

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**  
**May 7, 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, Jen Flanders, Abby Hanscom, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, and Michael Walsh. Mary Kate Ferreira and Amanda Phillips were absent.

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.

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**

Bridge funding passed at Monday's Town Meeting. This allows for design development to continue throughout the summer.

**Discussion Items**

**2021-22 Meeting Schedule**

A draft of the 2021-22 meeting schedule was shared. There will be no meeting scheduled in August due to numerous scheduling conflicts.

The proposed meeting schedule is as follows:

- Thursday, July 8, 8am
- Friday, September 10, 8am
- Friday, October 1, 8am
- Friday, November 5, 8am
- Friday, December 3, 8am
- Friday, January 7, 8am
- Friday, February 4, 8am
- Friday, March 4, 8am
- Friday, April 1, 8am
- Friday, May 6, 8am
- Friday, June 3, 8am

Assuming there are no conflicts, John Cianciarulo will send calendar invites next week.

**New Subcommittees**

*Site and Outdoor Design*

The Site and Outdoor Design Subcommittee will be all-encompassing. It will involve meeting with all relevant stakeholders, including youth sports, recreational sporting groups, school PTOs, and other

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

organizations. A list of stakeholders is being developed. The Subcommittee will help to provide input and be a sounding board.

Ken Aries, Sarah Cronin, John Cummings, Charlie Donahue, Jen Flanders, Tony Mullin, and Mike Walsh agreed to serve on the Subcommittee.

#### *Building Systems*

The Building Systems Subcommittee will focus on all of the various systems, ensuring choices are the best for the building.

Ken Aries, Brian Bayer, John Cummings, Lemma Jn-baptiste, and Michelle Miller agreed to serve on the Subcommittee.

#### Eversource Incentive Program

Westwood was part of the incentive program early in the building project. A decision on whether to continue into the next part of the program needs to be made.

Rob Fitzgerald presented.

Path 1: NZE (Net-Zero Energy)/Deep Energy Savings: Teams commit to a goal of NZE, NZE Ready, with a focus on EUI (Energy Use Intensity) target of less than 25 EUI.

Provide incentive funding to support low energy use building.

- \$1.25/square foot at end of design: Satisfy target of less than 25 EUI
- \$1/square foot one year after construction: Satisfy target of less than 25 EUI

There is a \$254,250 total potential incentive, based upon 113,000 square feet.

The program also provides:

- \$3k towards Net Zero Energy or Passive House Certification
- Design Team incentive up to \$15k after construction is complete

The program requires:

- Design team to provide additional energy modeling throughout design
- Enhanced commissioning of building envelope
- Meet MassSave minimum requirements
- Report out and coordinate with Eversource during design and after construction
- Follow-up services by the design team after construction
- Include submetering/data storage for EUI data collection
- Involvement by facility or energy manager (school district) during design and after construction is complete
- Commitment by faculty and staff to achieve goals

Maya Plotkin asked if these requirements would add additional costs to the project. Rob Fitzgerald responded that a commissioning agent may need to be hired in advance. Chin Lin is seeing if the Massachusetts School Building Authority (MSBA) will reimburse. The submetering will have a negligible impact. Rob confirmed that the costs would be offset by the incentives.

Chin Lin confirmed that most of these expenses have already been embedded into both the design and the budget.

Emily Parks asked how the incentives work and whether or not there is an impact to the MSBA grant. Chin responded that a check is presented to the Town. Pam Dukeman responded that the Town keeps the rebates associated with any project that generated them.

## **Action Items**

### **Vote to Authorize Design Development**

Authorization to move forward into the Design Development phase is needed for both the Owner's Project Manager (OPM) and architect.

**MOTION made by Ken Aries to authorize the OPM, Design Team, and the project to move into Design Development. John Cummings seconded.**

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: Absent  
Jennifer Flanders: **Yes**  
Abigail Hanscom: **Yes**  
Lemma Jn-baptiste: **Yes**  
Josepha Jowdy: **Yes**  
Carol Lewis: **Yes**  
Michelle Miller: **Yes**  
Anthony Mullin: **Yes**  
Emily Parks: **Yes**  
Amanda Phillips: Absent  
Michael Walsh: **Yes**

**Result: 18-0-0 – Approved**

### **Vote to Sign the Eversource Memorandum of Understanding**

**MOTION made by Emily Parks to sign the Eversource Memorandum of Understanding for Path 1 Zero Net Energy Deep Energy Savings program. Brian Bayer seconded.**

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: Absent  
Jennifer Flanders: **Yes**  
Abigail Hanscom: **Yes**  
Lemma Jn-baptiste: **Yes**  
Josepha Jowdy: **Yes**  
Carol Lewis: **Yes**  
Michelle Miller: **Yes**  
Anthony Mullin: **Yes**  
Emily Parks: **Yes**

Amanda Phillips: Absent  
Michael Walsh: Yes

**Result: 18-0-0 – Approved**

Vote to Approve Meeting Minutes of April 16, 2021

**MOTION made by Allison Borchers to approve the meeting minutes of April 16, 2021. Ken Aries seconded.**

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: Absent  
Jennifer Flanders: Yes  
Abigail Hanscom: Yes  
Lemma Jn-baptiste: Yes  
Josepha Jowdy: Yes  
Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Yes  
Emily Parks: Yes  
Amanda Phillips: Absent  
Michael Walsh: Abstain

**Result: 17-0-1 – Approved**

Vote to Approve Payment of Invoices

**MOTION made by Michael Walsh to approve the payment of invoices totaling \$103,013.66 for the period ending April 30, 2021, as recommended by Compass Project Management. John Cummings seconded.**

Tony Mullin requested that the Committee be informed when a mailing is going to be sent to residents. Maya Plotkin agreed that, in the future, an allocation will be made ahead of time.

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: Absent  
Jennifer Flanders: Yes  
Abigail Hanscom: Yes  
Lemma Jn-baptiste: Yes  
Josepha Jowdy: Yes

Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Yes  
Emily Parks: Yes  
Amanda Phillips: Absent  
Michael Walsh: Yes

**Result: 18-0-0 – Approved**

Chin Lin stated that this is the last set of invoices that will be billed against the Feasibility Phase budget. A final reconciliation will be reported at a future meeting.

Moving forward, invoices will be billed against bridge funding.

Vote to Approve Compass Project Management’s Contract Amendment #3

With the Town’s authorization for bridge funding, contract amendments are required.

Maya Plotkin presented an itemization, which was shared at past meetings:

*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
- Total Design Development Fees...\$1,455,260

**MOTION made by Charles Donahue to approve Compass Project Management’s Contract Amendment #3. Ken Aries seconded.**

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: Absent  
Jennifer Flanders: Yes  
Abigail Hanscom: Yes  
Lemma Jn-baptiste: Yes  
Josepha Jowdy: Yes  
Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Yes  
Emily Parks: Yes  
Amanda Phillips: Absent  
Michael Walsh: Yes

**Result: 18-0-0 – Approved**

Vote to Approve Dore and Whittier’s Contract Amendment #7 – Design Development Phase Services

**MOTION made by Charles Donahue to approve Dore and Whittier’s Contract Amendment #7. John Cummings seconded.**

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: Absent  
Jennifer Flanders: Yes  
Abigail Hanscom: Yes  
Lemma Jn-baptiste: Yes  
Josepha Jowdy: Yes  
Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Yes  
Emily Parks: Yes  
Amanda Phillips: Absent  
Michael Walsh: Yes

**Result: 18-0-0 – Approved**

### New Business

Charlie Donahue asked that future discussion regarding how the new school can be a resource to the Town and other elementary schools be held. He suggested using the natural area behind the proposed school for science lessons throughout the year, stressing that it would be a great selling point.

It was agreed that a discussion on this will take place following the work of the Site and Outdoor Design and Education subcommittees.

### Adjournment

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

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: Absent  
Jennifer Flanders: Yes  
Abigail Hanscom: Yes  
Lemma Jn-baptiste: Yes  
Josepha Jowdy: Yes  
Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Yes  
Emily Parks: Yes  
Amanda Phillips: Absent

Michael Walsh: **Yes**

**Result: 18-0-0 – Approved**

The meeting adjourned at 8:40am.

List of Documents and Exhibits Used at Meeting:

- Bridge Funding itemization
- Compass Project Management's Contract Amendment #3
- Dore and Whittier's Contract Amendment #7 – Design Development Phase Services
- Draft 2021-22 meeting schedule for the Committee's review and discussion
- Draft meeting minutes of April 16, 2021 for the Committee's review and approval
- Informational documents on the Eversource Incentive Program
- Memorandum of Understanding for Path 1: Zero Net Energy/Deep Energy Savings
- Presentation on Eversource Incentive Program
- Vendor Invoice Package for period ending April 30, 2021