

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

EVALUATION CRITERIA SUBCOMMITTEE MEETING MINUTES

January 9, 2020

Attendance and Call to Order

The meeting was called to order at 10:03am in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: Ken Aries, John Cummings, Nancy Hyde, Tony Mullin, and Emily Parks. John Cianciarulo recorded the minutes.

Subcommittee Chair's Report

Welcome

Mrs. Plotkin welcomed members to the Evaluation Criteria Subcommittee meeting.

Review Role of Subcommittee and Process of Work

Mrs. Plotkin reviewed the role of the subcommittee and the process of work. There will be two functions for the subcommittee, determining what the criteria shall be for evaluating the options and determining the metric by which to judge; and then to apply that criteria to each option. One unified result will be presented to the full School Building Committee.

Discussion Items

Presentation by Design Team on Options

Don Walter, Principal of Dore and Whittier, introduced Rob Fitzgerald, Project Manager; Glen Gollrad, Architect; Jason Boone, Educational Facility Planner; and Mike Pirollo, Educational Facility Planner.

Twelve options for each of the three enrollment scenarios was presented. The Design Team sought feedback on which options should involve more detailed work. The focus was on big picture, with specifics to be fleshed out later.

The Evaluation Subcommittee, team from Compass, and team from Dore and Whittier reviewed the twelve options as summarized below:

- Two Hanlon only options of 315 students located on the Hanlon site
- Four Hanlon/Deerfield options of 560 students located on the Hanlon site
- One Hanlon/Sheehan option of 685 students on the Hanlon site
- Two Hanlon/Sheehan options of 685 students on the Hanlon site
- Three Hanlon/Sheehan options of 685 students on the Sheehan site

The Subcommittee, in their review, noted the following:

- Disruption to fields and schools should be a factor.
- Addition/renovation options were required assessments by the MSBA.
- In earlier forums, a comment was made about not having parking in front of the building.
- The School Committee has not made a determination about consolidating elementary schools. If the School Committee does decide to do so, the single-school options can be removed from consideration, if the MSBA also happens to agree.
- There has been some consideration about environmental resiliency (e.g., flooding). If the school is located in close proximity to a watershed area, it will be a priority.
- Recreation space, such as fields, should be maximized on the property.

Presentation by Owners' Project Manager on Evaluation Criteria

Tim Bonfatti, Project Executive, and Chin Lin, Project Manager, of Compass Project Management, distributed documents for the subcommittee to review: Sample project evaluation criteria from Dore and Whittier, Example matrices from the Hopkinton Center School Feasibility Study, and draft criteria from Compass.

The Subcommittee was encouraged to review the information and determine whether there are any other issues that should be factored into the evaluation.

Mrs. Hyde reminded everyone about a nonbinding resolution on future municipal buildings constructed with net-zero energy. The article will appear on the Town Meeting warrant.

Review Meeting Schedule

Mrs. Plotkin introduced discussion for scheduling two additional meetings for the subcommittee. It was decided that the meetings will be held:

- Thurs., Jan. 16 at 9:15am-10:45am
- Thurs., Feb. 6 at 9am-10:30am

Action Items

Appoint Subcommittee Chair

Mrs. Hyde moved to appoint Maya Plotkin as Chair of the Evaluation Subcommittee. Mr. Cummings seconded.

Vote: 6-0-0.

Result: Approved (Unanimous)

Approve Evaluation Criteria

The vote to approve Evaluation Criteria was tabled.

New Business

There was no new business.

Adjournment

Mr. Cummings motioned to adjourn. Mrs. Hyde seconded.

Vote: 6-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 11:47am.

List of Documents and Exhibits Used at Meeting:

- Design options (12) from Dore and Whittier
- Evaluation criteria drafted by Compass
- Matrices from the Hopkinton Center School Feasibility Study, provided by Compass
- Project evaluation criteria, provided by Dore and Whittier