on interviews and reference checks. Ms. Coscia will then negotiate fees with the top choice vendor. Mr. Cunha explained that any SBC member can attend the Interviews. Dr. Conti commented on the reference check process; he will plan to call the Superintendent(s) of the school district(s) where the vendor has completed a project.

SBC members discussed the SC members. After some discussion it was decided to allow up to nine SBC members with a minimum of six members completing the work.

Motion was made by Ms. Simon to amend the previous vote to allow up to nine School Building Committee members on the Selection Committee with a minimum of six members to complete the work for each stage; seconded by Mr. Cunha. Dr. Conti - aye, Mr. Cunha - aye, Ms. Simon - aye, Mrs. Massardo - aye. Motion Carried 4-0-0 by Roll Call Vote.

Motion was made by Mr. Cunha to nominate the following nine members for the Selection Committee: Eric Conti, Bob Cunha, John Danizio, Nichole Coscia, Jennifer Priest, Martha Simon, Ed Parsons, Carl Foss, Melissa Massardo; seconded by Ms. Simon. Dr. Conti - aye, Mr. Cunha - aye, Ms. Simon - aye, Mrs. Massardo - aye. Motion Carried 4-0-0 by Roll Call Vote.

Members concluded the meeting discussing the next steps in having the full SBC committee meet with the OPM after the MSBA board vote on October 3rd.

ADJOURNMENT

Motion was made by Ms. Simon to adjourn at 7:45 pm; seconded by Mr. Cunha. Dr. Conti - aye, Mr. Cunha - aye, Ms. Simon - aye, Mrs. Massardo - aye. Motion Carried 4-0-0 by Roll Call Vote.

SUBMITTED

Respectfully,

Kristen Downie
Recording Secretary

Date Submitted: 11/1/22
Date Approved: 11/1/22