

WESTWOOD ELEMENTARY SCHOOL BUILDING COMMITTEE  
Westwood, Massachusetts

MEETING MINUTES

November 8, 2019

Attendance and Call to Order

The meeting was called to order at 8:04am in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: Ken Aries, Allison Borchers, Sarah Cronin, John Cummings, Charles Donahue, Abby Hanscom, Nancy Hyde, Mike Jaillet, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Michelle Miller, Anthony Mullin, and Emily Parks. Peter Paravalos and Pam Dukeman 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 informed the Committee that Peter Paravalos has resigned from his seat on the School Building Committee.

Mrs. Plotkin updated the Committee regarding the community engagement sessions held on October 23 and November 4. Approximately 75 people attended each. The designers gave a brief presentation, Ms. Parks provided an overview of the process, Ms. Plotkin presented on the need for the project, and then opened up into breakout sessions. This was helpful for members of the School Committee to hear. FAQs will be developed from the feedback received at the community engagement sessions.

A transcript of feedback will be shared with the community.

Discussion Items

Review Designer Selection Process and Selection

Since the last School Building Committee meeting, the designer selection process has taken place. Tim Bonfatti of Compass Project Management updated the Committee.

The Designer Selection Panel makes the decision on the architect. The Town had three member on the panel: Mrs. Hyde, Ms. Parks, and Mrs. Plotkin and were charged with short-listing three firms for interviews. After interviews were conducted, there was deliberation among the panel, immediately followed by a vote. At the conclusion, there was consensus that Dore and Whittier was the firm that was ranked first.

Designer's Presentation

Don Walter, Principal in Charge, and Mike Pirolo, Educational Planner, at Dore and Whittier, presented.

Dore and Whittier predominantly designs for K-12 public education facilities. This will be the firm's fifteenth MSBA project; and eighth MSBA elementary school.

A site analysis will be conducted on three sites: the Sheehan School campus, Deerfield School campus, and Hanlon School campus.

As part of the process, the team from Dore and Whittier will be evaluating options:

- Hanlon (capacity of 315): Renovation; addition/renovation; or new construction
- Hanlon and Deerfield (capacity of 560): Addition/renovation; or new construction
- Hanlon and Sheehan (capacity of 685): Addition/renovation; or new construction

Mrs. Lewis asked about the possibility of visiting the Sunita Williams School in Needham, a recent Dore and Whittier project. Mrs. Plotkin agreed and work will be done to schedule visits and potentially videotape tours.

Mr. Donahue stressed that it is important to convey the needs of the buildings to the community and that they will need to be addressed.

Mr. Walter reiterated part of the process is to look at many options, including determining what it would take just to keep the building operational, such as bringing it into ADA compliance.

Mrs. Jowdy shared feedback that there may not be an appetite for another debt exclusion vote.

#### Review Total Project Schedule and Two-Month Workplan

Mr. Bonfatti provided a broad overlook of the timeline:

- October 2019-March 2020: Community Input and Visioning
- March 2020: School Building Committee approves shortlist of options
- June 2020: School Building Committee submits final options to MSBA
- August 2020: MSBA approves final option
- Spring 2021: MSBA vote on MSBA funding; Town Meeting vote on funding for project

There are two focuses in preparation for the preliminary design program: Existing conditions/facilities analysis; and review of educational programming.

Mr. Walter reviewed the schedule for analysis of existing conditions and facilities:

- November 11, 2019: Design Team Site Visits
- TBD: Traffic Study, Site Survey, and Geotechnical Borings
- November/December 2019: Preliminary report drafted
- December 20, 2019: Executive Summary presentation at School Building Committee meeting
- December 2019-February 2020: Development of Options
- February 2020: Sustainability Charette
- March-April 2020: Finalize Option and PDP Report

Mr. Pirollo shared the schedule for the educational programming review:

- November 8, 2019: Educational Questionnaires from school principals completed
- November 12 and 14, 2019: Principal Workshop interviews and walkthroughs at Deerfield, Hanlon, and Sheehan
- November 19, 2019: Special Education Interview and Visioning Session
- December 2, 2019: During full-day in-service, educational visioning session with elementary educators will take place
- December 9, 2019: Principal Workshop #2
- December 9 and 12, 2019: Evening Public Forums
- December 16, 2019: Full-day, District-wide educational visioning for staff, students, faculty, parents, community members, and educational leaders
- January 2020: Draft report of Educational Programming Report available
- February 2020: Final Educational Program Report complete

The December 16 session will have a full representation of all constituencies: classroom teachers, special educators, specialists, administrators, clerical staff, custodial staff, parents, and community members.

Mr. Cummings mentioned that he received many questions regarding the plan for the school(s) no longer in use. Chin Lin, Senior Project Manager, responded that the MSBA has required the District to establish the proposed future use or disposition of existing spaces vacated as a result of the proposed project as part of the Preferred Schematic Report.

Also at the community forums, there was wide sentiment that there needs to be a plan for the school that is not involved in the MSBA project. Mrs. Plotkin believes that the Committee should have a plan for that as well.

### FAQ Draft

A draft of Frequently Asked Questions, compiled in part with feedback at the community forums, was shared with the Committee. The Easton Public Schools recently had a vote passed on a school building project; Mrs. Plotkin believes that reviewing their document will be helpful to formulate Westwood's.

The FAQs are specific to the project and some that every community involved in a building project asks. Mr. Bonfatti suggests that a process for vetting answers be developed.

Mrs. Hyde stressed that it is important to have an outside perspective when drafting the answers.

Ms. Parks and Mr. Cianciarulo will work on drafting FAQs for review by Mr. Mullin, Mrs. Jowdy, and Mrs. Miller, and PTO Presidents.

### Upcoming Community Forums, Including Upcoming Sessions

Ms. Plotkin reminded the Committee of upcoming community forums on December 9 and December 12. Additional sessions will be held in the winter. Evening sessions seem to work well as more people are able to attend. They are also posted online for later viewing.

Mrs. Jowdy suggested a morning session for mothers.

### Additional Meetings

In order to submit the Preliminary Design Program and Preferred Schematic Report, approved minutes must be included. Therefore, additional meetings are necessary in March and June solely to approve and certify minutes.

Mrs. Plotkin indicated that this may not be necessary as the District can potentially amend the filing with a copy of the certified minutes.

### Action Items

Mr. Bonfatti shared with the Committee how the process worked. The Design Selection Panel ranks first firm to enter into negotiations, Dore and Whittier. A fee request letter was sent and received. The MSBA has a designer standard form contract which was used. Additional, extra services, were also included, as they are unique to the project:

- Geotechnical report
- Traffic analysis
- Environmental site assessment
- Survey

Mr. Bonfatti conveyed that this fee structure is consistent with similar MSBA projects and recommends awarding the contract

**Mr. Mullin moved to approve the Designer's contract with Dore and Whittier. Mr. Jowdy seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

**Mrs. Lewis moved to approve the regular meeting minutes of October 11, 2019. Mrs. Jowdy seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

**Mr. Cummings moved to approve invoices totaling \$12,316.65, as recommended by Compass. Mr. Donahue seconded. Vote: 15-0-0.**

**Result: Approved (Unanimous)**

### **New Business**

Mr. Mullin asked Mrs. Plotkin to work with Mr. Walter on providing materials for review ahead of the meeting.

Mrs. Hyde wished to note that this is Mr. Jaillet's final School Building Committee. He is retiring as Town Administrator. Chris Coleman, the new Town Administrator, will attend the December meeting. The Committee thanked Mr. Jaillet for his work.

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

**Result: Approved (Unanimous)**

The meeting adjourned at 9:15am.

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

- Dore and Whittier presentation on Paul Hanlon Elementary School
- Existing Conditions – Facilities Analysis Workplan and Schedule, dated October 31, 2019
- Educational Programming Workplan and Schedule, dated October 31, 2019
- School Building Project Timeline
- FAQ Draft
- Memo dated November 6, 2019 from J. Cianciarulo to M. Plotkin regarding additional SBC meeting dates
- Memo dated November 5, 2019 from T. Bonfatti to the Westwood School Building Committee recommending approval of the architect's contract

- Contract for Designer Services between the Town of Westwood and Dore + Whittier, dated November 4, 2019
- Meeting minutes of October 11, 2019
- Monthly Vendor Invoice Package for financial period ending October 31, 2019