

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**  
**February 12, 2021**

**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, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Nancy Hyde, Lemma Jn-baptiste, Josepha Jowdy, Anthony Mullin, and Emily Parks. Carol Lewis, Michelle Miller, and Amanda Phillips were absent. Ken Aries, Josepha Jowdy, and Anthony Mullin both left the meeting prior to adjournment.

Tim Bonfatti and Chin Lin of Compass Project Management; Don Walter and Rob Fitzgerald of Dore and Whittier; Fire Chief John Deckers; and Police Chief Jeff Silva were in attendance.

John Cianciarulo recorded the minutes.

Maya 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, Subcommittee, and Working Group Reports**

**Chair's Update**

Maya Plotkin reviewed the work to date. The project budget was reviewed at last week's meeting. At the time, the site plan was also being reviewed. After walking the site, it was realized that, in a quest to maximize conserving land and minimize the impact of the ledge, the building shifted too close to Laura Lane. Work is now being done to shift it away. A final number of \$900k was calculated to shift the building. Maya cautioned that this should not be viewed as an added cost. This shift is focused on providing an adequate buffer in placing the building.

**Discussion Items**

**Schematic Design Submission**

Don Walter was recognized.

Don reviewed the existing site plan and then presented the proposed site plan with the building shift and a seven-degree rotation. Eighty to 90 feet of natural vegetation will remain.

The emergency access trail was reviewed. Fire Chief John Deckers responded that he feels as though the reconfiguration of the proposed fire access trail is adequate, allowing for larger size apparatus to gain access to the woods. Police Chief Jeff Silva stated that he has no concerns, particularly if fire apparatus can access, then police vehicles can as well.

Don Walter indicated that the team will continue to develop plans throughout the process and investigate methods to save money on the project, including opportunities to enhance the buffer.

The cut and fill analysis for borings and test pit locations and possible ledge were reviewed.

Additional scope associated with the building shift includes:

- Site development and landscaping
- Pavement, sidewalks, curbing
- Ledge removal
- Stormwater systems: catch basins, manholes, and infiltration chambers

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

- Retaining walls
- Water, sewer, and electrical duct bank; site lighting

Nancy Hyde asked whether the neighbors have been contacted regarding the increased buffer. Maya Plotkin stated that she would reach out.

Christopher Coleman asked whether the hiking trail would be accessible for those with disabilities. Maya Plotkin responded that it is not currently and paving would be outside of the project budget. The objective was to always replace the existing trail. If this is something the Town wishes to consider, it can be explored further.

Tim Bonfatti presented the budget. Next week, formal notice on the budget will be submitted to the Massachusetts School Building Authority (MSBA). Today, the Committee will vote on this budget and the submission of the schematic design package.

*Construction Cost*

Target Construction Cost...\$70,381,157  
 Target Soft Costs...\$17,800,000  
 Target Project Cost...\$88,181,157 (August 2020)

Revised Base Construction Cost...\$70,380,680  
 Target is \$70,381,157  
 Reflects change since February 5 meeting

Alternate: Add UV-C System...\$205,760 (excluded from project budget)  
 Alternate: Phase 2 Landscaping...\$224,000 (excluded from project budget)

*Project Cost*

The project cost is calculated by adding the construction cost to the soft cost.

Construction Cost...\$70,380,680 (\$622/sf)  
 OPM...\$2,495,116  
 A&E...\$7,979,290  
 FFE and Technology...\$1,800,000  
 Permitting, Testing, Enhance Commissioning, Moving, Legal, and Other Costs...\$946,300  
 Project Contingency (const. 5% and soft cost)...\$4,219,000 (percentage of construction cost)  
 Total soft cost...\$17,439,706 (Target is \$17,800,000)

Total Project Cost...\$87,820,386  
 Target is \$88,181,157 (\$330,771 below target)

The construction costs were compared against similar projects:

Westwood/Hanlon-Deerfield Elementary School

- Construction Start: 2022
- \$622/sf

Medfield/Dale Elementary School

- Construction Start: 2022
- \$614/sf

Westborough/Fales Elementary School

- Construction Start: 2020
- \$652/sf

Wellesley/Hunnewell Elementary School

- Construction Start: 2022
- \$604/sf

Wellesley/Upham Elementary School

- Construction Start: 2023
- \$650/sf

Ashland/Mindess Elementary School

- Construction Start: 2021
- \$645/sf

The eligible cost for reimbursement was reviewed:

- Project cost...\$87,820,386
- Ineligible construction cost...-\$37,042,322
- Ineligible soft cost...-\$3,653,725
- Total Eligible Cost...\$47,124,339 (subject to MSBA audit)

The MSBA Reimbursement Rate was outlined:

Base Rate...35.42%  
 Maintenance Incentive...+1.93% (2% maximum)  
 Green Incentive...+2.00%  
 Total...39.35%

Therefore, maximum reimbursement is calculated at:

Total Eligible Project Cost (subject to MSBA audit)...\$47,124,339  
 Reimbursement Rate...x 39.35%  
 Maximum Total Facilities Grant...\$18,543,427

Town Share

Total Project Cost...\$87,850,386  
 Maximum Total Facilities Grant...-\$18,543,427  
 Town Share...\$69,276,959 (reflects revision)

Therefore, the effective reimbursement rate is 21.12%.

This reflects an increase to the Town share, but it is not believed that it will have a significant impact on the totals provided last week.

### Bridge Funding

Maya Plotkin presented on the bridge funding. When the School Building Committee voted on the project schedule option, there will be an extended delay on the larger vote on the project cost until the fall. Therefore, bridge funding will be requested at the Spring Town Meeting for design development work to occur in the summer and fall. If approved, the project could then move directly to the bidding process.

#### *Design Development (Summer 2021-Fall 2021)*

- Compass...\$120,000 (Six months at \$20k per month)
- Compass fee for cost estimating...\$17,000
- Dore and Whittier Design Development Basic Services...\$1,232,260
- Dore and Whittier Extra Services...\$86,000
- Bridge Funding Request...\$1,455,260

There was concern about the "extra services." This is terminology from the MSBA. These services are for borings, test pits, and survey work.

The bridge funding request is not in addition to what is being asked for in the fall, it would be deducted from the total and is subject to reimbursement.

Separately, there remains \$290k in unallocated feasibility funds. It is anticipated that \$125k of that will be used for Compass' fees through to April and for some survey and Geotechnical work.

### **Action Items**

#### **Vote to Submit Schematic Design to the MSBA**

**MOTION made by Nancy Hyde to submit the schematic design to the MSBA, with the project costs discussed today. John Cummings seconded.**

Roll-call vote:

Maya Plotkin: **Yes**  
Ken Aries: Absent  
Brian Bayer: **Yes**  
Allison Borchers: **Yes**  
Christopher Coleman: **Yes**  
Sarah Cronin: **Yes**  
John Cummings: **Yes**  
Charles Donahue: **Yes**  
Pamela Dukeman: **Yes**  
Mary Kate Ferreira: **Yes**  
Jennifer Flanders: **Yes**  
Abigail Hanscom: **Yes**  
Nancy Hyde: **Yes**  
Lemma Jn-baptiste: **Yes**  
Josepha Jowdy: Absent  
Carol Lewis: Absent  
Michelle Miller: Absent  
Anthony Mullin: Absent  
Emily Parks: **Yes**  
Amanda Phillips: Absent

**Result: 14-0-0 – Approved**

#### **Vote to Approve Payment of Invoice**

**MOTION made by Brian Bayer to approve payment of invoices totaling \$75,765.22 for the period ending January 31, 2021, as recommended by Compass Project Management. John Cummings seconded.**

Roll-call vote:

Maya Plotkin: **Yes**  
Ken Aries: Absent  
Brian Bayer: **Yes**  
Allison Borchers: **Yes**  
Christopher Coleman: **Yes**  
Sarah Cronin: **Yes**  
John Cummings: **Yes**  
Charles Donahue: **Yes**  
Pamela Dukeman: **Yes**  
Mary Kate Ferreira: **Yes**  
Jennifer Flanders: **Yes**  
Abigail Hanscom: **Yes**

Nancy Hyde: Yes  
Lemma Jn-baptiste: Yes  
Josepha Jowdy: Absent  
Carol Lewis: Absent  
Michelle Miller: Absent  
Anthony Mullin: Absent  
Emily Parks: Yes  
Amanda Phillips: Absent

**Result: 14-0-0 – Approved**

**New Business**

There was no new business.

**Adjournment**

**MOTION made by Charles Donahue to adjourn the meeting. John Cummings seconded.**

Roll-call vote:

Maya Plotkin: Yes  
Ken Aries: Absent  
Brian Bayer: Yes  
Allison Borchers: Yes  
Christopher Coleman: Yes  
Sarah Cronin: Yes  
John Cummings: Yes  
Charles Donahue: Yes  
Pamela Dukeman: Yes  
Mary Kate Ferreira: Yes  
Jennifer Flanders: Yes  
Abigail Hanscom: Yes  
Nancy Hyde: Yes  
Lemma Jn-baptiste: Yes  
Josepha Jowdy: Absent  
Carol Lewis: Absent  
Michelle Miller: Absent  
Anthony Mullin: Absent  
Emily Parks: Yes  
Amanda Phillips: Absent

**Result: 14-0-0 – Approved**

The meeting adjourned at 8:55am.

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

- Slideshow presentation drafted by Compass and Dore and Whittier, dated February 12, 2021
- Vendor Invoice Package for period ending January 31, 2021