

**Winter Hill Community School  
School Building Committee Meeting Minutes  
August 18, 2025 4:30PM – Virtual Via Zoom**

**1. Call to Order**

- The meeting was called to order. The roll call confirmed 12 members present.
- Members Present were: Rich Raiche, Andre Green, Ruben Carmona, Courtney Gosselin, Kathleen Seward, Jesse Clingan, Christopher Ames, Courtney Koslow, Emily Grandstaff-Rice, Daniel Grayton, Richard Heidebrecht, Suraj Rajbanshi,

**2. Introductions** The following individuals, who were unable to attend the previous meeting, introduced themselves:

- **Jesse Clingan:** Ward counselor and City Council representative.
- **Andre Green:** School Committee member for the ward encompassing Winter Hill School.
- **Rich Heidebrecht:** Resident, parent of children at the Brown School, with a background in construction.
- **Christopher Ames:** Principal at the Brown School, aiming to offer perspectives that benefit Somerville students.
- **Edward Bean (Ed Bean):** City Finance Director, Auditor, and Chief Financial Officer, with previous involvement in school building committees including the recent Somerville High School Project.
- **Ralph Henry (non member):** Director of Capital Projects, providing support to Rich and Khin.

**3. Approval of Minutes**

- Minutes from the July 7, 2025 meeting were presented for approval.
- **Corrections:**
  - Spelling of Chief of Staff's name: Nikki K. Spencer.
  - Addition of Danielle Barry's last name.
- A **motion** to approve the corrected minutes was made by Rich Raiche and seconded by Daniel Grayton and seconded.

**Vote: For:** Rich Raiche, Andre Green, Ruben Carmona, Courtney Gosselin, Kathleen Seward, Jesse Clingan, Christopher Ames, Courtney Koslow, Emily Grandstaff-Rice, Edward Bean, Suraj Rajbanshi, Daniel Grayton **Against :** None  
**Abstain:** Richard Heidebrecht

**Carried:** 12-0-1

**4. Old Business: MSBA and Construction Advisory Group (CAG) Progress and Schedule Update**

- **CAG Activities:** The CAG met the previous Monday and is still gathering data. Community outreach, including an online survey and focus groups, is underway and expected to gain more momentum in September when school is back in session.
- **CAG Recommendation:** The CAG will provide its recommendation to the Mayor, who will use it as a data point in her decision-making process, specifically regarding the size of the school to be built.
- **MSBA Feasibility Study:** It was clarified that while an early decision on school size might be made, the MSBA will still require the feasibility study to explore all enrollment options until a preferred schematic response is determined. Previous enrollment and capacity studies have been used as a starting point and evolved favorably with MSBA staff evaluation.

## 5. New Business: Designer Selection Process (PMA Consultants Update)

- **MSBA Overall Process Timeline:** The project is past the eligibility period and is in the process of forming the project team. An OPM (PMA Consultants) has been selected, and an RFS for a designer was issued.
- **Designer RFS:** Six applications were received by the deadline (last Wednesday).
- **Designer Selection Panel (DSP) Meetings:** Two DSP meetings with the MSBA are scheduled for September 9th and September 23rd.
- **Evaluation Criteria:** Key criteria for evaluating designers include qualifications for specific projects, past performance, design quality, clarity of documents, coordination with consultants, financial stability, and geographical proximity to the project site.
- **Somerville-Specific Criteria:** Important considerations for Somerville include experience with building on a zero lot line in an urban environment and the firm's ability to meet the city's sustainability goals (e.g., net-zero and all-electric standards).
- **Subconsultant Matrix:** The MSBA requires a list of subconsultants, including MBE (5.4%), WBE (10.4%), and veteran-owned business enterprises (3%). One applicant failed to include two subconsultants and any veteran-owned businesses, and clarification is being sought from the MSBA.
- **Conceptual Examples:** Preliminary conceptual examples from each of the six applicants were shown, emphasizing they are not final designs.
- **Reference Checks:** PMA has begun the process of collecting references for the applicants.
- **DSP Voting:** The DSP will rank firms using a 3-2-1 point system, with the firm receiving the highest cumulative points ranked first. The city will have three votes on the panel, the other 13 appointed members will have one vote each.
- **School Committee DSP Designate:** The School Committee needs to appoint its designate for the DSP. Courtney K expressed interest in being considered for this role. The School Committee will vote on this at their meeting next week.
- **Public Access to RFS Submissions:** Proposals are typically not shared until after selection to protect proprietary and sensitive information and prevent unfair advantage. Requests for documents can be made through a public records request process facilitated by PMA and the city.

- **Committee Input on Designer Selection:** Committee members are encouraged to send their thoughts and considerations regarding the designer applications to Sean at PMA consultants to be aggregated for the DSP members.
- **Quality of Design:** Discussion on defining "quality of design" included aspects like inspiring spirit, meeting functional requirements, aesthetic beauty, efficiency of form, and factoring in sustainability and net-zero goals.

## 6. Public Comment

- No public comments were received.

## 7. Next Meeting

- **Date:** September 29, 2025
- **Time:** 4:30 PM
- **Location:** Virtual

## 8. Adjournment

- A **motion** to adjourn was made by Rich Raiche and seconded by Andre Green.

**Vote For:** Rich Raiche, Andre Green, Ruben Carmona, Courtney Gosselin, Kathleen Seward, Christopher Ames, Courtney Koslow, Emily Grandstaff-Rice, Edward Bean, Suraj Rajbanshi, Daniel Grayton, Richard Heidebrecht

**Against:** None **Abstain:** None

**Carried :** 12-0-0

## Minutes by:

Sean Burke

PMA Consultants