

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

MEETING MINUTES

October 2, 2020

Attendance and Call to Order

The meeting, held remotely<sup>1</sup>, was called to order at 8:02am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Brian Bayer, Christopher Coleman, John Cummings, Charles Donahue, Pam Dukeman, Abby Hanscom, Nancy Hyde, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Anthony Mullin, Emily Parks, and Amanda Phillips. Michelle Miller experienced technical difficulties and was able to hear the meeting, but not able to participate. Sarah Cronin arrived at 8:12am. Nancy Hyde left the meeting prior to adjournment. Allison Borchers and Kate Scales were absent. 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 also recorded the meeting for later broadcast on their platforms.

Chair's Report

Membership Update

Kate Scales stepped down from the School Building Committee, as she has accepted a full-time teaching position and is unable to continue to serve as a member. Mrs. Plotkin thanked her for her service.

The School Committee appoints members to the School Building Committee and will name one to two new members at its meeting next week.

Overall Project Update

Mrs. Plotkin wished to clarify an issue related to the building project. The statement she read is incorporated below, to be included as part of the meeting record.

*As part of the Chairman's report, I think it's important to clarify an issue related to the school building project. I understand that there is confusion in the community regarding the relationship between the school building project and the Shuttleworth solar farm project that has been proposed by the Select Board and that would be located on the same parcel of land as the new school building. I would like to take the time now to clarify this issue.*

*First and foremost, the School Building Project and the Shuttleworth solar farm project have always been and continue to be separate and distinct projects, run by two separate entities. As mentioned, the Shuttleworth solar project was initiated by and continues to be run by the Select Board. As you all know, the school building project is governed by this group, the School Building Committee. This committee has never taken a position on the solar farm and has never linked the building project to the solar farm. In fact, if the school building project is funded at Town Meeting, then the new school will be constructed and operated regardless of whether the solar farm is put in place.*

*Second, this committee has made all of its sustainability decisions, including energy decisions, without any regard to the existence of a solar farm. Most importantly, the MSBA funding is in no way contingent, and in fact will not be affected at all, by the installation of a solar farm. The building project is on track to achieve the 2 bonus reimbursement points from the MSBA for sustainability, and the project is also on*

---

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

*track to meet its own sustainability goals, without the Select Board's solar project. In addition, we can achieve net zero energy for the school without the installation of the solar farm.*

*I'm clarifying this issue now because from the start of this project, it has been very important to the School Committee, the School Department, and to me personally, that we engage in a process with the community where every resident feels involved, every resident has an opportunity to be heard, and we are able to build trust between this Committee and the community. And we have spent the past three years working extremely hard to this end. We have held community forums at every stage of the process, we have set up multiple methods and opportunities for residents to provide feedback, and we have provided updates on the project through all different kinds of communication methods since we began working with the MSBA. I am now deeply concerned that misconceptions that have arisen in the community about the relation of the solar project to the building project have undermined all of this outreach and hard work we have done, and have also hurt the trust we have built with the community. Honestly, I hope that's not the case. But to those who question the authenticity of our process, please hear this: this project has been and will continue to be run in a transparent and communicative manner, independent of the solar farm project or any other project that may come along. I cannot emphasize this point enough. So, I hope that clarifies things for people. As a reminder, there will be a community forum for the school project on Tuesday, October 13 at 7pm. Again, another opportunity for us to answer questions and hear the concerns and comments of the community.*

### **Discussion Items**

Mrs. Plotkin recognized Rob Fitzgerald of Dore and Whittier, who presented on the discussion items. Chin Lin, Project Manager at Compass Project Management and Don Walter, Principal at Dore and Whittier, were also present.

### **Site Plan Update**

Mr. Fitzgerald reviewed the site plan, including play areas, student drop-off, and traffic flow. It included configuring a new trail head and education stations along the trail, including informational signage on geology.

### **Floor Plan Update**

The floor plan was reviewed, including grade-level wings, cafeteria, and furniture layouts.

### **Introduction to Exterior Imagery and Aesthetics and Design Working Group Feedback**

The existing site color palette was reviewed. It is based upon the landscape, including neutral browns, grays, and oranges. The design team then looked at materials, including a mix of stone, brick, wood, and metal.

An exterior design inspiration board was then developed, allowing the aesthetics and design working group to provide comments. The designs will be shared with the full School Building Committee following the meeting. Members were asked to provide their comments. The feedback helps guide the design team in the design of the building. This exercise will also be done with the public at the community forum.

A "sketch-up" model was developed using initial ideas to work through the design. Exterior mock-ups were shared with the Committee.

There are three outdoor classroom spaces planned. The design team will be meeting with the district's leadership group next week to review these in greater detail.

The Committee also discussed the school's roof. While in renderings it appears flat, the roof is pitched toward roof drains. The building is designed to withstand snow loads and drain off of the roof. If there is a lot of snow, it would need to be removed, just like with any building.

Mrs. Phillips asked if there was a way to see examples of school buildings and how they have aged so that the Committee could envision how it will look over time. Mr. Walter indicated that he would work on this.

### Presentation of Sustainability Subcommittee's Recommendation on Heating and Cooling System Option

#### *Tier-2 vs. Tier-3 Heating and Cooling Systems*

##### Tier-2: Geothermal Source Heat Pump System

- Approximately 80 wells
- EUI: 20.9
- \$138k annual electrical costs
- \$3.8M capital costs
- 39.8% above baseline energy model

##### Tier-3: Geothermal Source Heat Pump System with Supplemental Electric Boiler

- Approximately 70 wells
- EUI: 23.1
- \$153k annual electrical costs
- \$3.7M capital costs
- 33.5% above baseline energy model

##### Sustainability Subcommittee recommends Tier-2:

- Lower EUI, more energy efficient
- Lower annual operating costs
- Electric boiler does not provide emergency back-up

### Next Steps

- October: Community Preservation
- November: Submit schematic design package for cost estimates
- December: Receive cost estimates; School Building Committee vote on MSBA submission; Submission to MSBA

Mrs. Hyde asked for clarification on the wells. Mr. Fitzgerald responded that the wells are constructed over a period of two to three months. They will be located approximately 600 feet down, will be capped, and covered with ground of approximately three to four feet of coverage. They will be spaced twenty-five feet apart from each other. The wells will be located near the service drive.

**Action Items**

Approval of Heating and Cooling System Option

**Mr. Cummings made a motion to approve of the Sustainability Subcommittee’s recommendation to move forward with the Tier-2 HVAC geothermal heating system. Mr. Aries seconded.**

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Mr. Coleman	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Hanscom	Yes
Mrs. Hyde	Yes
Mrs. Jn-baptiste	Yes
Mrs. Jowdy	Yes
Mrs. Lewis	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Phillips	Yes
Mrs. Plotkin	Yes

**Vote: 16-0-0**

**Result: Approved (Unanimous)**

Approval of Additional Service for Flow Test Cost of \$1,675

Chin Lin, Project Manager at Compass Project Management, was recognized. He indicated that the actual water pressure on the street is needed in order to definitively decide which sprinkler system to design to. The charges will be paid from unallocated funds in the feasibility budget, which will bring the unallocated amount to \$292,290.

**Ms. Parks made a motion to approve the flow test cost proposal for \$1,675. Seconded by Mr. Coleman.**

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Mr. Coleman	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Hanscom	Yes
Mrs. Jn-baptiste	Yes
Mrs. Jowdy	Yes
Mrs. Lewis	Yes
Mr. Mullin	Yes

Ms. Parks	Yes
Mrs. Phillips	Yes
Mrs. Plotkin	Yes

**Vote: 15-0-0**

**Result: Approved (Unanimous)**

Approval for Payment of Invoices

**Mr. Mullin made a motion to approve payment of invoices totaling \$65,887.22 for the period ending August 31, 2020, as recommended by Compass Project Management. Seconded by Mr. Cummings.**

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Mr. Coleman	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Hanscom	Yes
Mrs. In-baptiste	Yes
Mrs. Jowdy	Yes
Mrs. Lewis	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Phillips	Yes
Mrs. Plotkin	Yes

**Vote: 15-0-0**

**Result: Approved (Unanimous)**

**Mrs. Dukeman made a motion to approve payment of invoices totaling \$134,404.11 for the period ending September 30, 2020, as recommended by Compass Project Management. Seconded by Mr. Cummings.**

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Mr. Coleman	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Hanscom	Yes

Mrs. Jn-baptiste	Yes
Mrs. Jowdy	Yes
Mrs. Lewis	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Phillips	Yes
Mrs. Plotkin	Yes

**Vote: 15-0-0**

**Result: Approved (Unanimous)**

Acceptance of August 18, 2020 Sustainability Subcommittee Meeting Minutes

**Mr. Cummings made a motion to accept the August 18, 2020 Sustainability Subcommittee meeting minutes. Seconded by Mr. Aries.**

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Mr. Coleman	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Hanscom	Yes
Mrs. Jn-baptiste	Yes
Mrs. Jowdy	Yes
Mrs. Lewis	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Phillips	Yes
Mrs. Plotkin	Yes

**Vote: 15-0-0**

**Result: Approved (Unanimous)**

Approval of August 25, 2020 Meeting Minutes

**Mr. Cummings made a motion to approve the meeting minutes of August 25, 2020. Seconded by Mr. Donahue.**

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Mr. Coleman	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Hanscom	Yes

Mrs. Jn-baptiste	Yes
Mrs. Jowdy	Yes
Mrs. Lewis	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Phillips	Yes
Mrs. Plotkin	Yes

**Vote: 15-0-0**

**Result: Approved (Unanimous)**

**New Business**

There was no new business.

**Adjournment**

**Mr. Donahue made a motion to adjourn the meeting. Seconded by Mr. Cummings.**

Roll-call vote:

Mr. Aries	Yes
Mr. Bayer	Yes
Mr. Coleman	Yes
Mrs. Cronin	Yes
Mr. Cummings	Yes
Mr. Donahue	Yes
Mrs. Dukeman	Yes
Mrs. Hanscom	Yes
Mrs. Jn-baptiste	Yes
Mrs. Jowdy	Yes
Mrs. Lewis	Yes
Mr. Mullin	Yes
Ms. Parks	Yes
Mrs. Phillips	Yes
Mrs. Plotkin	Yes

**Vote: 15-0-0**

**Result: Approved (Unanimous)**

The meeting adjourned at 9:06am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of August 25, 2020 for the Committee's review and approval
- Letter from Dore and Whittier to M. Plotkin, dated September 24, 2020, re: Amendment #6 (Professional services relative to performing flow tests)
- Presentation slides drafted by Dore and Whittier, dated October 2, 2020
- Sustainability Subcommittee meeting minutes of August 18, 2020
- Vendor Invoice Package for period ending August 31, 2020
- Vendor Invoice Package for period ending September 30, 2020