

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

EVALUATION CRITERIA SUBCOMMITTEE MEETING MINUTES

February 6, 2020

Attendance and Call to Order

The meeting was called to order at 9:03am 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. Mr. Mullin left the meeting at 10:50am. John Cianciarulo recorded the minutes.

Discussion Items

Evaluation Criteria, Matrix

Ms. Plotkin distributed two evaluation matrices: a blank matrix and a copy of a first-pass that was completed by the teams at Dore and Whittier and Compass for the Subcommittee to discuss. Mr. Fitzgerald, Project Manager at Dore and Whittier, distributed preliminary cost estimates.

Ms. Plotkin outlined the process for evaluating the options: Each project option will be discussed and evaluated against the following criteria:

- Education: How well does the option meet the educational goals of Westwood?
- Site: How well does the option maximize on-site parking, allow for efficient pick-up/drop-off circulation, and provide access to/parking for sports fields?
- Traffic: What is the impact of the project to the traffic in the neighborhood and the town?
- 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 sustainable 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 per square foot: What is the cost per square foot of construction for each option?

The subcommittee thoroughly discussed the rankings of each project against the criteria and then tallied their rankings.

Project Options

The Subcommittee tallied their rankings. After evaluating the options, there was general consensus on the shortlist of project options:

- Renovation of Hanlon School (capacity of 315 students)
- Addition and renovation of Hanlon, combined with Sheehan, at the Hanlon site (capacity of 685 students)
- New construction of Hanlon (capacity of 315 students)
- Two options for new construction, combined Hanlon and Deerfield, at the Hanlon site (capacity of 560 students)
- New construction, combined Hanlon and Sheehan, at the Hanlon site (capacity of 685 students)
- New construction, combined Hanlon and Sheehan, at the Sheehan site (capacity of 685 students)

The evaluation matrix and recommended shortlist will be presented at the upcoming School Building Committee meeting next week.

Action Items

Approval of Subcommittee Minutes

Mr. Aries moved to approve the subcommittee meeting minutes of January 16, 2020. Mr. Cummings seconded.

Vote: 5-0-0.

Result: Approved (Unanimous)

Approve Evaluation Criteria

Ms. Parks moved to approve the evaluation criteria template. Mrs. Hyde seconded.

Vote: 5-0-0.

Result: Approved (Unanimous)

New Business

The Subcommittee chose to take a vote to approve the short list that will be brought before the School Building Committee for discussion.

Mrs. Hyde recommended that the shortlist of project options (outlined below) be brought before the Building Committee. Ms. Parks seconded.

- Renovation of Hanlon School (capacity of 315 students)
- Addition and renovation of Hanlon, combined with Sheehan, at the Hanlon site (capacity of 685 students)
- New construction of Hanlon (capacity of 315 students)
- Two options for new construction, combined Hanlon and Deerfield, at the Hanlon site (capacity of 560 students)
- New construction, combined Hanlon and Sheehan, at the Hanlon site (capacity of 685 students)
- New construction, combined Hanlon and Sheehan, at the Sheehan site (capacity of 685 students)

Vote: 5-0-0.

Result: Approved (Unanimous)

Adjournment

Mrs. Hyde motioned to adjourn. Ms. Parks seconded.

Vote: 5-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 11:08am.

List of Documents and Exhibits Used at Meeting

- Copy of School Building Committee meeting presentation of January 17, 2020
- Draft of preliminary project cost estimates, dated February 4, 2020
- Evaluation Criteria Subcommittee draft meeting minutes of January 16, 2020
- Westwood Hanlon Elementary School Evaluation Criteria matrices, dated February 6, 2020