

**Concord Middle School Building Committee
Meeting Minutes
June 18, 2019**

PRESENT: Susan Bates, Court Booth, Heather Bout, Justin Cameron, Frank Cannon, Dawn Guarriello, Kate Hanley, Laurie Hunter, Kerry Lafleur, Pat Nelson, Chris Popov, Jared Stanton

ABSENT: Timothy Hult and Matthew Root

OTHERS: Robert Grom, Brian Foulds, Dean Banfield, John Hickling, and 2 others

Call to Order & Introductions

Ms. Bates called the meeting to order at 7:00 pm in the Hearing Room at the Town House and welcomed those in attendance. She announced that the meeting was being recorded for broadcast on MMN. The minutes will be prepared from the recording. Committee members introduced themselves.

Setting the Stage/Open Meeting Law/Meeting Protocols

Ms. Bates reviewed the Committee's Charge from the Select Board, and reminded all that the committee is subject to the Open Meeting Law. Details about the law are included in the Committee Handbook, and all should become familiar with them. She reminded all that there should be no discussions among a quorum of committee members about any matters within the scope of the committee's work outside of a posted committee meeting.

Review of Facilities Planning Committee Work

Ms. Bout provided the group with the highlights of the Facilities Planning Committee's efforts. This group was created 2½ years ago, and was responsible for reviewing the structure of the buildings. Finegold Alexander Architects was brought in to look at the existing middle school buildings in order to determine (1) what would it take to stay in these buildings for 10 years; and (2) if we were to look at a new facility, what would it look like and what would it cost to rebuild vs. new construction. Finegold Alexander estimated a cost of \$34-47 million to make the existing buildings viable for 10 years. The cost of new construction was estimated to be \$68 million. For cost and efficiency reasons, new construction was recommended, rather than remodeling.

The School Department applied for MSBA funding for a new middle school for two years in a row. While the MSBA agreed that a new building is needed, Concord did not make the funding cut. Ms. Bout expressed gratitude for the strong support shown at town meeting and at the ballot, which she interprets as a charge to move forward. She commented that Concord is a community of engaged, smart citizens, so it is critical that the committee's work is done in a transparent and collaborative manner. She urged all to "take ownership" of the committee's efforts.

Town Meeting appropriated \$1.5 million, which is available for the current phase of the work: to hire the Owner's Project Manager (OPM); to prepare a feasibility study; and to prepare a schematic design. Ms. Bout further explained that during the feasibility study, a determination will be made about what can be built on the existing land. She noted that the Sanborn School site has been identified as the preferred location for a new building. This study will include geo-technical engineering testing. During the schematic design phase, a "high level design" of the building will be prepared, along with a price tag. This phase will consider all the identified components—environmental sustainability principles, educational objectives, what will physically fit on the site, engineering and geo-

technical issues. This phase will provide sufficient information to bring the issue to town meeting for funding. If town meeting approves the funding, then a detailed design will begin.

Sustainability Principles

Ms. Bout noted that an amendment was passed at town meeting requesting that design specifications for the building be consistent with Concord's sustainability principles and with Concord's goals for reducing greenhouse gas emissions. Ms. Bout emphasized that this should be the committee's goal while moving forward.

Overview of Project Timeline and Milestones

Ms. Bates noted that a capital planning committee is concurrently reviewing both Town and School capital needs, particularly with the eye of the timing so that the financial impact on the taxpayers can be minimized. Ms. Lafleur noted that the Town-planned projects include a combined municipal office building, a public safety building, and a remodeled public works complex. The Town hired a consultant who has been working on a Town facilities study for the past 1½ years. The consultant's report is expected to be completed and brought to the Select Board towards the end of July. Ms. Bates emphasized the importance of balancing the community's needs with available resources. In response to a question, Ms. Lafleur indicated that the consultant is looking at both existing facilities and future capital needs.

Ms. Hanley noted that the Town also has a Climate Action Advisory Board, with the members available as a resource. Mr. Foulds, Chair of the Climate Action Advisory Board, urged the Committee to discuss sustainability issues early in the process so that sustainable elements can be incorporated into the design. This can often keep long-term costs down.

Ms. Bout reviewed a proposed timeline, which is 12-18 months for the feasibility and schematic design work to be completed. She noted that since we are not subject to MSBA approval, the process should be streamlined. Her preference is to keep the timeline to 12 months if possible, which would result in a special town meeting being requested by late spring for the fall of 2020. She identified the principal short-term goal is to hire an OPM, and suggested the formation of a small working group for this task.

Mr. Stanton remarked that one advantage of not being subject to MSBA review is that Concord can use MSBA templates for hiring an OPM (which are excellent), without being subject to the MSBA administrative hoops during the process. He feels that this will make the 12-month timeline realistic. He noted that there are good examples available for evaluation/grading criteria for the OPM. He suggested that 4-5 individuals be included on the OPM selection committee, including at least one member who is a Massachusetts Certified Public Purchasing Official (MCPPO). The MCPPO would conduct the initial screening, in accordance with state law, and then bring any qualified applicants to the screening committee for review. The screening committee would reduce the number to a minimum of three applicants to send to the CMS Building Committee for consideration.

It was noted that once the OPM is hired, that individual can assist the committee with its work. Ms. Hanley inquired whether there is any flexibility with the OPM template, and the response was that criteria can be weighted differently if desired, while generally staying within the template. Since we are not under MSBA's umbrella, there will be more flexibility in better aligning the selection criteria with Concord's goals. Ms. Bout asked for volunteers for the OPM selection committee. Mr. Stanton volunteered, as did Ms. Bout, Ms. Hanley, Mr. Cannon and Dr. Hunter. It was noted that both Mr. Stanton and Ms. Lafleur are certified as MCPPOs. Ms. Bates noted that Mr. Cannon served on the Minuteman School's Building Committee, which came in on time and on budget. Ms. Guarriello

noted that she knows many of the possible applicants for the OPM position, so she may have a conflict of interest. Ms. Bates suggested that she seek guidance from the State Ethics Commission. Ms. Guarriello noted that it may be preferable for her to serve as a technical resource rather than a member of the OPM selection committee.

Ms. Bout suggested that the group tour recently built middle schools in the area. Dr. Hunter and Mr. Cameron offered to set up such tours this summer. Mr. Booth recommended examining developmental expectations for middle school students early in the process.

Committee Roles & Projects

Ms. Bout suggested that throughout the process there will be a need for subcommittees and tasks to be completed by individuals or smaller groups. She suggested that co-chairs be considered, with the individuals dividing up the workload based on expertise and interest. It was agreed that chairs will be chosen at the next meeting, since some members are absent at today's meeting. A Clerk of the committee will also be needed. It was also suggested that the group may wish to consider assigning liaisons to the Finance Committee and Select Board.

Meeting Days and Time

After a brief discussion, it was agreed that the group will tentatively meet every other Thursday, from 7:30 am to 9:00-9:30 am, with the location TBD. The next meeting will be held on July 11. Mr. Stanton suggested that the OPM selection committee meet prior to the next full committee meeting, so that this process can move forward. He suggested that a deadline of late August is feasible for bids for the OPM, which will provide for 3-4 weeks between advertising in the Central Register and the opening of bids.

It was suggested that the tours of other middle schools be done perhaps two/day, with the goal of exposing committee members a variety of options. Ms. Nelson suggested that schools with a proven track record of success would be preferred, looking at buildings that have exhibited both flexibility and longevity in their building design.

Public Comments

Mr. Foulds noted that the Climate Action Advisory Board is meeting this week, and he offered to identify some "green certified schools" that could be considered for tours. He noted that Concord has experience in building LEED-certified schools, since Willard is certified with a gold rating.

Ms. Nelson suggested that the OPM selection committee look at an applicant's track record for good communication skills, since that will be critical as we move forward.

The meeting adjourned at 8:28 pm.

Respectfully submitted,

Anita Tekle
Interim Recording Secretary

Approved 7/25/19

Documents Used or Referenced during Meeting:

- Committee Charge (dated May 6, 2019)
- Sustainability Amendment Approved at Town Meeting