

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

EVALUATION CRITERIA SUBCOMMITTEE MEETING MINUTES

April 16, 2020

Attendance and Call to Order

The meeting, held remotely¹, was called to order 8:01am by Chair Maya Plotkin. Also present on the videoconference 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. Tony Mullin left the meeting at 8:58am.

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. The Preliminary Design Program has been submitted to the Massachusetts School Building Authority. Dore and Whittier is in the process fleshing out the seven short-listed options. They continue to have conversations with the School Building Committee, principals, and each other.

Discussion Items

Evaluation Criteria to Determine Project Option

Mrs. Plotkin recognized Rob Fitzgerald, Project Manager at Dore and Whittier, the project's design firm.

Mr. Fitzgerald reviewed the criteria that was revised from last meeting. The Subcommittee discussed deliberated on the criteria and settled on the following. Weights are on a 100-point scale.

- Education (Category Weight Subtotal: 35)
 - Educational Guidelines (Weight: 15)
 - How well does this option support and align with the desired educational experiences as outlined in the building-based Guiding Principles for Design in the District's educational program narrative? Comparatively speaking, which alternative(s) most closely align with the following:
 - Classrooms grouped in proximity and configuration to one another to support grade-level neighborhoods / small learning communities
 - Classrooms located adjacent to extended learning spaces and small, flexible breakout spaces
 - Sufficient professional space for adult planning, collaboration, and consultation
 - Special education spaces that maximize inclusive practices
 - Instructional spaces that provide access to daylight and views of the outdoors
 - Acoustically separate, but visually connected, dining experiences in the cafeteria
 - Media Center as a destination but with strong connections to small learning communities, art, and STEAM to allow for a more embedded

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

- and centralized, interdisciplinary feel; some distribution into extended learning space
 - How well does the building organization support community and collegiality among students and staff?
 - How well does the alternative “retain the small school” feel?
 - Growth and Future (Weight: 5)
 - How well does the building organization support the potential for future growth, building expansion, and /or the changes in student needs and educational delivery models over the life of the building (70+ years)?
 - Outdoor Learning and Connection to Nature (Weight: 5)
 - How well does the building support outdoor learning opportunities and a strong connection to nature?
 - Impact to Other Schools (Weight: 10)
 - How does the design enrollment impact the size of the remaining schools?
 - How well does the project address equitable class size?
 - How well does the project address educational delivery across the District?
- Site (Category Weight Subtotal: 5)
 - Circulation and Parking (Weight: 2.5)
 - Proximity of parking to main entrance
 - Site supports appropriate number of parking spaces
 - Safe, clear, and easily understood circulation route. Separation of bus, car, and pedestrians. Adequate queuing space.
 - Safe access into and out of site
 - Access to Fields and Site Fit (Weight: 2.5)
 - Access to playfields/playground and outdoor learning
 - Scale of building to site: is the building size proportionate to the site it sits on?
- Town Impact (Category Weight Subtotal: 20)
 - Redistricting (Weight: 10)
 - To what degree does the project retain neighborhood communities?
 - What are the redistricting impacts on busing, considering travel time, number of students impacted?
 - How well does the project meet building utilization goals?
 - Traffic (Weight: 5)
 - What is the impact of the traffic on the neighborhood and town?
 - Walkability? What is impact on overall net increase in cars vs. walkers?
 - Community Use (Weight: 5)
 - To what extent does the alternative provide benefits to the community, such as sports fields, community space, and gym space?
- Security/Sustainability/Construction Impact (Category Weight Subtotal: 15)
 - Security (Weight: 5)
 - How well does the building support a clear separation of public and private zones?
 - How well does it support a controlled and limited public area for after-hours use?
 - How well does the front door and administration support a direct sightline to parking and the site entry?
 - Sustainability (Weight: 5)
 - How well does the building and site support the sustainability goals?
 - How well does the building organization and position on site support academic classrooms with a north/south solar orientation?
 - Logistics/Construction Impact (Weight: 5)
 - What is the impact to the students, parents, and faculty during construction?
 - How difficult is the phasing/site logistics?
 - What is the impact to neighbors and neighborhood during construction?
- Cost (Category Weight Subtotal: 25)
 - Overall Cost (Weight: 5)

- Which option has the least cost impact to the Town?
- Net Cost to Town for all Three Schools (Weight: 15)
 - Overall net capital cost to the town to address all three schools, Hanlon, Deerfield, Sheehan (considering cost to benefit)
 - Overall financial benefit of MSBA partnership
- Busing and Operational Costs (Weight: 5)
 - Overall transportation and operating cost impact to the District, both for the project and remaining schools

Action Items

Approval of Evaluation Criteria

Mrs. Hyde moved to approve recommendation of the evaluation criteria to the School Building Committee. Ms. Parks seconded.

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

Vote: 5-0-0.

Result: Approved

Approval of Subcommittee Minutes

Ms. Parks moved to approve the subcommittee meeting minutes of March 31, 2020. Mr. Cummings seconded.

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

Vote: 5-0-0.

Result: Approved

New Business

Mrs. Hyde asked about the process and whether, given the COVID-19 pandemic, everything is on-track with the Massachusetts School Building Authority (MSBA). Tim Bonfatti, Principal at Compass Project Management, the Owner’s Project Manager, has spoken with the MSBA. He indicated that they are not slowing down and are moving forward if the Town is comfortable doing so. Mr. Lin indicated that he will communicate such to the MSBA. The Town is staying on schedule and would like to continue the process.

Mrs. Plotkin asked about any impact on the MSBA’s funding for Westwood’s project. Mr. Bonfatti indicated that it’s too early to say. The project would not go out to bid for another eighteen months. If the previous recession is any indication, price declines happened for two to three years afterwards

Adjournment

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

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

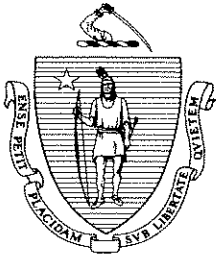
Vote: 5-0-0.

Result: Approved

The meeting adjourned at 9:36am.

List of Documents and Exhibits Used at Meeting

- Evaluation Criteria Subcommittee draft meeting minutes of March 31, 2020
- Hanlon Evaluation Criteria Matricies



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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.

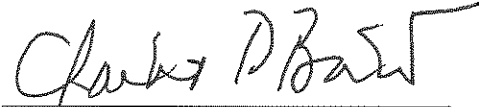
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby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

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts