

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES

January 17, 2020

Attendance and Call to Order

The meeting was called to order at 8:01am in the Professional Development Room at Westwood High School by Chair Maya Plotkin. Also present were: Ken Aries, Brian Bayer, Allison Borchers, Christopher Coleman, Sarah Cronin, Charles Donahue, Pam Dukeman, Nancy Hyde, Josepha Jowdy, Lemma Jnbaptiste, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, and Kate Scales. John Cummings and Abby Hanscom were absent. Carol Lewis left the meeting at 8:49am. Josepha Jowdy and Anthony Mullin both left the meeting at 9:17am. John Cianciarulo recorded the minutes.

Chair's Report

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

Membership Update

Mrs. Plotkin welcomed two new members. Kate Scales is a parent of children enrolled at both Hanlon and the Integrated Preschool. She is a graduate of the Hanlon School and is a former fifth grade teacher for the Quincy Schools. Brian Bayer is the parent of three children enrolled in the Westwood Schools, all are graduates of Martha Jones. He is an architect.

Project Updates

Mrs. Plotkin shared updates from the Evaluation Criteria Subcommittee. They have met twice to form the criteria for how to evaluate the options. Tim Bonfatti of Compass Project Management updated the full School Building Committee on the evaluation criteria during the discussion portion of the meeting.

Discussion Items

Discussion on Project Options

Mrs. Plotkin recognized Don Walter, Principal, and Rob Fitzgerald, Project Manager, of Dore and Whittier.

The following scenarios were studied:

- Hanlon Only (315 students, 90,860 gross square feet) – Renovation, Addition/Renovation, New
- Hanlon and Deerfield (560 students, 122,388 gross square feet) – Addition/Renovation, New
- Hanlon and Sheehan (685 students, 136,181 gross square feet) – Addition/Renovation, New

Mr. Fitzgerald presented each of the fifteen options that were developed:

- Three Hanlon-only options of 315 students located on the Hanlon site
- Five Hanlon/Deerfield options of 560 students located on the Hanlon site
- Seven Hanlon/Sheehan options of 685 students located at either the Hanlon or Sheehan site

Mrs. Plotkin shared outcomes of two conference calls she had to discuss gym space and playing fields:

- Gym: Conference call with Westwood Basketball Association, Westwood Recreation Department, District Operations, and the High School Athletic Director; consensus is an 84 ft. court with two middle school cross-courts with some form of bleachers.
- Fields: Conference call with Westwood Little League, Westwood Lacrosse, Westwood Youth Soccer, District Operations, and High School Athletic Director; consensus seems to be an 11 v. 11 soccer field and little league baseball diamond that do not overlap each other.

Mrs. Miller raised a concern regarding the need for increased playground space. Mr. Walter indicated that this is in consideration, but has not been fully studied. Mrs. Plotkin echoed this, indicating the potential for split playground space for lower and upper grades, along with an outdoor classroom space.

Mrs. Hyde asked whether the MSBA correlates the size of the cafeteria to typical lunch times. Mr. Walter replied that it is sized for the school's total population, assuming two lunch periods per day.

Mr. Bayer suggested showing the floor plans with site footprints and corridor distance for comparison when evaluating.

Ms. Parks shared that there is a clear preference for a solution that is the least disruptive to education during construction. In terms of layout and design, principals immediately noticed difficulties in the Sheehan site (i.e., bus loop).

Mr. Bayer expressed concern regarding the traffic impact of a larger school located at the Sheehan site. The larger footprint of the building, displacement of playing fields, etc. are huge.

Mrs. Plotkin addressed the impact of playing fields. At the Sheehan site, there are currently two baseball little league diamonds and K-2 soccer fields. In most solutions for the Sheehan site, a lot of those fields are lost. They would need to be relocated elsewhere in Town. It has become clear that fields cannot be lost in the process.

Evaluation Criteria

Mr. Bonfatti shared that the Evaluation Subcommittee has met twice and developed criteria categories:

- Education: How does the option meet the educational goals of Westwood?
- Site: How does the option maximize on-site parking, allow for efficient drop-off circulation, and provide access to parking for sports fields?
- Community: To what extent does the option provide benefits to the community, such as sports fields, community space, and gym space?
- Sustainability: How well does the option align with the sustainability goals of the Town?
- Logistics/Construction Impact: What is the impact to the students on the project site during construction? How difficult is the phasing/site logistics?
- Cost: To what extent (if any) does the project go over the baseline cost of the building?

The team from Compass and Dore and Whittier will do an initial analysis of the options and grade against the evaluation criteria. The Subcommittee will complete a subsequent review to formally rank.

Mr. Lin, Project Manager at Compass, outlined the next steps:

- January 23: School Committee's public presentation to the Town.
- February 6: Evaluation Subcommittee meeting: Anticipate relative costs available. The subcommittee will recommend a short list to present to the full School Building Committee on February 13.
- By the March 20 School Building Committee meeting, the School Building Committee will accept the Preliminary Design Proposal to be submitted to the Massachusetts School Building Authority.

At last night's School Committee meeting, a draft of the Educational Plan was reviewed and discussed. At its meeting of January 30, the School Committee will vote to approve the plan, which is part of the

Preliminary Design Proposal submission. The Plan describes the District's educational needs as outlined in the evaluation criteria.

Mr. Fitzgerald shared the Design Team's timeline:

- January 2020: Options Development
- February 2020: Cost Estimates and Options Evaluations
- March 2020: Short List and Submission of PDP to MSBA
- Summer 2020: Preferred Solution and Submission of PSR to MSBA

Mr. Fitzgerald later shared visual examples of the gym size which were discussed at the previous School Building Committee meeting.

- The reimbursable space for an elementary gym is 6,000 +/- net square feet.
- Variation #1 is 10,700 +/- net square feet, which includes seven rows of bleachers
- Variation #2 is 11,700 +/- net square feet, which can include as much as fifteen rows of bleachers.

Action Items

Approval of Minutes

Mrs. Hyde moved to approve the meeting minutes of December 20, 2019. Mr. Donahue seconded.

Vote: 13-0-0.

Result: Approved (Unanimous)

Approval of Invoices

Mrs. Hyde moved to approve invoices for the period ending December 31, 2019, totaling \$65,100, as recommended by Compass. Mr. Donahue seconded.

Vote: 13-0-0.

Result: Approved (Unanimous)

New Business

There was no new business.

Adjournment

Ms. Borchers motioned to adjourn. Ms. Parks seconded.

Vote: 13-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 9:38am.

List of Documents and Exhibits Used at Meeting:

- Dore and Whittier School Building Committee slideshow presentation, dated January 17, 2020
- School Building Committee draft meeting minutes of December 20, 2019
- Vendor Invoice Package for period ending December 31, 2019
- Westwood Hanlon Elementary School Evaluation Criteria drafted by Compass Project Management, dated January 17, 2020