

WESTWOOD SCHOOL BUILDING COMMITTEE  
Westwood, Massachusetts

**DESIGNER SELECTION SUBCOMMITTEE MEETING MINUTES**

September 17, 2019

**Attendance and Call to Order**

The meeting was called to order at 4:03 pm in the Superintendent's office in the Westwood Public Schools District Administration building by Chair Maya Plotkin. Also present were: Nancy Hyde and Emily Parks. Ms. Parks also recorded the minutes.

**Review Designer Selection Process**

Mrs. Plotkin recognized Tim Bonfatti of Compass Project Management, the Owner's Project Manager. Mr. Bonfatti reminded the group about details of the MSBA designer selection process. At the MSBA designer selection panel meeting on Oct 1st, the Westwood representatives will constitute 3 of the 13 members of a panel who review proposals at a public meeting. At the end of the discussion at that meeting, panel members will be asked to assign points to their top 3 choices. The 3 firms who receive the most total points from the panel will be invited in for an interview in front of the panel. Though Westwood's members vote as individuals, not a block, today's meeting is an opportunity to talk about what they noticed in the proposals and calibrate what seems important to Westwood.

**Review Designer RFS Submissions**

The group discussed their impressions of the the 8 submissions that Westwood received in response to the RFS for designer services. Ms. Plotkin noted that she was particularly impressed with submissions that indicated that they had considered Westwood's situation specifically and thought about issues related to potential consolidation.

Members discussed the fact that there were interesting variations among the submissions in terms of the types of designs that they produced and the aesthetics of the building. This will be something to consider as we think about what will be right for Westwood.

Ms. Parks suggested that in advance of the Oct. 1 meeting at MSBA the group visit a few area schools that were recently designed by some of these architects. The group agreed that it would be helpful. Ms. Parks will set up visits to Sunita Williams in Needham, the Field School in Weston, and the Early Childhood Center in Dedham. Mr. Bonfatti will set up a visit to the Cambridge King Open School.

**Ms. Hyde made a motion to adjourn. Ms. Plotkin seconded. Vote: 3-0-0.**

**Result: Approved (Unanimous)**

The meeting adjourned at 5:05 pm