

WESTWOOD SCHOOL BUILDING COMMITTEE

Westwood, Massachusetts

MEETING MINUTES

February 27, 2019

Attendance and Call to Order

The meeting was called to order at 7:03pm in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: Allison Borchers, Sarah Cronin, John Cummings, Charles Donahue, Pam Dukeman, Abby Hanscom, Josepha Jowdy, Carol Lewis, Anthony Mullin, Emily Parks, Heath Petracca, and Mike Walsh. Mike Jaillet and Peter Paravalous were absent. John Cianciarulo recorded the minutes.

I. Welcome and Introductions

Ms. Plotkin asked members of the Committee to introduce themselves.

II. Overview of the SBC's Purpose

Ms. Plotkin stated that the purpose of the School Building Committee is to move forward with the building project. The work completed to-date was reviewed: Successfully completed eligibility phase, accepted into feasibility phase in early February. This phase lasts thirty months and is where the School Building Committee will decide what project will be presented to the Town for a vote.

At this time, the main, short-term goal is to hire an Owner's Project Manager (OPM).

Ms. Parks remarked that the task right now is to hire an OPM, followed by a designer. Both are prescribed by the Massachusetts School Building Authority (MSBA). If moved at great speed starting now, the OPM would be on-board by June and a designer on-board by the end of September/beginning of October.

III. Timeline for the Feasibility Study

A. Feasibility Study Options

The feasibility study will continue through the next school year. The timeline has the vote to fund the project in Spring 2021. This would then be followed by another year of detailed design, then construction. Depending upon how quickly everything moved, the building phase would 2023-2024.

Ms. Plotkin reiterated that the Feasibility Study is a prescribed process by the MSBA, and there are three options to be reviewed:

1. Hanlon School (no consolidation), building for 315 students. This review option is required by the MSBA.
2. Consolidation of Hanlon and Deerfield schools, building for 560 students.
3. Consolidation of Hanlon and Sheehan schools, building for 685 students.

The School Building Committee may investigate renovation options for the Deerfield and/or Sheehan schools. This, however, would be outside of the MSBA grant.

Ms. Parks reiterated that there can be multiple iterations within the three review options. While the project must address Hanlon, the project does not have to be located at the current site of Hanlon.

B. Review of OPM Selection Process and Timeline

Mr. Petracca is drafting the Request for Services (RFS) to select the OPM. Westwood is scheduled for the MSBA's OPM Review Panel meeting on June 3.

Timeline:

Thursday, March 21: Draft OPM RFS due.

Thursday, March 28: Advertisement in Central Register announcing RFS

Wednesday, April 3: Ad runs for two weeks per statutory requirement

Wednesday, April 17: All RFS responses due.

Responses are reviewed, rated, and scored over three weeks.

Wednesday, May 8: Selection package due to MSBA. This includes all documents detailing why the Committee chose the OPM that was selected.

Monday, June 3: OPM Review Panel meeting with MSBA. At this meeting, hopefully, an OPM would be approved with contract signed; designer selection would follow.

Mr. Walsh asked whether it would be beneficial to extend the response window beyond two weeks.

Ms. Plotkin replied that she was concerned about there actually being less time for responses to be reviewed, as the window spans over spring vacation.

Michelle Miller, the Town's Procurement Officer, suggested advising vendors of the upcoming RFS ahead of the advertisement. As this process, and the RFS, is prescribed by the MSBA, vendors are aware of the requirements and can generally fulfill them within the two week window. The strategy is widely adopted.

Ms. Jowdy asked how the review process would work.

Ms. Plotkin replied that there would be a subcommittee.

Mr. Petracca is drafting the RFS using the MSBA's template.

C. Identification of OPM Selection Subcommittee

The MSBA recommends there be a subcommittee that will review and interview OPMs, making a recommendation on who to move forward with. There will be a scoring system that is very specific. Any decision will be backed up by evidence.

The subcommittee is tasked with: reviewing and scoring packages; interviewing 3-5 OPMs in-person; determining which OPM to recommend to the full School Building Committee.

Ms. Plotkin asked if there was anyone that would not be interested in serving on the OPM Selection Subcommittee.

Mr. Petracca indicated that, due to his upcoming retirement on March 31, he will not be able to serve on the subcommittee.

Ms. Plotkin recommended that she, and the following people, serve on the subcommittee: Ms. Parks, Ms. Dukeman, Mr. Walsh (as Chair of the Town Select Board), Mr. Jaillet, and Mr. Paravalos. Mr. Cummings indicated that he could serve on the subcommittee if Mr. Paravalos is unable to do so.

Mr. Walsh moved to approve the OPM Selection Subcommittee. Mrs. Jowdy seconded. Vote: 13-0-0.

Result: Approved (Unanimous)

D. SBC June Meeting Date

Ms. Plotkin reminded the Committee of the timeline discussed earlier. The Subcommittee is scheduled to review responses on April 17 and conduct interviews the week of April 29.

The School Building Committee will meet to approve the OPM Selection Subcommittee's rankings.

There was question about whether the subcommittee would be a public meeting. Ms. Plotkin said that she would look into this.

The next School Building Committee meetings will be held:

Thursday, May 2 at 7pm

Thursday, June 6 at 7pm

Ms. Plotkin said that she will compile the subcommittee's OPM rankings in a spreadsheet.

Mr. Mullin suggested having Westwood Media Center videotape upcoming meetings.

Ms. Parks said that she would contact them and reiterated that all information, including the meeting posting, is on the website: www.westwoodschoolbuilding.com.

Mr. Walsh asked if an open meeting is needed for OPM interviews with the OPM Selection Subcommittee. Ms. Miller said that she would investigate.

Ms. Lewis motioned to adjourn. Mrs. Jowdy seconded. Vote: 13-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 7:31pm.