

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE

Westwood, Massachusetts

MEETING MINUTES

November 6, 2020

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:02am by Chair Maya Plotkin. Also present on the video conference were: Brian Bayer, Allison Borchers, Christopher Coleman, Sarah Cronin, John Cummings, Charles Donahue, Pam Dukeman, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Nancy Hyde, Josepha Jowdy, Carol Lewis, Anthony Mullin, Emily Parks, and Amanda Phillips. Ken Aries, Lemma Jn-baptiste, and Michelle Miller were absent. Mrs. Jowdy arrived at 8:10am. Mrs. Hyde and Mrs. Phillips 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. Westwood Media Center also recorded the meeting for later broadcast on their platforms.

Chair's Report

Building Project Key Dates

- November 16: Submit Schematic Design (SD) package for cost estimates
- December 11: School Building Committee meeting to present cost estimates and budget
- December 14: Select Board, Finance and Warrant Commission, and School Committee hold joint meeting
- December 15: Community presentation
- December 18: School Building Committee votes on SD submission to Massachusetts School Building Authority (MSBA) with budget
- December 29: Design Team submits SD package to MSBA
- February 2021: MSBA Board meetings
- Spring 2021: Town Meeting and ballot vote

Mrs. Hyde advised that there are Finance and Warrant Commission and Select Board meetings which must take place for the building project article to go before Town Meeting and a Town vote. Mrs. Plotkin indicated that she will be working with both boards to see the process through.

Sustainability Subcommittee Update

HVAC Recommendations

- Use MERV-14 filters (as designed) with UV-C as an alternate (add \$100k)
- Use Design Degree day of 3°F as identified by ASHRAE climate data for Westwood (as designed)
- Add valve to heating plant for future expansion (negligible cost)
- Use natural gas emergency generator in lieu of Bio-diesel (add \$150k)

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

Net-Zero Energy

- Low energy building: Tracking Energy Use Intensity of 21
- Fossil fuel-free; Geothermal
- Photovoltaic infrastructure and Renewable Energy Credits
- High performance ventilation
- Improved envelope design

LEED Checklist

- Targeting LEED-Sv4 silver certification

Discussion Items

Schematic Design Update

Mr. Fitzgerald reviewed the community context with the “school in the woods” concept. The natural area surrounding the campus influenced the design.

Mr. Donahue asked for clarification on the total acres being used on the Shuttleworth Property. He believes it will be helpful to have this documented for the public as there are concerns regarding the total acreage for the project.

Mr. Fitzgerald then reviewed the exterior inspiration board, site plan, models, and floor plan.

Mr. Coleman stressed that the Police and Fire Chiefs are strongly recommending emergency vehicular access around the building.

Mr. Fitzgerald also reviewed the projected project schedule. The pandemic and the extent of the earthwork that needs to take place has extended the schedule by six months.

Mrs. Jowdy asked about the timeline for the project in regards to the community votes. Mrs. Plotkin responded that, originally, a special Town Meeting in March was desired. Due to the pandemic, this is quite difficult to accomplish and will need to take place at the regular Town Meeting in May. That, therefore, shifts the schedule another 2-3 months. Additional ledge was also discovered which pushes the schedule out further.

Construction Phasing Plan and Schedule

- Phase 1: 2 months
 - Construct fencing; separation from existing school
 - Clear, grub, prep site
 - Construct new trail
- Phase 2: 19 months
 - Construct new school
- Phase 3: 1 month
 - Move students into new building
- Phase 4: 5 months
 - Abate and demolish existing school

- Complete remaining fields, landscaping, and roads

Existing school remains in continuous operation throughout construction.

The School Building Committee meeting decisions of August 25, 2020 were reviewed.

1. Priority: 20% above new energy code to achieve 2% points from MSBA—\$83.3M
2. Heating/Cooling System: Geothermal—Add \$3.5M
3. 100% air conditioning vs. partial air conditioning and dehumidification ventilation—Add \$1.3M

Revised Project Cost Estimate—\$88.1M total

Items not taken: Timber framing and Rainwater cistern

Schematic Design Project Budget – Potential Cost Impact

- \$88.1M Project Cost
 - Items removed
 - 7v7 Soccer field
 - Items that may result in budget increases
 - UV-C for HVAC system
 - Natural gas emergency generator vs. Bio-diesel
 - Radon mitigation
 - Project scheduled extended
 - Possible access road connection
 - Ledge removal

Mrs. Lewis asked when the reimbursement rate from the MSBA would be determined. Mrs. Plotkin responded that Westwood has requested to be on the agenda for their February board meeting when it is anticipated that the number would be voted upon.

Mrs. Dukeman indicated that her office will be working on a taxpayer calculator for residents. This information will be available ahead of Town Meeting so that residents can be informed of the impact.

Eversource Incentive Program

Discussion on the Eversource Incentive Program was tabled to a subsequent meeting.

Action Items

Vote to Authorize Participation in the Eversource Incentive Program

This vote was tabled to a subsequent meeting.

Vote to Accept Sustainability Subcommittee HVAC Recommendations

Mrs. Jowdy made a motion to accept the Sustainability Subcommittee's recommendations of:

1. Using MERV-14 filters with UV-C as an alternate; and
2. using Design Degree day of 3°F; and
3. adding a valve to the heating plant for future expansion; and
4. using natural gas emergency generator instead of Bio-diesel.

Seconded by Mr. Donahue.

Roll-call vote:

| | |
|---------------|-----|
| Mr. Bayer | Yes |
| Ms. Borchers | Yes |
| Mr. Coleman | Yes |
| Mrs. Cronin | Yes |
| Mr. Cummings | Yes |
| Mr. Donahue | Yes |
| Mrs. Dukeman | Yes |
| Mrs. Ferreira | Yes |
| Mrs. Flanders | Yes |
| Mrs. Hanscom | Yes |
| Mrs. Jowdy | Yes |
| Mrs. Lewis | Yes |
| Mr. Mullin | Yes |
| Ms. Parks | Yes |
| Mrs. Plotkin | Yes |

Vote: 15-0-0

Result: Approved (Unanimous)

Approval for Payment of Invoices

Mrs. Jowdy made a motion to approve the payment of invoices totaling \$66,965.22 for the period ending October 31, 2020, as recommended by Compass. Seconded by Mr. Cummings.

Roll-call vote:

| | |
|---------------|-----|
| Mr. Bayer | Yes |
| Ms. Borchers | Yes |
| Mr. Coleman | Yes |
| Mrs. Cronin | Yes |
| Mr. Cummings | Yes |
| Mr. Donahue | Yes |
| Mrs. Dukeman | Yes |
| Mrs. Ferreira | Yes |
| Mrs. Flanders | Yes |
| Mrs. Hanscom | Yes |
| Mrs. Jowdy | Yes |
| Mrs. Lewis | Yes |
| Mr. Mullin | Yes |
| Ms. Parks | Yes |
| Mrs. Plotkin | Yes |

Vote: 15-0-0

Result: Approved (Unanimous)

Vote to Accept Suitability Subcommittee Meeting Minutes

Mr. Cummings made a motion to accept the Sustainability Subcommittee meeting minutes of September 24, 2020 and October 8, 2020. Seconded by Mrs. Jowdy.

Roll-call vote:

| | |
|---------------|-----|
| Mr. Bayer | Yes |
| Ms. Borchers | Yes |
| Mr. Coleman | Yes |
| Mrs. Cronin | Yes |
| Mr. Cummings | Yes |
| Mr. Donahue | Yes |
| Mrs. Dukeman | Yes |
| Mrs. Ferreira | Yes |
| Mrs. Flanders | Yes |
| Mrs. Hanscom | Yes |
| Mrs. Jowdy | Yes |
| Mrs. Lewis | Yes |
| Mr. Mullin | Yes |
| Ms. Parks | Yes |
| Mrs. Plotkin | Yes |

Vote: 15-0-0

Result: Approved (Unanimous)

Approval of School Building Committee Meeting Minutes

Mr. Cummings made a motion to approve the School Building Committee meeting minutes of October 2, 2020. Seconded by Mrs. Jowdy

Roll-call vote:

| | |
|---------------|-----|
| Mr. Bayer | Yes |
| Ms. Borchers | Yes |
| Mr. Coleman | Yes |
| Mrs. Cronin | Yes |
| Mr. Cummings | Yes |
| Mr. Donahue | Yes |
| Mrs. Dukeman | Yes |
| Mrs. Ferreira | Yes |
| Mrs. Flanders | Yes |
| Mrs. Hanscom | Yes |
| Mrs. Jowdy | Yes |
| Mrs. Lewis | Yes |
| Mr. Mullin | Yes |
| Ms. Parks | Yes |
| Mrs. Plotkin | Yes |

Vote: 15-0-0

Result: Approved (Unanimous)

New Business

There was no new business.

Adjournment

Mrs. Jowdy made a motion to adjourn the meeting. Seconded by Mr. Cummings.

Roll-call vote:

| | |
|---------------|-----|
| Mr. Bayer | Yes |
| Ms. Borchers | Yes |
| Mr. Coleman | Yes |
| Mrs. Cronin | Yes |
| Mr. Cummings | Yes |
| Mr. Donahue | Yes |
| Mrs. Dukeman | Yes |
| Mrs. Ferreira | Yes |
| Mrs. Flanders | Yes |
| Mrs. Hanscom | Yes |
| Mrs. Jowdy | Yes |
| Mrs. Lewis | Yes |
| Mr. Mullin | Yes |
| Ms. Parks | Yes |
| Mrs. Plotkin | Yes |

Vote: 15-0-0

Result: Approved (Unanimous)

The meeting adjourned at 9:31am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of October 2, 2020 for the Committee’s review and approval
- Presentation slides drafted by Dore and Whittier, dated November 6, 2020
- Sustainability Subcommittee meeting minutes of September 24, 2020
- Sustainability Subcommittee meeting minutes of October 8, 2020
- Vendor Invoice Package for period ending October 31, 2020