

Concord Middle School Building Committee
Meeting Minutes
July 25, 2019

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

ABSENT:

OTHERS:

Call to Order

Mr. Hult called the meeting to order at 7:26 AM in the Hearing Room at the Town House.

Approval of Minutes

Ms. Bates noted that there was an error in the spelling of Ms. Hanley's name on the minutes from the June 18, 2019 meeting. Mr. Booth noted an edit to a comment he made regarding developing middle school expectations. A motion was to accept the minutes from 7/25/19, as amended. The motion was unanimously approved.

OPM Process

Mr. Stanton stated that the RFS was entered into the Central Register last Thursday, with the bid being open to the public on Wednesday, July 17th, noting that it also went into the newspaper on July 17th. He stated that, as of July 24th, at least 45 people pulled the bid, noting that some were the same companies. He also stated that architects were also pulling the bid as well, noting that, overall, they have had a very good response.

Mr. Stanton reviewed the schedule, stating that on August 5th, the bids will be due, noting that he would review them to ensure that the ones being brought to the selection committee meet the minimum evaluation. He stated that on Tuesday, August 6th, the OPM Selection Committee would review and evaluate the submissions, based on the 130 points. Mr. Stanton stated that they would then be making their recommendation of a short list to the full committee. He stated that they would be interviewing those on the short list on August 14th, noting that they are discussing having the interviews publicly televised. Mr. Hult asked that Mr. Stanton's committee handle the notifications for the public meeting in this instance. Mr. Hult noted the tight schedule of reviewing the submission and Dr. Hunter stated that it was doable. Ms. Guarriello asked if the subcommittee would be provided with hard copies or electronic copies and Mr. Stanton stated that the packets will be large, noting that they would be evaluated individually, not as a whole.

Mr. Hult asked Mr. Stanton to review the members of the subcommittee and Mr. Stanton stated that the members included: himself, Dr. Hunter, Ms. Guarriello, Ms. Hanley, and Mr. Cannon. Mr. Hult

confirmed that Mr. Stanton would be bringing the recommendations to the next meeting on August 15th. Dr. Hunter noted that they could provide the recommendations to them for review on August 14th. Mr. Stanton stated that they would be ranking their short list of recommendations and that the new town manager would be negotiating with the finalist, with hopes that negotiations would be complete by August 22nd and awarded on August 23rd. Dr. Hunter noted that she had been in contact with the incoming Town Manager, Stephen Crane, and that he didn't feel that there was an issue with the timeline.

Mr. Hult asked, in context to the negotiations, is there was any information available relating to comparative contracts. Ms. Guarriello stated that there was data available about typical percentage and historical MSBA data that could be pulled. Mr. Hult stated that in assessing that expense related to the budget for the committee for the year, his assumption is that they should do that in the context of the Finance Subcommittee. Mr. Stanton confirmed, noting that he has rough estimates of \$300,000 - \$400,000 for OPM costs out of the \$1.5 million. Mr. Hult noted that the Finance Subcommittee would be effective with 4-5 members. Mr. Stanton reviewed his process for responding to questions from those submitting, noting that the deadline for questions is Monday, July 29th. Ms. Bout asked if Mr. Stanton could forward the questions and answers to the entire Building Committee and Mr. Stanton stated that he would. Mr. Hult noted that committee members need to complete the conflict of interest form, if necessary, and Dr. Hunter noted that it is the disclosure that is important.

Recording Secretary

Dr. Hunter confirmed that Ms. Tekle would be the Recording Secretary for their first two meetings and Ms. Bates stated that she doesn't have access to anyone in the Selectman's Office. Dr. Hunter stated that her office may be an option, but would like to make sure that all of the town options are explored first. Dr. Hunter stated that her assistant, Erin Higgins, would be available for the first 6 months, and would be creating the minutes from the recording. Mr. Booth stated that he would be willing to look into having the meetings televised and Ms. Hanley stated that they would just need to get in touch with MMN (Minuteman Media Network). Mr. Hult noted that this discussion relates to this committee, and that the subcommittee would be responsible for the minutes of their committee. The committee agreed to possibly revisiting this in 6 months.

School Visits

Mr. Hult stated that there were 2 site visits scheduled. Dr. Hunter stated that on July 31st, Galvin Middle School in Wakefield would be hosting them at 9:30AM and Beverly Middle School would be hosting them at 12:00PM and requested a headcount for planning purposes. She stated that they hope to get a feel for what facilities look like in 2019 to try and meet the needs of where they think education is going, noting that it will be high level, but very crucial. She noted that the more examples they can see during the design phase, the better, stating that they could revisit Scituate as well. She also noted that Hanscom would be happy to host them. Ms. Nelson noted that the School Committee seemed to have firm ideas about the teaming models and questioned if it would be helpful for them to know if the middle schools they are visiting are using that model or not. Ms. Guarriello stated that, in her experience, most middle schools are setup with the team model and Mr. Cameron noted that in the team model, grade teams are placed together within the building. Ms. Nelson requested any document/literature that would outline what they would like and Dr. Hunter stated that she would provide the committee with information from the Educational Visioning Committee that outlines what the wish lists would be. Ms. Bates questioned if,

under this team model, there would be several labs instead of a wing of labs and Ms. Bout noted that there is still a way to do it efficiently, noting that the labs could be stacked.

Mr. Hult stated that they should be keeping in mind what they like/don't like about each school on the visits and Ms. Guarriello noted that they should be looking at: approach to the buildings (from a site/security standpoint), natural light, separation possibilities in terms of public/school use and layout. Mr. Popov asked if it's possible to view the facilities online and which schools were MSBA funded. Dr. Hunter stated that both schools were MSBA funded and that Beverly has a nice video online, noting that they should take photographs on the tours for future reference. Ms. Guarriello noted that there is a document on Scituate regarding process and vision that she would find.

Designer

Mr. Hult stated that they need to determine whether the group who focused on the OPM should also focus on the designer. Ms. Guarriello noted that she would be happy to participate in the designer selection. Ms. Nelson stated that she thought it made sense to have the same group who worked on the OPM process continue with the designer process. Ms. Bout questioned what the design subcommittee would be doing and Ms. Guarriello stated that they are normally tasked with making critical decisions about the design with the designer, like material selection and options for layouts. She stated that subcommittee would then bring the options back to the larger committee for discussion. Mr. Hult pointed out that all significant decisions would be coming back to the bigger group on a regular basis. Mr. Booth questioned the time commitment of the design committee and Ms. Guarriello stated that there may be a few extra meetings prior to the schematic design being completed. Mr. Hult noted that the design team will have a deep understanding of what's critical to the design. Mr. Root stated that he would like to be on the design subcommittee. Dr. Hunter stated that she and Mr. Cameron would like to be on the subcommittee, noting that Mr. Hughes and Mr. Stanton could attend the meetings on an as-needed basis. Ms. Nelson summarized that Mr. Root, Mr. Popov, Mr. Cameron, Dr. Hunter, Mr. Parker, Ms. Guarriello, and Mr. Cannon expressed interest in being part of the Design Subcommittee. Dr. Hunter stated that Mr. Stanton and/or Mr. Hughes should also be part of the subcommittee. Ms. Bout noted that they shouldn't create a subcommittee that's a quorum of the whole committee. Mr. Stanton stated that he could begin drafts of the design RFS.

Communications Subcommittee

Mr. Hult stated that the goal of this subcommittee would be to handle the communications of the project to various audiences in the town, school community and public. Dr. Hunter stated that she would be able to post information within the school district's webpage to include duplications of the town's posting of meetings, agendas and members, as well as important documents. Ms. Bout noted that volunteers could create another website, when needed, for campaign purposes. Mr. Booth noted that Mr. Crane should be aware of the website being created, just as a courtesy.

Ms. Bout questioned if they have a list of what the various subcommittees would be and Mr. Booth noted that they have a rough list from earlier on. Ms. Guarriello stated they were: OPM, Design/Educational Leadership, Finance and Communications/PR. Mr. Hult stated that sustainability was intertwined within all of the subcommittees on the high school building project, noting that the Design/Educational Leadership subcommittee could determine if a separate sustainability subcommittee should be formed.

Mr. Parker noted that there are serious budget questions within sustainability. Ms. Hanley noted that sustainability is integrated into everything, so they should ensure that there's sustainability expertise on the design team. Ms. Nelson and Ms. Bout stated that they would be interested in being part of the Communications Subcommittee. Dr. Hunter questioned whether it made sense to follow a liaison model for this, noting how beneficial and positive it is to have open communication. Ms. Bout noted her agreement, stating that they need to make it as transparent as possible. Mr. Booth stated that he would be available as a resource. Ms. Guarriello stated that the Communications Subcommittee should create a list of groups and Dr. Hunter stated that she would bring information to the next meeting regarding what the structures should be.

New Business

Mr. Booth shared some concern that came up at a recent school committee meeting concerning hosting the meeting in the current room, given the size of the committee once the OPM is present. Ms. Guarriello stated that the current room is not the best room to present in. Dr. Hunter noted that Ripley is also an option. Mr. Hult suggested continuing in the present room for the August 8th meeting and discussing alternatives going forward.

Mr. Stanton stated that he was questioned on the RFS after the last meeting, noting that the RFS is not voted by the committee. He stated that it is an MSBA requirement for the OPM, but is not a requirement for those not going through the MSBA, noting that he clarified with the Inspector Generals' Office. He then stated that it would be good practice, going forward, to vote on the design and any other bids that go out.

Mr. Cannon questioned if they would be going for state aid again if this gets turned down and Mr. Booth stated that they have a December expectation of word from MSBA and that they'll cross that bridge when they come to it. Dr. Hunter stated that the deadline was before Town Meeting, noting that they had to submit. Mr. Stanton stated that, if they do get accepted into the MSBA, they would need to completely start over with a new committee and they would need to vote on the RFS for the OPM.

Questions and Comments

None

A motion was made by Mr. Hult to adjourn and the meeting adjourned at 8:31 AM.

Respectfully submitted,

Erin Higgins
Recording Secretary

Approved 8/15/19