



**FOX HILL SCHOOL BUILDING COMMITTEE  
MEETING MINUTES**

**Special Session – Joint OPM  
(Owner's Project Manager) Selection Committee**

**DATE:** Monday, August 29, 2022  
**TIME:** 4:00 pm  
**LOCATION:** 123 Cambridge Street, Burlington, MA 01803  
 Administrative Offices, School Committee Room

**ATTENDEES**

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**VOTING MEMBER(S) PRESENT:** Superintendent Dr. Eric Conti, School Building Committee Chair Mrs. Melissa Massardo, Director of Operations Mr. Bob Cunha, Business Manager Ms. Nichole Coscia  
**VOTING MEMBER(S) REMOTE:** School Committee Member Ms. Martha Simon, School Committee Member Mrs. Christine Monaco  
**VOTING MEMBER(S) ABSENT:** School Building Committee Vice Chair Mrs. Katherine Bond, School Committee Vice Chair Mr. Carl Foss, Fox Hill Principal Mr. David Rosenblatt, 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  
**NON-VOTING MEMBER(S) REMOTE:** Ways & Means Committee Member Mr. Roger Riggs, Fox Hill Parent Mr. Edward Parsons  
**NON-VOTING MEMBER(S) ABSENT:** Fox Hill Community Member Mr. George Papayannis, Fox Hill Grade 4 Teacher Mrs. Tara Carroll, Fox Hill Special Education Teacher Mrs. Audrey Boeri  
**VENDOR(S) PRESENT:** PMA Consultants, LLC: Project Executive Mr. Chris Carroll, Project Director Mr. Kevin Nigro, Project Manager Mr. Marco Zappala, Site/Project Representative Mr. Kevin Smith, Community Outreach Ms. Julia Roberto  
**PUBLIC REMOTE:** Town Meeting Member Ms. Shari Ellis

**INTRODUCTION**

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School Building Committee Chair Massardo called the meeting to order at 4:00 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: 2341 497 3762 | Password: Burlington

**PUBLIC PARTICIPATION** - None.

**NEWS & UPDATES** - None.

**OPM (Owner's Project Manager) Interview & Discussion**

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[PMA Consultants](#) presented an overview<sup>1</sup> of their team experience, services, projects and proposal of the Fox Hill Elementary School building project. Projects highlighted included: Ivan G. Smith Elementary in Danvers, Veterans Early Learning Center in Saugus, Belmonte Upper Elementary School in Saugus, Saugus Middle-High School in Saugus, Major Howard W. Beal Elementary School in Shrewsbury, MA, and Sharon High School in Sharon, MA. Consultants reviewed existing site conditions and presented three MSBA options: Repair, Renovation, New Construction. Consultants spent a short time sharing their experience incorporating sustainability goals into projects and community outreach. After the presentation, consultants answered questions asked by the Fox Hill School Building Selection Committee members.

**ADJOURNMENT**

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Motion was made by Mr. Cunha to adjourn at 5:05 pm; seconded by Ms. Simon. Ms. Simon - aye, Mr. Cunha - aye, Mrs. Monaco - aye, Dr. Conti - aye, Mrs. Massardo - aye. Motion Carried 5-0-0 by Roll Call Vote.

**SUBMITTED**

Respectfully,

Kristen Downie  
Recording Secretary

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

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<sup>1</sup> PMA Consultants: Burlington Fox Hill Elementary School presentation and handout