

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES

March 20, 2020

Attendance and Call to Order

The meeting was called to order in the Little Theater at Westwood High School at 8:04am by Chair Maya Plotkin. Emily Parks was also present in the Little Theater. Those participating remotely¹ were: Ken Aries, Brian Bayer, Allison Borchers, Christopher Coleman, Sarah Cronin, John Cummings, Pam Dukeman, Abby Hanscom, Nancy Hyde, Josepha Jowdy, Lemma Jn-baptiste, Carol Lewis, Michelle Miller, Anthony Mullin, and Kate Scales. Charles Donahue was absent. John Cianciarulo recorded the minutes.

Chair's Report

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

Discussion Items

Eversource Utility Incentive Program

Mrs. Plotkin explained the opportunity to partner with Eversource early in the project that will provide incentives with respect to sustainability experts. She recognized Kim Cullinane from Eversource's Energy Efficiency Group, which works on new construction projects.

Ms. Cullinane explained that utility bills have an energy efficiency charge that is required by the Massachusetts Department of Public Utilities. That money goes into MassSave, which distributes the funds in technical assistance support dollars in an effort to reduce energy use.

She explained the proposal for this project:

- Typically in new construction projects, Eversource will come in and engage with the design team on analysis and modelling. The program is being improved and will provide a new pathway in development that will support projects early in the feasibility process.
- The fee proposal is \$21,000. Eversource will pay \$14,000 of that. The Town is being asked to cost-share the remaining \$7,000.

Mrs. Plotkin asked for clarification on the \$7,000 commitment and wondered if any additional funds from the Town would be necessary.

Ms. Cullinane explained that there would be options post-occupancy, but nothing in the near-term. But there will be no further design level cost-share. She further explained that, with the standard program, the vendor is brought in to do energy modeling to determine savings. This is normally cost-shared with the owner. In this instance, the fee associated with this component is being waived.

Mrs. Hyde asked that this waiver be noted in the Memorandum of Understanding. Ms. Cullinane agreed.

Chair's Report (Continued)

¹ Remote meeting held in accordance with Executive Order of Massachusetts Governor, March 12, 2020. (Attached)

Mrs. Plotkin provided a review of community engagement since last month's School Building Committee Meeting.

A community forum was held on March 5. Dore and Whittier presented the short list to the public. Questions from the public have been collated and documented by the design team and will be shared soon.

Update and Preliminary Design Program

Mrs. Plotkin explained that the Preliminary Design Program (PDP) is the first submission to the Massachusetts School Building Authority (MSBA). Dore and Whittier has put this together and it was distributed to the School Building Committee membership last week. It is very comprehensive and includes the Education Plan that was approved by the School Committee, as well as the short-list of options. Mrs. Plotkin recognized Rob Fitzgerald, Project Manager at Dore and Whittier.

Mr. Fitzgerald summarized the work that has been completed to date:

- Site and building assessments for Deerfield, Hanlon, and Sheehan
- Educational planning, which included principal interviews and educational walk-throughs, faculty and staff visioning workshops, principals' workshops, and school tours in Needham, Milford, and Millis
- Community outreach, including nine community meetings and meeting with the Town Select Board
- Options development, evaluation, cost, and shortlist

Mr. Fitzgerald provided an overview of the options that were previously presented and discussed:

- Hanlon Only (315 students)
 - Renovation
 - Addition/Renovation
 - New Construction
- Hanlon and Deerfield (560 students)
 - Addition/Renovation
 - New Construction (4 options)
- Hanlon and Sheehan (685 students)
 - Addition/Renovation (2 options)
 - New Construction (5 options)

A thorough evaluation process was completed, which narrowed the options to a short-list:

- Option RO-H.1 (Hanlon renovation, 315 students)
- Option AR-HS-H.3 (Addition/renovation at Hanlon site of Hanlon and Sheehan, 685 students)
- Option NHO-H.1 (New construction at Hanlon site of Hanlon only, 315 students)
- Option NHD-H.1 (New construction at Hanlon site of Hanlon and Deerfield, 560 students)
- Option NHD-H.4 (New construction at Hanlon site of Hanlon and Deerfield, 560 students)
- Option NHS-H.1 (New construction at Hanlon site of Hanlon and Sheehan, 685 students)
- Option NHS-S.3 (New construction at Sheehan site of Hanlon and Sheehan, 685 students)

Mr. Fitzgerald explained what is included in the PDP submission:

- Table of contents
- Introduction/Executive Summary
- Educational Program
- Initial Space Summary
- Evaluation of Existing Conditions
- Site Development Requirements
- Preliminary Evaluation of Alternatives
- Local Actions and Approval Certification
- Appendices

Mrs. Plotkin commended the District Leadership Team for their work on the Education Plan. It is an important document which drives how the building is constructed.

Mr. Fitzgerald stated that he hopes to have the PDP submitted by the end of the day Tuesday or first thing Wednesday morning.

Mr. Mullin asked if deadlines have been extended due to the COVID-19 pandemic. Tim Bonfatti, Principal at Compass Project Management explained that he has been in contact with the MSBA and they have not relaxed the deadline.

Mr. Fitzgerald continued his presentation, detailing the next steps:

- April-June: Prepare Preferred Schematic Report
 - Evaluate the Few and Identify the Preferred Option
 - Consider Redistricting Impact
 - Consider Nuanced Design Differences
 - Consider Impact to Building Left Out
 - Consider More Nuanced Cost Estimates

Community meetings are scheduled for April 30 to present on redistricting; and June 4 to present the preferred option with cost.

Mrs. Hyde asked if some thought had been given to conducting these virtually. Ms. Parks indicated that this is being discussed internally.

Action Items

Approval of January 17, 2020 minutes

Mr. Mullin moved to approve the meeting minutes of January 17, 2020. Ms. Parks seconded.

Roll-Call Vote:

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Bayer	Aye
Ms. Borchers	Aye

Mr. Coleman	Aye
Mrs. Cronin	Aye
Mr. Cummings	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Mrs. Lewis	Aye
Mrs. Miller	Aye
Mr. Mullin	Aye
Ms. Parks	Aye
Ms. Scales	Aye

Vote: 17-0-0.

Result: Approved (Unanimous)

Approval of February 13, 2020 minutes

Mr. Mullin moved to approve the meeting minutes of February 13, 2020. Mrs. Jowdy seconded.

Roll-Call Vote:

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Bayer	Aye
Ms. Borchers	Aye
Mr. Coleman	Aye
Mrs. Cronin	Aye
Mr. Cummings	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye

Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Mrs. Lewis	Aye
Mrs. Miller	Aye
Mr. Mullin	Aye
Ms. Parks	Aye
Ms. Scales	Aye

Vote: 17-0-0.

Result: Approved (Unanimous)

Authorization for the Owner’s Project Manager to Submit the Preliminary Design Program

Mrs. Lewis moved to authorize Compass Project Management to submit the Preliminary Design Program as prepared by Dore and Whittier. Mrs. Jowdy seconded.

Roll-Call Vote:

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Bayer	Aye
Ms. Borchers	Aye
Mr. Coleman	Aye
Mrs. Cronin	Aye
Mr. Cummings	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Mrs. Lewis	Aye
Mrs. Miller	Aye
Mr. Mullin	Aye

Ms. Parks	Aye
Ms. Scales	Aye

Vote: 17-0-0.

Result: Approved (Unanimous)

Authorize the School Building Committee Chair to Sign Memorandum of Understanding and Associated Paperwork related to Eversource Utility Incentive Program

Mrs. Hyde moved to authorize the School Building Committee Chair to sign the Memorandum of Understanding and associated paperwork related to the Eversource Utility Incentive Program related to the Hanlon project with an amendment to include that the energy modeling cost is waived. Mrs. Jowdy seconded.

Roll-Call Vote:

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Bayer	Aye
Ms. Borchers	Aye
Mr. Coleman	Aye
Mrs. Cronin	Aye
Mr. Cummings	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Mrs. Lewis	Aye
Mrs. Miller	Aye
Mr. Mullin	Aye
Ms. Parks	Aye
Ms. Scales	Aye

Vote: 17-0-0.

Result: Approved (Unanimous)

Approve Funding of \$7,000 for Early Energy Study

Ms. Parks moved to approve funding of \$7,000 for early energy study as part of the agreement with Eversource. Mrs. Jowdy seconded.

Roll-Call Vote:

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Bayer	Aye
Ms. Borchers	Aye
Mr. Coleman	Aye
Mrs. Cronin	Aye
Mr. Cummings	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Mrs. Lewis	Aye
Mrs. Miller	Aye
Mr. Mullin	Aye
Ms. Parks	Aye
Ms. Scales	Aye

Vote: 17-0-0.

Result: Approved (Unanimous)

Approval of Invoices

Mr. Coleman moved to approve invoices for period ending February 29, 2020, totaling \$80,470.00, as recommended by Compass. Mr. Aries seconded.

Roll-Call Vote:

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Bayer	Aye
Ms. Borchers	Aye
Mr. Coleman	Aye
Mrs. Cronin	Aye
Mr. Cummings	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Mrs. Lewis	Aye
Mrs. Miller	Aye
Mr. Mullin	Aye
Ms. Parks	Aye
Ms. Scales	Aye

Vote: 17-0-0.

Result: Approved (Unanimous)

New Business

No new business was discussed.

Adjournment

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

Roll-Call Vote:

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Bayer	Aye

Ms. Borchers	Aye
Mr. Coleman	Aye
Mrs. Cronin	Aye
Mr. Cummings	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Mrs. Lewis	Aye
Mrs. Miller	Aye
Mr. Mullin	Aye
Ms. Parks	Aye
Ms. Scales	Aye

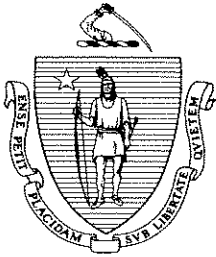
Vote: 17-0-0.

Result: Approved (Unanimous)

The meeting adjourned at 9:05am.

List of Documents and Exhibits Used at Meeting:

- Engineering Services Agreement related to Eversource
- Meeting minutes of January 17, 2020
- Meeting minutes of February 13, 2020
- Memorandum of Understanding for Eversource Utility Incentive Program
- Monthly Vendor Invoice Package for financial period ending February 29, 2020
- Preliminary Design Program report
- Project Update and Preliminary Design Program slideshow by Dore and Whittier, dated March 20, 2020



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

WHEREAS, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

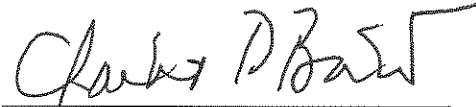
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in cursive script that reads "Charles D. Baker". The signature is written in black ink and is positioned above a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts