

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

EVALUATION CRITERIA SUBCOMMITTEE MEETING MINUTES

March 31, 2020

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:04am by Chair Maya Plotkin. Also present were: Ken Aries, John Cummings, Nancy Hyde, Tony Mullin, and Emily Parks. Mr. Mullin left the meeting prior to adjournment. John Cianciarulo recorded the minutes.

Mrs. Plotkin recognized the live stream of the meeting which was provided for real-time, public access to the activities of the Evaluation Criteria Subcommittee. Members of the public were able to view a live stream of the meeting via the Internet at www.westwood.k12.ma.us/live.

Subcommittee Chair's Report

Mrs. Plotkin provided an update on the project and process to-date. Dore and Whittier submitted the Preliminary Design Program (PDP) last week. The Massachusetts School Building Authority has acknowledged receipt. The PDP includes both the education plan and the short-list of options.

The purpose of this subcommittee is to do the same for the short-list as was done for the longer list: Develop evaluation criteria, approve that criteria, approve the evaluation criteria matrix, and apply that criteria to the short list options. Following this process, the Evaluation Criteria Subcommittee will make a recommendation to the full School Building Committee with the results.

Discussion Items

Evaluation Criteria to Determine Preferred Option

Mrs. Plotkin recognized Rob Fitzgerald, Project Manager and Mike Pirolo, Educational Planner, of Dore and Whittier, the project's design firm. Mr. Fitzgerald shared sample evaluation criteria for discussion among the Evaluation Criteria Subcommittee.

- Education
 - Educational Guidelines
 - Growth and Future
 - Outdoor Learning and Connection to Nature
 - Impact to Other Schools
- Site
 - Circulation and Parking
 - Fields and Other Amenities
- Community Impact
 - Redistricting and Traffic
 - Community Use Opportunities
- Security/Sustainability/Construction Impact
 - Security
 - Sustainability
 - Logistics/Construction Impact
- Cost
 - Cost to Benefit Analysis
 - Net Cost to Town for all Three Schools

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

- Busing and Operational Costs

The Evaluation Criteria Subcommittee reviewed each category and discussed guiding questions to be used when evaluating. Mr. Fitzgerald will integrate and modify the criteria based upon feedback.

On April 16, the Subcommittee will approve the recommended, weighted evaluation criteria. The following day, the criteria will be presented to the full School Building Committee. On May 27, the Subcommittee will meet again to go through each option and score.

Action Items

Approval of Subcommittee Minutes

Mrs. Hyde moved to approve the subcommittee meeting minutes of February 6, 2020. Ms. Parks seconded.

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Cummings	Aye
Mrs. Hyde	Aye
Ms. Parks	Aye

Vote: 5-0-0.

Result: Approved

New Business

There was no new business.

Adjournment

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

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Cummings	Aye
Mrs. Hyde	Aye
Ms. Parks	Aye

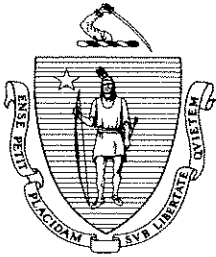
Vote: 5-0-0.

Result: Approved

The meeting adjourned at 9:17am.

List of Documents and Exhibits Used at Meeting

- Draft of Evaluation Criteria for PSR
- Evaluation Criteria Subcommittee draft meeting minutes of February 6, 2020
- Hanlon Selection Matrix Draft, dated March 30, 2020



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

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.

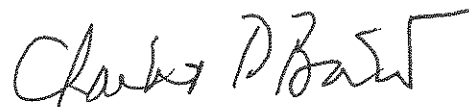
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby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