

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**

June 12, 2020

**Attendance and Call to Order**

The meeting, held remotely<sup>1</sup>, was called to order at 8:03am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Brian Bayer, Allison Borchers, Sarah Cronin, John Cummings, Abby Hanscom, Nancy Hyde, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Anthony Mullin, Emily Parks, and Kate Scales. Ms. Borchers arrived at 8:09am. Mrs. Miller was present during the meeting, but due to technical issues, was unable to participate by voice vote. Christopher Coleman, Charles Donahue, and Pam Dukeman were absent. Mr. Mullin and Mrs. Scales 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 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 Evaluation Subcommittee presented a recommended option at the last meeting. Since then, a community forum was held to present the option to the community last week. Mrs. Plotkin was pleased with the turnout and the high level of engagement that the community has had.

She also shared that the purpose of today's meeting was to review sustainability options. The Preferred Schematic Report (PSR) will soon be submitted to the Massachusetts School Building Authority (MSBA). There are two major components to this report

1. Recommended option as approved by the School Building Committee; and
2. A not-to-exceed budget number. This is the maximum amount that the project will cost.

**Discussion Items**

**Presentation of Sustainable Design Options as Recommended by the Sustainability Design Subcommittee**

Mrs. Plotkin recognized Rob Fitzgerald of Dore and Whittier, who presented sustainable design options.

*Purpose*

What should be included in budget with Preferred Schematic Option?

1. Review recommendations from Sustainability Subcommittee
2. Discuss other considerations

*Sustainability Subcommittee Recommendation*

Proceeding into Schematic Design (SD) Phase:

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

1. Priority: 20% above new energy code to achieve 2% points from MSBA: \$83.0M

Mr. Mullin shared that he remains concerned about having a dark building with not enough natural sunlight. Mr. Fitzgerald indicated that there is flexibility in the window-to-wall ratio. Mrs. Plotkin reminded the Committee that a daylighting consultant has been retained.

2. Explore Fossil Fuel Free options: \$3.5M
  - a. Tier 1: Water Source Heat Pump: Add \$1.1M
  - b. Tier 2: Ground Source Heat Pump (Geothermal): Add \$3.5M

Include in Geothermal in budget; re-evaluate after life-cycle cost analysis

June 19: Decision on Geothermal test well

August 25: Decision on natural gas vs. fossil fuel free

3. Explore Timber Framing to reduce embodied carbon: \$2.3M
  - a. Partial Timber Framing (Entry, corridor, cafeteria): Add \$300k
  - b. Comprehensive: Classroom wings: Add \$2.0M

Include Comprehensive in budget; re-evaluate in Schematic Design: Decision on July 23

4. 100% air conditioning vs. partial air conditioning and dehumidification ventilation: \$1.3M

Decision on August 25; could be an alternate

The Committee discussed air-conditioning. Mrs. Jowdy stressed that it is important, particularly as the school will be used extensively in the summer months. In addition, the Town has regretted not putting air-conditioning in previous school building projects. Mrs. Hanscom agreed, and stated that it should also be considered an issue with regards to accessibility. There are some students that require air-conditioning and having it in place would make the school fully accessible.

5. Rainwater cistern-irrigation: \$0.2M

Decision on August 25; could be an alternate

Total: \$90.3M

#### *Other Considerations*

Proceeding into Schematic Design Phase:

6. Add 7 v. 7 Soccer Field: \$0.3M
7. Add District Bus Parking: \$0.8M

Potential Additional Add: \$1.1M

Ms. Parks shared that, at the moment, there is a great need for parking at the high school due to its peak enrollment. However, it will soon be in decline and the additional parking would not be needed.

Mr. Mullin asked if there are advantages to having buses parked on the high school campus. Mrs. In-baptiste indicated that it is important to have the buses all located in the same space and the proximity to the District Administration Office is important.

The Committee reached consensus and decided not to move forward with the district bus parking for further study.

Mr. Bayer asked how price escalation would factor in the not-to-exceed number. Tim Bonfatti, Principal at Compass Project Management, responded that it is factored into cost estimates. In addition, the MSBA understands that this is not a hard cap; districts simply need to provide justification for any increased costs.

Additional Sustainability Subcommittee meetings were scheduled for July 8 and August 18 to discuss these options further.

#### *Next Steps*

- June 19: School Building Committee: Preferred Option and PSR Vote
- July 23: School Building Committee: Schematic Design Kick-off

#### Design/Aesthetic Working Group

Mrs. Plotkin shared that a design/aesthetic working group is being formed. She asked members to contact her if they are interested in participating.

#### 2020-21 Meetings

Meeting dates circulated to the Committee and scheduled:

- Thursday, July 23
- Tuesday, August 25
- Friday, October 2
- Friday, November 6
- Friday, December 4
- Friday, January 8
- Friday, February 5
- Friday, March 5
- Thursday, April 1
- Friday, May 7
- Friday, June 4

#### **Action Items**

#### Approval of 2020-21 Meeting Calendar

**Ms. Parks made a motion to approve the 2020-21 meeting calendar. Mr. Aries seconded.**

Roll-Call Vote:

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

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

**Result: Approved**

Approval of May 29, 2020 School Building Committee Meeting Minutes

**Mr. Aries made a motion to approve the May 29, 2020 School Building Committee meeting minutes. Seconded by Mrs. Jowdy.**

Roll-Call Vote:

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

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

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

**Result: Approved**

Approval of May 27, 2020 Evaluation Criteria Subcommittee meeting minutes

The Evaluation Criteria Subcommittee voted to approve their minutes of May 27, 2020.

**Mrs. Hyde made a motion to approve the May 27, 2020 Evaluation Criteria Subcommittee meeting minutes. Seconded by Mr. Aries.**

Roll-Call Vote:

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

**Vote: 5-0-0.**

**Result: Approved**

Acceptance of minutes

**Mrs. Hyde made a motion to accept the April 16, 2020 Evaluation Criteria Subcommittee; May 1, 2020 Sustainability Subcommittee; and the May 27, 2020 Evaluation Criteria Subcommittee meeting minutes. Seconded by Ms. Parks.**

Roll-Call Vote:

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

Mrs. Cronin	Aye
Mr. Cummings	Aye
Mrs. Hanscom	Aye
Mrs. Hyde	Aye
Mrs. Jn-baptiste	Aye
Mrs. Jowdy	Aye
Mrs. Lewis	Aye
Ms. Parks	Aye

**Vote: 12-0-0.**

**Result: Approved**

Approval of Payments of Invoices for Period Ending May 31, 2020

**Mrs. Jn-baptiste made a motion to approve payment of invoices totaling \$69,170 for period ending May 31, 2020, as recommended by Compass. Seconded by Mrs. Hyde.**

Roll-Call Vote:

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

**Vote: 12-0-0.**

**Result: Approved**

**New Business**

There was no new business.

**Adjournment**

**Mrs. Lewis motioned to adjourn. Mr. Cummings seconded.**

Roll-Call Vote:

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

**Vote: 12-0-0.**

**Result: Approved**

The meeting adjourned at 9:09am.

**List of Documents and Exhibits Used at Meeting:**

- April 16, 2020 meeting minutes of Evaluation Criteria Subcommittee
- May 1, 2020 meeting minutes of Sustainability Subcommittee meeting
- May 27, 2020 meeting minutes of Evaluation Criteria Subcommittee
- May 29, 2020 meeting minutes of School Building Committee
- Memo from J. Cianciarulo to School Building Committee regarding 2020-2021 School Building Committee meeting calendar, dated June 12, 2020
- Presentation slides on sustainability by Dore and Whittier, dated June 12, 2020