

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
July 8, 2021

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:02am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Brian Bayer, Allison Borchers, 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, and Michael Walsh. Sarah Cronin and Amanda Phillips were absent. Mary Kate Ferreira left prior to adjournment.

Michelle Miller arrived at 8:07am. Although present, she experienced technical issues during the meeting and was unable to use her microphone.

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 Maya Plotkin shared that the School Building Committee may need to meet on Thursday, August 5 in order to approve recommendations to value engineering from various subcommittees and working groups in order to submit 100% of design development to the cost estimators.

Subcommittees and working groups will be meeting July 27 through August 4.

Governor Baker has extended some emergency measures that were adopted during the State of Emergency. Specifically, it allows for virtual meetings to continue through March 2022. It was agreed that meetings would continue virtually.

Discussion Items

Rob Fitzgerald provided an update on the Design Development Work Plan.

- Town Vote: May 3, 2021
- May 26-June 11
 - Meetings completed with:
 - Faculty /staff
 - Technology
 - Students
 - Sustainability Subcommittee
 - Kitchen
 - Custodial /maintenance
- June 17-July 8
 - Meetings held or scheduled:
 - Aesthetics Subcommittee
 - Board of Health
 - School Building Committee progress review

¹ Remote meeting held in accordance with an Act relative to extending certain COVID-19 measures adopted during the State of Emergency.

- Building Systems Subcommittee
 - HVAC, electrical, plumbing, security systems
- July 9-30
 - July 13: Department of Public Works
 - July 14: Police Department, Fire Department, and Building Inspector
 - July 22: Aesthetics Working Group
 - Interior and exterior
- August
 - Land Use Committee
 - Preliminary peer review
 - Submission of 100% design development to cost estimators
- September
 - School Building Committee authorizes Design Development submission to MSBA

Updates on Meetings

Aesthetics and Design Working Group – Interior Design Sketches

Images used as inspiration for the design of the interior were shown, along with conceptual drawings of the Living room/lobby, Administration suite, Gallery stair/railings, and Extended learning areas.

Summary/Outcome:

- Agreement on overall direction, with warmth of wood and modern, neutral tones, soft color accents, and design simplicity
- In favor of abstract tree to accentuate areas/focal point, but revise to simplify
- Raise or revise low ceiling slats; concern with collecting dust/items
- In favor of linoleum wainscot/wall protection with chair rail
- Prefer perforated metal guardrails, not both metal and glass
- Dore and Whittier will arrange to get samples of Flotex and linoleum for the Director of Operations for review

Sustainability Subcommittee

The Subcommittee met on June 8 to review the LEED certification process, review the project's LEED scorecard, and to discuss electric vehicle charging stations, demand response program enrollment, and renewable energy production.

Summary/Outcome:

- Tracking LEED v.4 Silver: Design phase application should begin soon
- LEED points are not as important as energy efficiency
- Electric vehicle charging: Currently four parking spots. Looking at providing an empty conduit to facilitate adding additional spaces in the future
- Compass will review Eversource incentives vs. MSBA reimbursement
- PV panels currently planned to be provided on roof through Power Purchasing Agreement process. No action until project budget funding is authorized

Preview of Building Systems Subcommittee

The meeting will take place later this morning to discuss:

- Geothermal
- HVAC (Heating, Ventilation, and Air Conditioning)
- Electrical
- Plumbing and fire protection
- Technology (data and security)

The intent of the meeting is to provide an overview of building systems and an opportunity for questions, feedback, and input.

User Group Meetings and Floor Plan Updates

- Met with Kindergarten-Grade 5 faculty, music, art, library / media, instructional coaches, speech, psychologists, WABA, FOCUS, students, kitchen and cafeteria staff, custodial / maintenance, IT, principals, and the district leadership team over eight days
- Received written feedback via Google Classroom
- Compiling all information and making revisions to plans. Highlights include:
 - Classrooms: Revised window heights for more lower wall space
 - Added a second speech and language room and relocated the English Language Learners' room
 - Selected one of the two options presented for the instructional coaches' suite
 - Modifying layout of library

Playground Site Concept

A conceptual drawing of the playground was shown. The design team plans to meet with the Outdoor and Site Design Subcommittee to review and have a price placeholder set.

Abby Hanscom asked about the accessibility of playground components. Rob Fitzgerald responded that the plan is to integrate accessible playground elements throughout.

Christopher Coleman expressed concern regarding the walls of glass and skylights that are included in the design. Based upon his experience with past projects, it is difficult to control the temperature in these types of designs. Rob Fitzgerald responded that it is being taken into consideration of the design of the HVAC system.

John Cummings asked whether the design team addressed the floor opening from the second to first floor. Rob Fitzgerald responded that it is being looked at and discussed at the upcoming working group meeting. Options include raising the guardrail height, fully enclosing it with glass, or infilling the opening all together. However, there may be ramifications associated with regards to the MSBA and square footage. Superintendent Parks stated that she is holding discussions with other schools that have similar elements. She and Abby Hanscom will be visiting schools that have similar spaces.

Tony Mullin asked how the square footage of the playground compares to enrollment. Rob Fitzgerald responded that the overall area is 70k square feet and that while each school and project is different, there is a variety of spaces for students to meet and play.

Michael Walsh expressed concern with regards to safety and the open design. Christopher Coleman suggested a walkthrough of safety measures be done for the community. Chair Maya Plotkin advised that, in an interest of safety, these are not explicitly discussed in public. However, a security consultant is on board with the design and Police Chief Jeff Silva has been consulted throughout the project.

Proprietary Items

There are a number of proprietary items in the project. Public bid projects are required to list three manufacturers and allow for equivalent submissions of items / materials. Sometimes there are certain items that have less than three manufacturers. The list is still under review. However, a preliminary list includes:

1. Thermal insulation (behind brick / stone only)
2. Light diffusing glazing (used at gym)
3. Security laminated glazing (used at exterior entrances)
4. Emergency key box (Fire Department use)
5. IT and security

A vote by the School Building Committee will be required in order to accept or reject any proprietary listed items.

Action Items

Michelle Miller experienced technical issues during the meeting and was unable to use her microphone. She was able to convey her votes on action items via email. While Mrs. Miller's votes are noted for the record, they are not tallied in the resulting total.

Vote to Approve Meeting Minutes of June 4, 2021

MOTION made by Michael Walsh to approve the meeting minutes of June 4, 2021. Seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: **Yes**
Ken Aries: **Yes**
Brian Bayer: **Yes**
Allison Borchers: **Yes**
Christopher Coleman: **Yes**
Sarah Cronin: Absent
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: 16-0-0 – Approved

Vote to Approve Payment of Invoices

MOTION made by Michael Walsh to approve the payment of invoices totaling \$297,258.51 for the period ending June 30, 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: **Yes**
Christopher Coleman: **Yes**
Sarah Cronin: Absent
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: 16-0-0 – Approved

New Business

There was no new business.

Adjournment

MOTION made by Carol Lewis to adjourn the meeting. Seconded by Christopher Coleman.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Brian Bayer: Yes
Allison Borchers: Yes
Christopher Coleman: Yes
Sarah Cronin: Absent
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: 16-0-0 – Approved

The meeting adjourned at 8:57am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of June 4, 2021 for the Committee's review and approval
- Slideshow presentation by Dore and Whittier, dated July 8, 2021
- Vendor Invoice Package for period ending June 30, 2021