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By Town Clerk's Office at 8:54 am, Nov 17, 2023



TOWN OF BURLINGTON
Meeting Minutes

BOARD: BHS Building Committee
DATE: November 2, 2023
TIME: 6:30 p.m.
PLACE: School Committee Room, 123 Cambridge Street, Burlington, MA and WebEx

1. Welcome and Pledge of Allegiance
2. Public Participation – [Remote attendees can access through WebEx. The WebEx information is below.](#)
3. News & Updates
4. OPM (Owner's Project Manager) Interview(s)
5. Discussion
6. Adjourn

See Minutes Below

Project: BHS Building Committee Meeting No: 2
 Meeting Date: 11/2/2023
 Location: 123 Cambridge Street, Burlington and Webex
 Time: 6:30 PM
 Project Minutes Prepared by: M. Fabbri

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PRESENT	NAME	AFFILIATION
Y	Nichole Coscia	MCPPO
Y	*Martha Simon, Vice Chair	BPS School Committee
Y	*Katherine Bond, Chair	BPS School Committee
Y	*Melissa Massardo	BPS School Committee
N	*Chris Monaco	BPS School Committee
Y	*Jeremy Brooks	BPS School Committee
Y	Bob Cunha	BPS Building Maintenance
Y	Mark Sullivan	BHS School Principal
Y	Joe Attubato	BHS Educational Mission & Function of Facility
Y	Doug Davison	Ways and Means
N	Chris Campbell	Ways & Means Committee and BPS Parent
Y	Mimi Bix-Hyland	BPS Parent

*Voting Members

Welcome and Pledge of Allegiance

Chair Bond welcomed all and began the meeting with the Pledge of Allegiance.

Public Comments

None.

News and Updates

None.

OPM (Owner's Project Manager) Interview(s)

Ms. Coscia informed the committee that three firms will be making their presentations this evening. The firms are Dore & Whittier Management Partners, LLC, LeftField, and Colliers Project Leaders USA NE, LLC.

Presentation by Dore & Whittier

Those in attendance included Partner Mike Burton, Day-to-Day Project Manager Terry Hartford, Project Manager Christina Dell Angelo, Controls Project Manager Mike Cox, Assistant Project Manager Rachel Rincon, and Project Manager John Albright. Team members introduced themselves and each provided their experience and what their roles would be in this project. Mr. Hartford explained that Project Manager, Steve Brown, will also be part of the team although was unable to make it to the meeting this evening. The team made their presentation noting that Dore & Whittier focuses on the K through 12 public school projects, only. After their presentation the team proceeded to answer questions from the committee.

Presentation by LeftField

Those in attendance included Principal Jim Rogers, Project Manager John Bates, Communications/Website Manager Linda Liporto and Project Director Brian Dakin. The team introduced themselves and gave a brief background on their firm. Mr. Jim Rogers stated that others that will be part of the team on this project, which include an Educational Liaison Adele Sands, Site Representative Andy Deschenes, MEP Specialist Jay Faxon, and a Project Advisor for MSBA issues David Saindon. LeftField made their presentation and answered questions posed by the committee.

Presentation by Colliers

The team present for Colliers Project Leaders USA NE, LLC included Senior Director Derek Osterman, MEP Systems and Sustainability Expert Sarah Masto, Project Director Phil Palumbo, Project Manager Matthew Sturz, and Assistant Project Manager Jessica Drummond. The team members introduced themselves and gave a background on Colliers. A question and answer session for both, the Colliers team and the BHS Building Committee took place.

Discussion

Ms. Bond stated the interview process is now complete and asked Ms. Coscia to review next steps.

Ms. Coscia stated she will email all eleven Selection Committee members a google form which will allow the committee to rank the firms on a three-point scale. Ms. Coscia stated the deadline for recommendations is Monday, November 6th at 4:00 p.m., and this is a hard deadline. Then, on Wednesday, November 8th, Ms. Coscia will begin negotiations with the top firm followed by the execution of the Contract, potentially by Tuesday, November 14th.

Mr. Cunha reiterated the deadline to submit the ranking form is Monday, November 6th at 4:00 p.m.

Adjournment

Ms. Simon made a motion to adjourn the meeting; seconded by Mr. Brooks.

Ms. Massardo – aye; Mr. Brooks – aye, Ms. Simon – aye; Ms. Bond – aye.

Motion carried 4:0:0.