



FOX HILL SCHOOL BUILDING COMMITTEE MEETING MINUTES

DATE: Thursday, June 23, 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 Vice Chair Mrs. Katherine Bond, School Committee Member Ms. Martha Simon
VOTING MEMBER(S) REMOTE: Superintendent Dr. Eric Conti (arrived 7:08 pm), School Committee Member Mrs. Christine Monaco
VOTING MEMBER(S) ABSENT: School Building Committee Chair Melissa Massardo, School Committee Vice Chair Mr. Carl Foss, 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: 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 Special Education Teacher Mrs. Audrey Boeri
NON-VOTING MEMBER(S) ABSENT: Fox Hill Parent Mr. Edward Parsons

INTRODUCTION

School Building Committee Vice Chair Bond 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: 2331 951 9580 | Password: Burlington

APPROVAL of MINUTES

Motion was made by Ms. Simon to approve the minutes of the June 8, 2022¹ Fox Hill School Building Committee Meeting as submitted; seconded by Mr. Cunha. Ms. Simon - aye, Mr. Cunha - aye, Mrs. Monaco - aye, Mrs. Bond - aye. Motion Carried 4-0-0 by Roll Call Vote.

Motion was made by Ms. Simon to approve the minutes of the June 15, 2022² Fox Hill School Building Committee Meeting as submitted; seconded by Mr. Cunha. Ms. Simon - aye, Mr. Cunha - aye, Mrs. Monaco - aye, Dr. Conti - aye, Mrs. Bond - aye. Motion Carried 5-0-0 by Roll Call Vote.

PUBLIC PARTICIPATION

None.

NEWS & UPDATES

- Mr. Cunha reminded the committee of the July 14th deadline to submit the OPM RFS (Owner's Project Manager / Request for Services) to be discussed tonight. Time is of the essence as the draft will need to be reviewed by KP Law prior to submission to MSBA (Massachusetts School Building Authority).

¹ June 8, 2022 FH SBC Meeting Minutes

² June 15, 2022 FH SBC Meeting Minutes



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REVIEW OPM RFS (Owner's Project Manager / Request for Services)

Mr. Cunha distributed a second draft of the OPM / RFS³ from committee member feedback from the June 15th meeting. Mrs. Bond led the discussion and members reviewed the 25 page document.

- Section 1 - BPS Equity Statement and Town of Burlington Statement of Non-Discrimination were added.
- Section 2 - Changes were discussed and edited to Paragraphs 1 and 4.
- Section 3 - Bullet Points to Project Objectives were discussed and edited.
- Section 4 - Evaluation Criteria point structure was voted on June 8th and not changed on current draft. Verbiage was added to criteria points 4, 5, and 8.
- Section 5 - Selection Process
 - Mr. Cunha reminded the committee of the timeframes. Once submitted and advertised, we would expect to receive bids back August 17th. At which time, we have 3 weeks (by September 7th) to read/review, score based on criteria, narrow down to a short list, interview three firms and negotiate fees with the chosen firm.
 - Ms. Coscia emailed clarification to the selection process (see below):
 - *The subcommittee that this SBC decides on will individually review all responses that meet our minimum qualifications and rank each using the weighted evaluation criteria we established. All of the subcommittee members will submit to me (Ms. Coscia) one completed evaluation scoring sheet for each OPM. All of the evaluation scores will be tallied and, at a minimum, the top 3 will move forward.*
 - *The top responses will be interviewed and references checked; after interviews the full committee will rank in accordance with the basis outlined in our RFS.*
 - *Fee negotiations will commence with the first-ranked selection until a contract is successfully negotiated.*
 - Four people were identified at the June 15th meeting to be included in the OPM Selection Committee ("SC"): Dr. Conti, Mr. Cunha, Ms. Coscia, and Mr. Danizio.
 - Members discussed additional members for the SC and agreed by roll call to make a total of 6 or fewer members for the SC.
 - Mrs. Priest volunteered as an additional member. Mr. Cunha will send out an email for those not in attendance for one additional member to respond back to him by June 27th; if no others volunteer, Ms. Simon will consider being a member of the SC.
 - OPM / RFS will not need to identify the SC member names; MSBA will need SC member names.
 - Members discussed and edited section 5.3, paragraphs 1 and 3.
- Section 6 - Mr. Cunha explained that lawyers and Ms. Coscia would review the required Certifications (6.3) as well as the required attachments (A-D) as referenced in the OPM / RFS.
- Members agreed to proofread the changes discussed tonight and provide any additional proofreading corrections to Mr. Cunha by Wednesday, June 29th; Mr. Cunha will submit the final draft to KP Law for review by July 1st.

Motion was made by Ms. Simon to approve the OPM / RFS Second Draft as discussed and edited on June 23rd with no substantive changes to be made prior to submitting to KP Law for review; seconded by Mr. Cunha.

Ms. Simon - aye, Mr. Cunha - aye, Mrs. Monaco - aye, Dr. Conti - aye, Mrs. Bond - aye. Motion Carried 5-0-0 by Roll Call Vote.

ADJOURNMENT

Motion was made by Ms. Simon to adjourn at 9:00 pm; seconded by Mr. Cunha. Ms. Simon - aye, Mr. Cunha - aye, Mrs. Monaco - aye, Dr. Conti - aye, Mrs. Bond - aye. Motion Carried 5-0-0 by Roll Call Vote.

SUBMITTED

Respectfully,

Kristen Downie
Recording Secretary

Date Submitted: 8/15/22
Date Approved: 8/15/22

³ OPM RFS Second Draft from SBC Member Feedback