

WESTWOOD ELEMENTARY SCHOOL BUILDING COMMITTEE  
Westwood, Massachusetts

MEETING MINUTES

October 11, 2019

Attendance and Call to Order

The meeting was called to order at 8:03am in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: Ken Aries, Allison Borchers, John Cummings, Charles Donahue, Pam Dukeman, Abby Hanscom, Nancy Hyde, Mike Jaillet, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Michelle Miller, Anthony Mullin, and Emily Parks. Sarah Cronin 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 Ken Aries, Director of Operations for the District, as a new member to the Committee.

Mrs. Plotkin shared that the request for architectural services was issued. The School Building Committee previously designated Mrs. Hyde, Ms. Parks, and Mrs. Plotkin as representatives for the Design Selection Subcommittee. Last week, the subcommittee attended the design panel for Massachusetts School Building Authority (MSBA). Eight responses to the request were received. Three architectural firms are being invited back for interviews: Dorr and Whittier, DRA, and William Ronn. They will present on Tuesday, October 15 at the MSBA. A vote will be taken immediately following. The firm with the most votes will be enter negotiations for the design contract.

Mrs. Jowdy asked who determines the architect's fees. Tim Bonfatti, the Owner's Project Manager (OPM), responded that his firm drafts a scope of work and the architect provides a fee proposal. The OPM will work with the Chair and the Subcommittee to determine whether it works within the budget. Ultimately, the School Building Committee has approval. Mr. Bonfatti suggested having the subcommittee negotiate the salary.

**Motion by Mrs. Jowdy to have the School Building Committee Chair approve the fee for the architect and have the Town Administrator sign the contract. Seconded by Mr. Cummings. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

Discussion Items

Mrs. Plotkin shared next steps in the MSBA process and the upcoming Community Engagement sessions coming up this fall.

- Initial Information Presentation and Feedback Session on October 23 and November 4 at 7:00pm at the Thurston cafeteria. (Participants can attend either session.)
- Education Plan Presentation on December 9 and December 12 at 7pm at the Thurston cafeteria. (Participants can attend either session.)
- The School Committee will continue community engagement sessions in the spring.

Mrs. Plotkin encouraged members of the Committee to help promote the upcoming community engagement sessions. The goal is to engage the entire community, be as transparent as possible, and provide an opportunity for people to comment, learn, and understand.

Westwood Media Center will be filming the sessions and the practice of submitting newspaper articles will continue.

Members of the Committee also discussed additional methods of outreach to promote the sessions:

- Fox Hill
- Westwood Glen
- Senior Center
- Advertising insert in *Hometown Weekly*
- Robo-calls
- Town Hall's Facebook group

Mrs. Plotkin asked Mr. Bonfatti to share a high-level overview of next steps. The Preliminary Design Plan, which includes the Education Plan, a report on existing conditions of the school, and the option list will go out in February/March. The Preferred Schematic Report is the critical point at which a decision is needed. The plan is to have this done in June/July. The next phase is the Schematic Design which is part of the design process. That work will continue into next fall and winter.

Potential Special Town Meeting in Spring 2021

Both a Special Town Meeting and debt exclusion vote are targeted for Spring 2021. The Committee discussed using Town Meeting as an education tool in advance of the vote. Mrs. Plotkin shared that a decision is not needed right now and the Committee will talk more about having a Special Town Meeting before the vote or after. Mr. Jaillet shared that a 45-day notice is needed in advance of a Special Town Meeting.

**Action Items**

**Mrs. Jowdy moved to approve the regular meeting minutes of June 6, 2019. Mr. Mullin seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

Members of the Designer Selection Subcommittee voted to approve the minutes of their meeting.

**Mrs. Hyde moved to approve the Designer Selection Subcommittee meeting minutes of September 17, 2019. Ms. Parks seconded. Vote: 3-0-0.**

**Result: Approved (Unanimous)**

The Designer Selection Subcommittee meeting minutes were then voted to be accepted by the full School Building Committee.

**Mr. Mullin moved to accept the Designer Selection Subcommittee meeting minutes of September 17, 2019. Mr. Cummings seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

Amendment contemplated a shorter time frame for OPM work. We are stretching it to February. Tim revised amendment. It revises time and takes scope out longer; it does not change pricing at all. Just timing.

**Ms. Parks moved to approve the amended OPM contract. Mrs. Jowdy seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

**Mr. Mullin moved to approve payment of invoice totaling \$30,909 for Compass Project Management OPM Professional Services from June 1, 2019-August 31, 2019. Mr. Cummings seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

**Mrs. Jowdy moved to approve payment of invoice totaling \$10,303 for Compass Project Management OPM Professional Services from September 1, 2019-September 30, 2019. Mrs. Hyde seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

### **New Business**

There was no new business to discuss.

**Mrs. Jowdy motioned to adjourn. Mr. Aries seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

The meeting adjourned at 8:46am.

### **List of Documents and Exhibits Used at Meeting:**

- Community Engagement Forum flier
- Meeting minutes of June 6, 2019
- Invoices:
  - Compass Project Management OPM Professional Services June 1, 2019-August 31, 2019
  - Compass Project Management OPM Professional Services September 1, 2019-September 30, 2019
- Amended Contract for Project Management Services