

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
June 4, 2021

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:03am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Brian Bayer, Christopher Coleman, John Cummings, Charles Donahue, Pam Dukeman, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Anthony Mullin, Emily Parks, Amanda Phillips, and Michael Walsh. Allison Borchers, Sarah Cronin, and Michelle Miller were absent. Ken Aries arrived at 8:06am. Emily Parks left the meeting at 8:14am and returned at 8:40am.

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. Westwood Media Center also recorded the meeting for later broadcast on their platforms.

Chair, Subcommittee, and Working Group Reports

State of Emergency Expiration

Maya Plotkin advised the Committee that the State of Emergency expires on June 15.

Discussion Items

Project Scope and Budget Agreement

At its April Board Meeting, the Massachusetts School Building Authority (MSBA) approved Westwood's grant of an amount not to exceed \$18.2M. This is documented through the project scope and budget agreement between the MSBA and the Town of Westwood. The Town will need to sign and return the documents to the MSBA. The School Building Committee will be voting on this later today. The Select Board has a vote scheduled on Monday. Maya Plotkin stated this is procedural.

Brian Bayer asked if the Agreement needs to be reviewed by Town Council prior to voting. Maya Plotkin responded that Council has already reviewed. Town Administrator Christopher Coleman agreed, stating that everyone is on-board with the paperwork and appropriate votes have been scheduled.

User Group Meetings

Update: Design Development Work Plan

- Town Vote: May 3, 2021
- May 26-June 11
 - Meetings currently taking place and scheduled with:
 - Faculty/staff
 - Technology
 - Students
 - Sustainability Subcommittee
 - Kitchen
 - Custodial/maintenance
- June 17-July 8
 - Meetings to be scheduled with:

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

- Aesthetics Design Working Group
 - Interiors
 - Exterior updates
 - Building Systems Subcommittee
 - HVAC, Electrical, Plumbing, Security Systems
 - Site/Outdoor Design
 - Local biking, hiking groups
 - Recreation and athletic groups, PTO
 - Commission on Disability
 - Police Department, Fire Department, Building Inspector, Health Department
- July 12-30
 - School Building Committee progress review
 - Aesthetics Design Working Group
 - Finalize interior and exterior
 - Land Use Committee Review
 - Preliminary Review
- August
 - Abutters and neighborhood community
 - Submission of 100% Design Development set to cost estimators
- September
 - School Building Committee authorizes Design Development submission to MSBA
- Town votes: October 2021

A session with students was held yesterday. Among the questions asked were, "If you had an opportunity to design an elementary school, what would you want it to feel like? What would you want to see?" Responses included:

- Colorful, cozy, fun, safe.
- Not too big, not too small. Easy to navigate.
- Safe so kids can feel protected.
- Maybe a medium-sized school so when you go to middle school your elementary school wouldn't be bigger than it so you're not confused...
- Safe and lots of classrooms for people to work with and maybe classrooms of the same grade could have a connecting door.
- Comfortable, roomy, and fun

Among the top things the children would like to do at recess were basketball and pavement play; grassy free play; ropes, swings, and slides; and nature-inspired obstacles.

Rob Fitzgerald will be compiling notes from the session with students and will share them with the Committee.

Site and Floor Plans

Rob Fitzgerald reviewed the site and floor plans with the Community. This is another opportunity to discuss anything related to the site or the building that the design team should look into.

The Committee discussed:

- Adequate outdoor space for parents to setup chairs to view sporting events.
- Netting or fencing to contain soccer balls and keep away from the driveway.
- Meeting with the Town's Department of Public Works to review playing fields, as they will be maintaining them.
- Being mindful of where trees are planted as there may be a desire to add additional parking in a later phase at a later date.

- Consideration on having time restrictions on vehicle access to the bus loop.
- Location for piling snow.

Rob Fitzgerald then shared floor plans and 3-D views of the cafeteria, a typical classroom, and the extended learning area.

Charles Donahue requested that time be scheduled to discuss the specialized programs which will be housed at the proposed building.

John Cummings expressed concern regarding the extended learning area as presented, noting that there is an open space from the second to the first floors. Maya Plotkin echoed his concern, particularly related to noise travel and safety.

Rob Fitzgerald stated that meetings will be held with stakeholders to make decisions on furniture for the area.

Charles Donahue again requested time to discuss how the school can be used as a resource to the community.

Outside Group Meetings

Meetings with outside groups will be scheduled in the coming weeks.

Action Items

Vote to Recommend Execution of Project Scope and Budget Agreement

MOTION made by Charles Donahue to approve the execution of the project scope and budget agreement. Seconded by Michael Walsh.

Brian Bayer asked for clarification on the vote. Maya Plotkin responded that this is standard procedure for the MSBA. Town Counsel and the Select Board have each reviewed the documents.

Roll-call vote:

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

Result: 17-0-0 – Approved

Vote to Approve Meeting Minutes of May 7, 2021

MOTION made by Michael Walsh to approve the meeting minutes of May 7, 2021. Seconded by Ken Aries.

Roll-call vote:

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

Result: 17-0-0 – Approved

Vote to Approve Payment of Invoices

MOTION made by Michael Walsh to approve the payment of invoices totaling \$280,971 for the period ending May 31, 2021, as recommended by Compass Project Management. Seconded by John Cummings.

Roll-call vote:

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

Result: 17-0-0 – Approved

New Business

There was no new business.

Adjournment

MOTION made by Michael Walsh to adjourn the meeting. Seconded by Emily Parks.

Roll-call vote:

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

Result: 17-0-0 – Approved

The meeting adjourned at 9:00am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of May 7, 2021 for the Committee's review and approval
- Site and floor plans, dated June 4, 2021 by Dore and Whittier
- Slideshow presentation by Dore and Whittier, dated June 4, 2021
- Vendor Invoice Package for period ending May 31, 2021