

WESTWOOD SCHOOL BUILDING COMMITTEE
Westwood, Massachusetts

MEETING MINUTES

June 6, 2019

Attendance and Call to Order

The meeting was called to order at 7:01pm 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, Nancy Hyde, Mike Jaillet, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Michelle Miller, Anthony Mullin, and Emily Parks. Abby Hanscom and Peter Paravalos were absent. John Cianciarulo recorded the minutes.

Chair's Report

Mrs. Plotkin recognized Westwood Media Center, which was on-site to record the meeting.

Mrs. Plotkin welcomed Nancy Hyde as the newest member of the School Building Committee, replacing Mike Walsh. The Select Board previously determined that their representative to the School Building Committee would always be the current chair throughout the duration of the project. Mrs. Hyde was appointed Chair last month.

The Owner's Project Manager Review Panel was held at the Massachusetts School Building Authority (MSBA) on Monday. Ms. Parks, Ms. Plotkin, Ms. Miller, and Tim Bonfatti of Compass Project Management attended. Mr. Bonfatti and his team made a presentation. The MSBA confirmed the School Building Committee's selection of Compass as the Owner's Project Manager (OPM).

OPM Presentation

Mr. Bonfatti, Project Director, and Bryan Jarvis, Project Executive, of Compass presented¹:

- Elementary school experience: Working on projects in Wellesley, Hopkinton, Weston, and Millis.
- Suggested Timeline for Approach:
 - OPM Approval—June 2019
 - Designer Selection—September 2019
 - Community Forum—October 2019
 - Submission of Preliminary Design Plan—January 2020
 - Community Forum—Late winter/early spring 2020
 - Submission of Preferred Schematic Report—April 2020
 - Submission of Schematic Design Report—August 2020
 - Community Forum—Fall 2020
 - Complete Design Development—February 2021
 - Complete Construction Documents—August 2021
 - Start Construction—Fall 2021
- Feasibility and Schematic Design Phase
 - January: Preliminary Design Program
 - April: Preferred Schematic Report
 - August: Schematic Design Report
- Responsibilities of the Westwood School Building Committee
- Reimbursement Process of the MSBA
- Designer Selection Process

The Preliminary Design Program will be in January. This includes:

¹ SBC Kick-off, June 6, 2019 – Compass Project Management presentation slides

- Educational Program (which will need a School Committee vote)
- Initial Space Summary
- Evaluation of Existing Conditions
- Site Development Requirements
- Preliminary Evaluation of Alternatives

The Preferred Schematic Report will be in April. This includes:

- Evaluation of Existing Conditions
- Final Evaluation of Alternatives
- Preferred Solution (which will need a School Building Committee vote)

The Schematic Design Report will be in August 2020. This includes:

- Schematic design
- Final Design Program
- Traffic analysis
- Environmental assessment
- Geotechnical
- Sustainability
- ADA/MAAB Analysis
- Room data sheets
- Project delivery system
- Construction estimates
- Total project budget
- Maximum reimbursement (i.e., rate will be finalized)
- Project schedule

Responsibilities of the School Building Committee

Process for Reimbursement

The Designer Selection Process is determined by the MSBA Designer Selection Panel. There are a total of 15 members. Twelve are appointed by the MSBA; three are assigned by the District. By regulation, the three members are: Representative of the School Committee, Superintendent or Representative, and the CEO or Representative. Compass will work the Ms. Miller, the Town Procurement Manager, through the process.

Mr. Bonfatti advises starting the Designer Selection Process right away and suggests that the School Building Committee get the Request for Services (RFS) to the MSBA as quickly as possible. This secures the District's spot in the process.

The District representatives to the Designer Selection Panel and Ms. Miller will review and comment on the RFS. They will share with the full School Building Committee for review if they desire.

Ms. Jowdy made a motion to appoint Emily Parks (as Superintendent), Maya Plotkin (as Representative of the School Committee), and Nancy Hyde (as CEO Representative) to the MSBA Designer Selection Panel. Mr. Cummings seconded. Vote: 14-0-0.

Result: Approved (Unanimous)

Mr. Bonfatti will provide the RFS by June 10 with the goal of providing a final version to the MSBA by June 17. Comments from the reviewers will be due by June 12. Compass will provide it to the MSBA.

Discussion Items

Mrs. Plotkin asked for input on future meeting dates.

The next meeting will be held Thursday, September 5. Mrs. Hyde indicated that she will need to participate remotely. Mrs. Plotkin queried members of the Committee and determined that a quorum would be physically present.

Mrs. Plotkin asked Mr. Cummings, in his role as President of the Westwood Media Center (WMC) Board, to provide an overview of his thoughts regarding the Media Center taping future meetings. WMC is attempting to cover as many Town committee meetings and events as possible. However, revenue is decreasing due to a reduction in cable customer fees paid. In addition the Federal Communications Commission has a pending ruling that would drastically reduce revenue as well. Contractually, WMC covers the Select Board, Finance Commission, Planning Board, and the School Community. Not all boards are able to be covered. The cost of taping is approximately \$500 per meeting.

Discussion among the members ensued and there was agreement that transparency is important. The Committee decided to have meetings covered on a case-by-case basis as determined by the Chair. Mrs. Plotkin indicated that the upcoming September meeting would be covered.

Building project updates will be standing agenda items for School Committee meetings and the Town Select Board.

Action Items

Mr. Mullin moved to approve the minutes of May 2, 2019. Mrs. Jowdy seconded. Vote: 14-0-0.

Result: Approved (Unanimous)

Mr. Mullin moved to approve the minutes of May 28, 2019. Mrs. Hyde seconded. Vote: 14-0-0.

Result: Approved (Unanimous)

New Business

There was no new business to discuss.

Mrs. Jowdy motioned to adjourn. Mr. Donahue seconded. Vote: 14-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 8:41pm.