

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
April 16, 2021

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:00am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Brian Bayer, Christopher Coleman, Sarah Cronin, John Cummings, Charles Donahue, Mary Kate Ferreira, Jen Flanders, Nancy Hyde, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks and Amanda Phillips. Christopher Coleman arrived at 8:03am. Allison Borchers, Pam Dukeman, and Abby Hanscom were absent.

Chin Lin of Compass Project Management; and Don Walter and Rob Fitzgerald of Dore and Whittier 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. Westwood Media Center also recorded the meeting for later broadcast on their platforms.

Chair, Subcommittee, and Working Group Reports

Chair's Update

MSBA April Board Meeting

The Massachusetts School Building Authority (MSBA) held its board meeting on Wednesday. They voted to approve the Hanlon-Deerfield project and issue a grant, subject to Town Meeting approval, for up to \$18,235,725, which includes contingencies.

At the May Town Meeting, the School Committee will put forth a Warrant Article on bridge funding for up to \$1.46M. This is for the project to enter the design development phase over the summer. This would allow the project to stay on budget and on schedule if the vote passes in the fall. Without bridge funding, the project would be delayed by approximately six months, which has cost implications between \$700k-\$750k. Additionally, it would delay the start of construction from July 2022 to December 2022, which would not be ideal. The Finance and Warrant Commission has reviewed this and voted to recommend the article.

Special Town Meeting and Special Election

A special Town Meeting and special election will be held in the fall, which is when the full project will be voted upon. This vote will take place regardless of the result of the bridge funding article in May.

Discussion Item

Preliminary Work Plan for Design Development

Rob Fitzgerald presented. He explained that, if bridge funding is approved, the project will enter the next phase: design development.

Project Schedule

- Town Vote – May 2021 for bridge funding
 - Design documents worked on
- Town Votes – October 2021
 - MSBA project funding agreement

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

- 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

Overview: Design Development Work Plan

May

- User group meetings for feedback and input
 - Educational (Indoor/outdoor)
 - Maintenance/kitchen
 - Building systems
 - Security/safety
 - After-school
 - Student input

June

- Town Officials and Community Groups
 - Police, Fire, Planning, Conservation Commission, Health Department, Public Works, Water and Sewer
 - Abutters and neighborhood
 - Biking, hiking, environmental groups
 - Recreation and athletic groups and PTO/PTAs
 - Commission on Disability
 - Any other interested groups

Site and building development will be taking place concurrently.

July

- Develop design based on input from May and June
- Follow-up on outstanding items
- Review colors, finishes, interior design

August

- Follow-up on outstanding items
- Authorize submission to cost estimators

September

- Review cost estimates and Design Development package
- School Building Committee authorizes Design Development submission to the MSBA

The Committee discussed the various groups and organizations that should be part of the community outreach. The list, while not exhaustive, included:

- Boy Scouts and Girl Scouts
- Council on Aging
- Environmental Action Committee
- Little League baseball
- Neighborhood Pedestrian and Bicycle Safety Committee
- Permanent Building Committee
- Special Education Parent Advisory Committee
- Youth sports

Members of the Committee were asked to contact Maya with the names of any other organizations that should be included.

Jen Flanders asked whether there would be continued value engineering work done for the project. It was explained that the Design Development phase is when any changes should be discussed and decided upon.

Action Items

Vote to Approve Meeting Minutes of March 5, 2021

MOTION made by Ken Aries to approve the meeting minutes of March 5, 2021. John Cummings seconded.

Roll-call vote:

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

Result: 16-0-1 – Approved

Vote to Approve Compass Project Management's Contract Amendment #2

The original contract schedule was for the project to be submitted in January for the February MSBA Board meeting. This schedule was pushed back. The contract amendment is to cover the additional time between the previous schedule and the current schedule; which covers through the month of April. Funding will come from unallocated feasibility funds.

MOTION made by John Cummings to approve Compass Project Management's Contract Amendment #2, Extended Owner's Project Manager service for Schematic Design. Seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: **Yes**
Ken Aries: **Yes**
Brian Bayer: **Yes**
Allison Borchers: Absent
Christopher Coleman: **Yes**
Sarah Cronin: **Yes**
John Cummings: **Yes**

Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Yes
Jennifer Flanders: Yes
Abigail Hanscom: Absent
Nancy Hyde: Yes
Lemma Jn-baptiste: Yes
Josepha Jowdy: Yes
Carol Lewis: Yes
Michelle Miller: Yes
Anthony Mullin: Yes
Emily Parks: Yes
Amanda Phillips: Yes

Result: 17-0-0 – Approved

Vote to Approve Payment of Invoices

MOTION made by Brian Bayer to approve payment of invoices totaling \$110,278.97 for the period ending March 31, 2021, as recommended by Compass Project Management. Charles Donahue seconded.

Roll-call vote:

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

Result: 17-0-0 – Approved

New Business

There was no new business.

Adjournment

MOTION made by Charles Donahue to adjourn the meeting. Ken Aries seconded.

The Committee briefly discussed a summer meeting schedule and the process and procedure for the work of the Committee following the full project's approval. A meeting schedule will be presented at a later date.

Maya Plotkin expressed her thanks to Nancy Hyde for her work on the School Building Committee. She is not seeking re-election to the Town's Select Board.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
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: Yes
Carol Lewis: Yes
Michelle Miller: Yes
Anthony Mullin: Yes
Emily Parks: Yes
Amanda Phillips: Yes

Result: 17-0-0 – Approved

The meeting adjourned at 8:40am.

List of Documents and Exhibits Used at Meeting:

- Contract #SCH-19-C-001 Amendment #2, Contract for Project Management Services
- Dore and Whittier draft work plan, dated April 9, 2021
- Draft meeting minutes of March 5, 2021 for the Committee's review and approval
- Slideshow presentation, dated April 16, 2021
- Vendor Invoice Package for period ending March 31, 2021