

Concord Middle School Building Committee
Meeting Minutes
August 15, 2019

PRESENT: Court Booth, Heather Bout, Justin Cameron, Frank Cannon, Stephen Crane, Kate Hanley, Timothy Hult, Laurie Hunter, Jon Harris, Pat Nelson, Charlie Parker, Chris Popov, Matthew Root, Jared Stanton, Russ Hughes

ABSENT: Susan Bates, Dawn Guarriello

Mr. Hult called the meeting to order at 7:35 AM in the Hearing Room at the Town House.

Dr. Hunter introduced new Town Manager, Stephen Crane, and the committee introduced themselves to him.

Mr. Hult questioned if anyone had a change to the 7/25/19 minutes and Ms. Hanley noted that her name was spelled incorrectly and Russ Hughes noted that he attended the meeting. The committee approved the minutes from the 7/25/19 meeting, as edited.

OPM Selection Update

Mr. Hult noted the amazing amount of work to get to this point in the selection process. Mr. Stanton stated that the subcommittee interviewed 5 firms on August 14th, noting how prepared all of the candidates were. He stated that they ranked the top 3 and were unanimously bringing forward Hill International, noting that he had previous experience working with them and that they were the best he had worked with. Dr. Hunter stated that they went through a thorough, rigorous process, noting that fit was very important. She noted Hill International's strengths in the areas of: personnel commitment, breadth of experience, specific knowledge set expertise, project management, and communication. She also noted that the field rep who would be on site once construction began also attended the interview.

Mr. Hult questioned what current projects Hill International has been involved in and Dr. Hunter stated that they were awarded all three elementary schools in Watertown. Ms. Hanley noted that those schools have a goal of net zero. Dr. Hunter stated that: they were also in the closeout phases of Jonas Clarke and Diamond Middle Schools in Lexington, had a Braintree middle school project, and were in the early parts of the Brookline High School project. She stated that Hill ensured that they wouldn't be overextending themselves and Mr. Stanton noted that they have over 2,000 employees. Mr. Hult questioned if the desirable schedule of fall Town Meeting decision timeframe was shared with them and Dr. Hunter stated that she felt very comfortable that they understood the timeframe. Ms. Hanley stated that Hill Associates brought a lot of school experience and noted their dynamic and positive rapport with each other. She stated that they had a general knowledge base of sustainability and understood that sustainability was a very important part of this project. Mr. Cannon stated that they also discussed how they could help with PR with the Town. Mr. Booth noted that the leadership stood out with Hill Associates. Mr. Stanton noted that their energy was infectious.

Mr. Popov asked if they discussed overall vision with regards to the charter and Dr. Hunter stated that they discussed the goals and revisiting them at the end of the project to ensure they were met. She noted that they had projects that were in line with 90% of the goals they had set. Mr. Harris questioned their references and Mr. Stanton noted that he had actually been a reference for them in the past and that Ms. Guarriello had called for their current references. Dr. Hunter noted Hill Associates' commitment to keeping the same team of people on board with the project and stated that this could be included as a financial clause in the contract. Mr. Hult asked if the fee for this phase is set or negotiated and Mr. Crane stated that it's usually a set fee and is back loaded. Dr. Hunter noted that \$300,000-\$400,000 of the \$1.5 million was slated towards the OPM costs. Mr. Crane noted the importance of how the OPM handles difficult and unplanned situations. Dr. Hunter stated that there is enough hierarchy within Hill Associates to escalate problems should they arise. Ms. Nelson asked to reconfirm Ms. Guarriello's thoughts on Hill Associates and Dr. Hunter stated that Ms. Guarriello clearly felt that they were the 1st choice. Mr. Booth confirmed that Ms. Guarriello made her choice without influence from anyone else on the committee.

A motion was made by Dr. Hunter, seconded by Mr. Popov, for Hill International to enter into negotiations with the Town Manager as OPM for the Concord Middle School Building Project, with the next two choices being Colliers and Dore and Whittier. Dr. Hunter suggested that they would need to reconvene before considering Colliers should anything happen with Hill Associates. The motion was unanimously approved.

Website Design and Communications Discussion

Dr. Hunter stated that the OPM discussions made it clear that they will have a lot of support in this area. She shared the school's Building Committee webpage, noting that it was not yet live. Dr. Hunter stated that the page would be informational, and would mirror the Town's information on their webpage. Mr. Booth asked where the links to the cable TV would be and Dr. Hunter stated that they could link it on the main page.

Mr. Hult stated that they want to make sure people can access information and noted that he had no problem with contacts by phone or email. Ms. Hanley noted that on other committees, they have a committee email address that helps to log information coming in. Mr. Hult stated that a monthly note from the Chairs may make sense and Dr. Hunter noted that the OPM would be able to help with that.

Dr. Hunter reviewed communication, noting that they could have a monthly note, and that distribution can be on the Town Manager's report. She stated that the OPM could help support them on the webpage and she recommended having a committee email address instead of individual addresses. She noted that the Chairs could respond to the emails, but other members would be able to see the emails. The committee discussed the pros and cons of having the emails sent to all members and agreed to discuss it further before making a decision. Dr. Hunter stated that they would be holding multiple community forums, which the OPM would help with, and stated that the OPMs had mentioned social media as well.

MSBA Update

Dr. Hunter stated that they submitted the Statement of Interest back in April and she received a call from MSBA last week that CMS had moved on to the second round. She stated that MSBA will come on

September 24th for another site visit and would be making a decision in December. Ms. Bout stated that they have been through this process with MSBA in the past, noting that this is standard. Dr. Hunter noted the unsolicited support that many of the OPM firms provided of the school's choice to not keep waiting for the MSBA for cost effectiveness. Mr. Crane noted the importance of being committed to the project at a local level, commending the schools for moving forward.

Design Subcommittee Discussion

Mr. Hult noted that there were two changes to the subcommittee assignments from the last meeting.

Future Site Visits

Dr. Hunter stated that she is reaching out to more schools and hoped to get some dates set for future site visits.

New Business

Mr. Hult stated that for operational structures, it may be appropriate to meet at the Ripley building. Dr. Hunter noted that Ripley is a town building and that it would be more streamlined to hold the meetings in. The committee agreed to hold the meetings at Ripley, starting with the September 5th meeting.

Mr. Root stated that the committee needs to determine what their goals are before releasing the RFP to the designers. Dr. Hunter stated that the OPM is ready to lead them through this.

Comments

None.

Mr. Hult stated that the next meeting is on September 5, 2019 at Ripley. A motion was made by Ms. Nelson, seconded by Mr. Popov, to adjourn the meeting. The motion was unanimously approved and the meeting adjourned at 8:52 AM.

Respectfully submitted,

Erin Higgins
Recording Secretary

Approved: 9.19.19