

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

SITE AND OUTDOOR DESIGN SUBCOMMITTEE MEETING MINUTES
July 27, 2021

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 10:03am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, John Cummings, Charles Donahue, Jennifer Flanders, and Anthony Mullin. Sarah Cronin and Michael Walsh were absent. Anthony Mullin left the meeting prior to adjournment.

Don Walter, Steve Haskell, and Rob Fitzgerald of Dore and Whittier; Tim Bonfatti and Chin Lin of Compass Project Management; and Deborah Myers, Jeff Thom, and Chris McCormick of Deborah Myers Landscape Architecture 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.

Discussion Item

Maya Plotkin reported that both Dore and Whittier and Compass have received a preliminary estimate at 50% of the Design Development. Given the increases in construction costs, the estimate is higher than it was six months ago. Therefore, another round of value engineering will be conducted. The Site and Outdoor Design Subcommittee will meet next week to complete this process.

Review of Site and Outdoor Design Updates, including STEM Porch and Outdoor Classrooms, Playground, Sports Field Layout, and Pedestrian Circulation

Rob Fitzgerald presented.

Play Fields

The overall site plan was reviewed, including the north entry and Little League baseball field. The Little League baseball field includes backstop, two players' benches, fortified home plate, small bleacher for spectators, and fencing around the field. There are no bases, dugouts, netting, or scoreboards.

The southern crosswalk was deemed unnecessary. However, the Highway Department will be consulted to determine any future plans and potential impact.

There was discussion on the buffer, increased fence height, and placement of the field. It was agreed that community sports groups should be consulted.

The Subcommittee determined that an alternate for conduit to a future scoreboard is unnecessary as solar-powered boards are available.

Sidewalks

The sidewalks were reviewed. Ken Aries expressed concern on the design, particularly with numerous 90-degree turns. The Committee recommended that a more streamlined sidewalk on the north side be designed and that the sidewalk behind home base also be streamlined.

Soccer Field

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

The 11v11 soccer field was reviewed. The existing slope and landscaping, which provides a spot for spectators to view the game, will be retained. Youth Soccer will be consulted.

A concrete pad for portable toilets is included in the design. The Subcommittee recommended moving the location to a more discrete spot. The design team will work to address this.

Playground Concept Review

The current layout was reviewed, including the lawn play area, ball courts, and play structures. An area for possible future playground expansion is also included.

Elementary principals will be consulted on the slide and swings.

Parking

The original concept target for parking was 150 spaces, the current plan is now for 159. Nine spaces will be included as an alternate, though it may impact the number of required accessible spaces.

Trees, Shrubs, and Plantings

The plans for landscape and barrier protection were reviewed. The Police Chief will be consulted on barrier protection.

Irrigation

Irrigation is planned for the playing fields. The Department of Public Works will be consulted on the placement of the irrigation box.

Snow Plowing Areas

The Department of Public Works and the district's Operations Department will review planned locations for snow removal.

The Subcommittee will reconvene next week to conduct value engineering. Maya Plotkin will look to add more people to the Subcommittee, specifically elementary principals and Superintendent Parks, to provide a faculty-administrator perspective.

New Business

There was no new business.

Adjournment

MOTION made by Ken Aries to adjourn the meeting. Seconded by John Cummings.

Roll-call vote:

Maya Plotkin: **Yes**

Ken Aries: **Yes**

Sarah Cronin: Absent

John Cummings: **Yes**

Charles Donahue: **Yes**

Jennifer Flanders: **Yes**

Anthony Mullin: Absent

Michael Walsh: Absent

Result: 5-0-0 – Approved

The meeting adjourned at 11:42am.

List of Documents and Exhibits Used at Meeting:

- Landscape drawings at 50% Design Development, dated July 9, 2021
- List of discussion items drafted by Dore and Whittier, dated July 27, 2021
- Site and Outdoor Design Subcommittee slideshow presentation by Dore and Whittier, dated July 27, 2021