

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**

April 17, 2020

**Attendance and Call to Order**

The meeting, held remotely<sup>1</sup>, was called to order at 8:01am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Brian Bayer, Allison Borchers, Christopher Coleman, Sarah Cronin, John Cummings, Charles Donahue, Pam Dukeman, Abby Hanscom, Nancy Hyde, Josepha Jowdy, Lemma Jn-baptiste, Anthony Mullin, Emily Parks, and Kate Scales. Carol Lewis and Michelle Miller were absent. John Cianciarulo recorded the minutes. Mr. Coleman and Mr. Mullin left prior to adjournment.

Mrs. Plotkin recognized the live stream of the meeting which was provided for real-time, public access to the activities of the School Building Committee. Members of the public were able to view a live stream of the meeting via the Internet at [www.westwood.k12.ma.us/live](http://www.westwood.k12.ma.us/live). Westwood Media Center recorded the meeting for later broadcast on their platforms.

**Chair's Report**

Mrs. Plotkin updated the Committee on the project/process to date. The Preliminary Design Program has been submitted to the Massachusetts School Building Authority (MSBA). Work is now continuing on the next submission, the Preferred Schematic Report. As part of that process, the short-list of options is being fine-tuned.

The next School Committee forum will be held on Thursday, April 30 at 7pm. It will be a Zoom webinar facilitated by Westwood Media Center. This will allow the public to participate in real time. The presenters/panelists will be the only ones on-screen. The public can submit a question via the real-time chat feature. Melinda Garfield of Westwood Media Center will be the moderator, organizing and directing questions to the presenters. Those without Internet access can submit questions via telephone.

Mrs. Plotkin then shared an update on the impact of the COVID-19 pandemic on the process. She indicated that, since the project is not in the construction phase yet, the timing is good. The project remains on-schedule and unimpeded. Information from the MSBA indicates that projects for FY'20 and FY'21 will proceed without much change in economics.

Mrs. Plotkin then recommended that the School Building Committee appoint Julie Gervais as an Ex-Officio member of the Sustainability Subcommittee. Mrs. Gervais is a member of the Westwood Environmental Action Committee. A formal vote to appoint will be held during the action items portion of the agenda.

**Discussion Items**

**Designer's Presentation on Sustainable Design and Updated Options**

Ms. Plotkin recognized Rob Fitzgerald, Project Manager at Dore and Whittier, the project's designer.

Mr. Fitzgerald then introduced Erik Ruoff of The Green Engineer, the project's sustainability consultant.

Mr. Ruoff presented a primer on sustainable design. He began by explaining common jargon:

- Exterior Envelope: Exterior walls, windows, doors, roof
- Heat Pumps: Air, water, ground source (Geo-thermal)
- Net Zero Energy: Energy used is energy offset by renewables

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

- Energy Use Intensity (EUI): Energy consumed per square foot/year
- Carbon: Generated by fossil fuel use
- OPR and BOD: Owner’s Project Requirements and Basis of Design

Mr. Ruoff then continued, explaining Sustainability – LEED (Leadership in Energy and Environmental Design). There are six categories:

1. Location and transportation
2. Sustainable sites
3. Water efficiency
4. Energy and atmosphere
5. Materials and resources
6. Indoor environmental quality

Mr. Ruoff indicated that there are benefits of a “green” building (sustainable design). The adoption of sustainable design leads to:

- Minimizing impact on the environment
  - Energy and carbon use
    - Maximize daylight to reduce electricity
    - Use heat from the ground, without burning fossil fuels
    - Use controls for efficient use of HVAC, electricity (lights and outlets)
  - Materials and resources
    - Use materials with low carbon footprint
    - Use wood from sustainably harvested forests
    - Use materials made from recycled materials and/or can be recycled
  - Waste
    - Separate and recycle construction waste (96% avoid landfill)
  - Water
    - Use low-flow plumbing fixtures
    - Use rainwater cistern for irrigation or gray water (toilets)
  - Ecology
    - Use native, drought tolerant, low maintenance plants, trees, and shrubs
    - Limit construction footprint to preserve existing trees
- Improving human health and well-being
  - Indoor air quality and monitoring
  - Materials made of non-toxic substances
  - Daylighting and views
  - Using the building and site as teaching tools: help children (and teachers) understand the impact of their decisions
- Reducing economic impact over the life of the building
  - Use renewable energy: photovoltaic (solar) panels
  - Well-planned daylight use means reduced need for artificial lights/electricity
  - Increased thermal envelope means less energy to heat/cool
  - Reducing water from municipal supply means more efficient use of resource
  - Careful management by End User so actual energy savings achieve designed energy savings

Mr. Ruoff shared some information related to the school building project:

- Baseline Project
  - Green Schools Program
    - Achieve LEED-S v4 “Certified” and exceed Massachusetts Energy base code by 10%.
    - Additional 2% reimbursement: achieve the above, but exceed the Massachusetts Energy base code by 20%.

- Study in Progress
  - Baseline
    - Natural gas heating system, high-performance building envelope, HVAC, and electrical controls
  - Two alternate tiers
    - Two different approaches to being fossil free
  - Alternate structural frame analysis
    - Use timber-frame construction in lieu of steel frame

Next steps include a review with the Sustainability Subcommittee at its meeting on April 23, 2020 and determining additional dates or meetings.

Mrs. Plotkin indicated that the School Building Committee must determine how far to go with sustainable options. This will help to guide the work of the Sustainability Subcommittee.

Mrs. Hyde indicated that there is a sustainability component to the Town's updated Comprehensive Plan that is being drafted and close to the final draft stage. Mr. Coleman indicated that a June/July time-frame is expected.

#### Review of Evaluation Criteria as Recommended by Evaluation Subcommittee

Mr. Fitzgerald began by reviewing the project options. The short list consists of:

- Hanlon Only (315 students)
  - Renovation
  - New construction
- Hanlon and Deerfield (560 students)
  - Two new construction options
- Hanlon and Sheehan (685 students)
  - Addition/renovation
  - Two new construction options

The School Building Committee reviewed and commented on some of the updated designs.

Mr. Cummings asked whether the plans could accommodate parking the school buses. Currently there is insufficient parking for students and staff on the high school campus. Ms. Parks indicated that having a dedicated bus lot would be beneficial to alleviate the parking impacts at the high school. Chin Lin, Project Manager at Compass, the Owner's Project Manager, indicated that the District should include this as a desire for the project. Ms. Parks and Mrs. Plotkin will follow-up appropriately.

Mr. Coleman commented that John Deckers, Westwood's Fire Chief, has requirements on fire lane access to the building. Mrs. Plotkin indicated that she would be scheduling meetings with both Police and Fire to discuss the project and receive input.

Mr. Fitzgerald then reviewed the evaluation criteria that was determined at the last Evaluation Criteria Subcommittee meeting. 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 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

Mrs. Plotkin shared that the Evaluation Criteria Subcommittee had significant discussion on the criteria. The subcommittee met twice, to discuss the sub-categories and questions, and also the weighting. The priorities were also carefully considered, reflecting interests from the community and educators.

Mr. Fitzgerald then reviewed next steps:

- April 30: Community presentation on redistricting
- May 29: School Building Committee meeting to review options with cost
- June 2: Community presentation to review options with cost
- June 11: School Committee meeting on enrollment/redistricting vote
- June 12: School Building Committee meeting to make sustainability decisions
- June 19: School Building Committee meeting for the preferred option and PSR vote

**Action Items**

**Vote to Appoint Additional Ex-Officio Member to Sustainability Subcommittee**

**Mr. Aries moved to appoint Julie Gervais as an ex-officio member of the Sustainability Subcommittee. Mr. Cummings seconded.**

Roll-Call Vote:

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

Mr. Donahue	Abstention
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Ms. Parks	Aye
Ms. Scales	Aye

*Mr. Donahue had technical issues that prevented him from voting during this motion.*

**Vote: 13-0-1.**

**Result: Approved**

Adoption of Evaluation Criteria as Recommended by the Evaluation Subcommittee

**Mrs. Jowdy made a motion to adopt the evaluation criteria as recommended by the Evaluation Subcommittee. Mr. Cummings seconded.**

Roll-Call Vote:

Mrs. Plotkin	Aye
Mr. Aries	Aye
Mr. Bayer	Aye
Ms. Borchers	Aye
Mrs. Cronin	Aye
Mr. Cummings	Aye
Mr. Donahue	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Ms. Parks	Aye

Ms. Scales	Aye
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*Mr. Donahue's technical issues continued. He did, however, visually cast an affirmative vote which is included.*

**Vote: 14-0-0.**

**Result: Approved (Unanimous)**

Approval of March 20, 2020 Meeting Minutes

**Ms. Borchers made a motion to approve the meeting minutes of March 20, 2020. Mrs. Jowdy seconded.**

Roll-Call Vote:

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

*Mr. Donahue's technical issues continued. He did, however, visually cast an affirmative vote which is included.*

**Vote: 14-0-0.**

**Result: Approved (Unanimous)**

Acceptance of Evaluation Subcommittee February 6, 2020 Meeting Minutes

**Ms. Parks made a motion to accept the Evaluation Subcommittee meeting minutes of February 6, 2020. Mrs. Jowdy seconded.**

Roll-Call Vote:

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

*Mr. Donahue's technical issues continued. He did, however, visually cast an affirmative vote which is included.*

**Vote: 14-0-0.**

**Result: Approved (Unanimous)**

Approval of Invoices

**Mrs. Dukeman moved to approve invoices for period ending March 31, 2020, totaling \$76,866.25, as recommended by Compass. Mr. Aries seconded.**

Roll-Call Vote:

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



Mr. Donahue	Aye
Mrs. Dukeman	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Ms. Parks	Aye
Ms. Scales	Aye

*Mr. Donahue's technical issues continued. He did, however, visually cast an affirmative vote which is included.*

**Vote: 14-0-0.**

**Result: Approved (Unanimous)**

**New Business**

Dore and Whittier has requested a daylight consultant to assist in making sure the building is oriented appropriately for maximum natural light. The estimated cost is \$5,000. There remains uncommitted funds in the feasibility budget. If approved, a vote needs to take place today in order to engage the daylighting consultant.

Mr. Fitzgerald shared that the consultant has a great deal of expertise integrating natural daylighting into the building, with the expertise and tools required.

**Mrs. Jowdy moved to approve funding for a daylighting consultant not to exceed \$5,000. Mr. Aries seconded.**

Roll-Call Vote:

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

Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Ms. Parks	Aye
Ms. Scales	Aye

*Mr. Donahue's technical issues continued. He did, however, visually cast an affirmative vote which is included.*

**Vote: 14-0-0.**

**Result: Approved (Unanimous)**

**Adjournment**

**Ms. Parks motioned to adjourn. Mr. Aries seconded.**

Roll-Call Vote:

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

*Mr. Donahue's technical issues continued. He did, however, visually cast an affirmative vote which is included.*

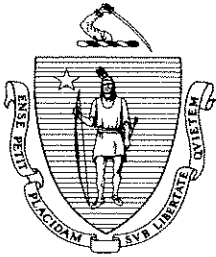
**Vote: 14-0-0.**

**Result: Approved (Unanimous)**

The meeting adjourned at 9:38am.

List of Documents and Exhibits Used at Meeting:

- Evaluation criteria matrices, date April 7, 2020
- Evaluation Criteria Subcommittee meeting minutes of February 6, 2020
- Monthly Vendor Invoice Package for financial period ending March 31, 2020
- Meeting Minutes of March 20, 2020
- Presentation on Sustainable design and updated options slideshow by Dore and Whittier, dated April 17, 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.

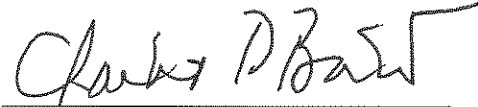
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby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