

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
February 5, 2021

Attendance and Call to Order

The meeting, held remotely¹, 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, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Nancy Hyde, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, and Amanda Phillips. Mrs. Cronin arrived at 8:14am.

Tim Bonfatti and Chin Lin of Compass Project Management; and Don Walter and Rob Fitzgerald of Dore and Whittier, were in attendance.

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, Subcommittee, and Working Group Reports

Chair's Update

Mrs. Plotkin stated that the location of the school building on the site is being reviewed. Dore and Whittier met with John Cummings at the site. The goal is to minimize the impact. It has become evident that the building may have been situated too close to the neighborhood in an effort to minimize the impact on the woodlands.

Over the past few days, Dore and Whittier and Compass have reviewed this and determined that it may be beneficial to shift the building one hundred feet west to create a larger buffer between the school and Laura Lane. There are some benefits:

1. Creating a larger buffer is in line with the goal of "being a good neighbor."
2. Brings the shift farther from the wetlands buffer.
3. There is ample time to address this while the project is in schematic design.

Mrs. Plotkin recognized Mr. Cummings who provided an overview of the site. There project will have an impact to the fire access trail, which is used in the event of a fire in the woods. Access needs to be maintained throughout the entire project, including during construction. While attempting to maintain this access, the building, as situated on the site, has shifted closer to Laura Lane. There is a way to pull the building farther away from both the wetlands buffer and Laura Lane.

Dore and Whittier has done a quick analysis and drafted a revised schematic with a revised fire access trail and shifting the building. There will be no change to the schedule with this change. At next Friday's meeting, Dore and Whittier and Compass will present the cost impact, if any. They are currently working on calculations.

Mrs. Plotkin stressed that the goal is to maintain access from the school to Lowell Woods and, if anything, to make improvements to such access.

Mrs. Hyde requested that Chief Deckers be invited to attend next week's meeting. Mrs. Plotkin will invite him.

Discussion Items

Project Budget

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

Tim Bonfatti of Compass Project Management presented.

Project Schedule

- Town Vote -- May 2021 for bridge funding
 - Design documents worked on
- Town Votes – October/November 2021
 - Bid documents worked on
- Start Construction – July 2022
 - Phases 1 and 2 of building and site construction
- Phase 3 – Move-in February 2024
- Phase 4 – Site construction
- Project Completion – August 2024

In response to questions subsequent to the last meeting, Mr. Bonfatti reviewed the project schedule options again, particularly highlighting option two. He reminded the Committee that the delayed construction start to December 2022 creates an estimated additional cost of \$720k.

- Escalation (3% annually) for five month delayed construction start (from July 2022 to December 2022)
- Additional contingency costs to address potential winter conditions at construction start (December 2022)

Construction Cost

- Target Construction Cost: \$70,381,157
- Target Soft costs: \$17,800,000
- Target Project Cost: \$88,181,157

Reconciled construction cost estimate: \$70,885,948 (\$504,791 above target, revised December 21, 2020)

- Site: (\$586,922)
- Aesthetics: (\$811,346)
- Recommended Savings to Accept: (\$1,398,268)

Revised Base Construction Cost: \$69,487,680 (approved construction budget on January 22, 2021)

Two alternates have been excluded from the project budget:

- Add UV-C system: \$205,760
- Phase 2 landscaping: \$224,000

Project Cost

The project cost equals the construction cost plus the soft cost.

- Construction Cost: \$69,487,680
- OPM: \$2,495,116
- A&E: \$7,979,290
- Furniture, fixtures, equipment, and technology: \$1,800,000
- Permitting, Testing, Enhanced Commissioning, Moving, Legal, and Other costs: \$946,300
- Project Contingency (const. 5% and soft cost): \$4,125,821
- Total Soft Cost: \$17,346,527
 - Target is \$17,371,920 (25%)
- TOTAL PROJECT COST: \$86,834,207

MSBA Reimbursement Calculation

The estimated maximum MSBA reimbursement is calculated by taking the total project cost, deducting ineligible costs, and multiplying by the Town's reimbursement rate.

Ineligible Costs – Construction

- Asbestos flooring abatement: \$110,000
- Site cost above 8% of construction trade cost: \$5,884,238
- Construction cost above MSBA cap: \$28,459,497
 - (\$/square foot, excludes square footage of extra space in gym and any other areas above the MSBA's cap)
- General condition, bond, insurance above MSBA cap: \$1,391,989
- Escalation above MSBA cap: \$299,712
- TOTAL: \$36,145,436

Construction Cost Above MSBA Cap

- Area of building anticipated to be outside of reimbursement (approximately \$9M):
 - 16,670 sf ±
 - Gym additional square footage: 6,000 sf± (out of 12,000 sf±)
 - Extended Learning Areas: 4,000 sf± (out of 6,800 sf)
 - Extended Day and Mothers Room: 650 sf± (out of 650 sf±)
 - Staff Workroom: 450 sf± (out of 1,120 sf±)
 - Grossing Multiplier (wall thickness, corridors, etc.)
- Allowable dollar per square foot (\$333/sf) reflects 2013 costs according to MSBA data, not 2022 (approximately \$19M)
 - Heightened by Net-Zero Energy premiums and new 2020 Massachusetts Energy Code: Geothermal, ultra-insulated envelope, and high efficiency HVAC
- Excess site beyond cap (8%) due to ledge, site development, and play fields. The MSBA cap is inadequate for suburban schools (approximately \$6M).

Construction Costs: January 2011-July 2022

2011 was the last time that the cost of new construction aligned with the MSBA allowable reimbursement

- MSBA reimbursement amount: \$333/sf
- Project cost: \$614/sf

Construction Cost Comparison – Similar Projects

- Westwood – Hanlon Elementary School
 - Construction start: 2022
 - \$614/sf
 - New, Net-zero ready, Geothermal, No PV panels
- Medfield – Dale Elementary School
 - Construction start: 2022
 - \$614/sf
 - New, Geothermal alternate, No PV panels
- Westborough – Fales Elementary School
 - Construction start: 2020
 - \$652/sf
 - New, Net-zero ready, Geothermal; with PV panels
- Wellesley – Hunnewell Elementary School and Upham Elementary School
 - Construction start: 2022 and 2023
 - \$604/sf (Hunnewell) and \$650/sf±
 - New, Net-zero ready, No Geothermal, with PV panels
- Ashland – Mindess Elementary School
 - Construction start: 2021
 - \$645/sf
 - New, Net-zero ready, Geothermal; with PV panels

Ineligible Costs – Soft Cost

- Legal, permitting: \$110,300
- Architect basic service above MSBA cap: \$241,532
- Moving and mailing: \$120,000

- FFE & Technology above MSBA cap: \$456,000
- Contingency above MSBA cap (construction and soft costs): \$2,780,944
- TOTAL: \$3,708,776

Eligible Cost for Reimbursement

- Project Cost: \$86,834,207
- Ineligible Construction Cost: -\$36,145,436
- Ineligible Soft Cost: -\$3,708,776
- TOTAL ELIGIBLE COST: \$49,979,995
 - Subject to MSBA audit

MSBA Reimbursement Rate

- Base Rate: 35.42%
- Maintenance Incentive: +1.93% (2% maximum)
- Green Incentive: +2.00%
- REIMBURSEMENT RATE: 39.35%

MSBA Maximum Reimbursement

- Total project cost: \$86,834,207
- Ineligible construction cost: -\$36,145,436
- Ineligible Soft Cost: -\$3,708,776
- Total eligible project cost: \$46,979,995 (subject to MSBA audit)
- Reimbursement rate: multiplied by 39.35%
- MAXIMUM TOTAL FACILITIES GRANT: \$18,486,628

Town Share

- Total project cost: \$86,834,207
- Maximum total facilities grant -\$18,486,628
- TOWN SHARE: \$68,347,579 (Effective reimbursement rate of 21.29%)

Mrs. Plotkin asked whether the rate is consistent with other similar projects. Mr. Bonfatti responded that it is. He stated that Lexington has a similar base rate and their most recent project has a reimbursement of 20.25%.

Mr. Bayer asked what the number that the Town would vote on will be. Mr. Lin responded that it would be the full amount, \$86M. The Town share is the long-term bond cost with a capacity to borrow \$86.8M, but the bond only being \$68.3M, as reimbursement from the MSBA will have been received.

Mrs. Jowdy asked when Mrs. Dukeman would be able to make public a number that taxes will increase by. Mrs. Dukeman has previously provided this information already to Mrs. Plotkin, the Finance and Warrant Commission, and the Select Board. Mrs. Plotkin responded that this was originally going to be reviewed today. However, the site work topic was a priority. She anticipated sharing more at the next meeting. (N.B., Mrs. Dukeman provided an outline of the debt estimates later in the meeting.)

Mr. Mullin suggested focusing on the \$18M reimbursed as that will be the total monies lost if the project is not approved.

Mrs. Plotkin asked whether Mrs. Dukeman would be able to provide a brief overview of the debt estimates. She responded that she could.

Construction of New Hanlon/Deerfield Elementary School

Estimated Total Cost: \$86,834,207

- MSBA estimated effective reimbursement at 21.29% rate: \$18,486,628
- Town estimated cost: \$68,347,579

The bond will be issued as a 30-year level debt service payment.

The total cost impact was reviewed:

- Annual Principal and Interest Debt Service at 4%/30 years
 - Total cost: \$119,575,285
 - Average annual cost: \$3,985,843
- Cost per \$100k of home value
 - Total cost: \$2,117
 - Average annual cost: \$71
- Cost per Department of Revenue average home FY'21 value of \$837,375, FY'21 tax bill of \$12,375
 - Total cost: \$17,728
 - Average annual cost: \$591

The current \$44M 20-year High School bond, reimbursed at 59% by the MSBA, will be completed in FY'23. This was funded under the MSBA's older program. At the time of the last debt payment, the \$406k currently raised in taxes would service an approximate \$7M, 4%, 30-year bond.

Mrs. Dukeman then showed how the high school construction's total annual debt declines each year.

Action Items

Vote to Approve School Building Committee Meeting Minutes
MOTION made by Emily Parks to approve the School Building Committee meeting minutes of January 22, 2021. Amanda Phillips seconded.

Roll-call vote:

- Mrs. Plotkin: **Yes**
- Mr. Aries: **Yes**
- 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. Hyde: **Yes**
- Mrs. Jn-baptiste: **Yes**
- Mrs. Jowdy: **Yes**
- Mrs. Lewis: **Yes**
- Mrs. Miller: **Yes**
- Mr. Mullin: **Yes**
- Ms. Parks: **Yes**
- Mrs. Phillips: **Yes**

Result: 20-0-0 – Approved

New Business

There was no new business.

Adjournment

MOTION made by Allison Borchers to adjourn the meeting. Josepha Jowdy seconded.

Roll-call vote:

Mrs. Plotkin: Yes
Mr. Aries: Yes
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. Hyde: Yes
Mrs. Jn-baptiste: Yes
Mrs. Jowdy: Yes
Mrs. Lewis: Yes
Mrs. Miller: Yes
Mr. Mullin: Yes
Ms. Parks: Yes
Mrs. Phillips: Yes

Result: 20-0-0 – Approved

The meeting adjourned at 9:15am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of January 22, 2021 for the Committee’s review and approval
- Draft Town of Westwood Debt Estimates for Hanlon School Building project, dated February 2021
- Slideshow presentation drafted by Compass and Dore and Whittier, dated February 5, 2021
- Site Plan Schematics, dated February 24, 2021