

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
August 5, 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, Josh Baumer, Brian Bayer, Christopher Coleman, John Cummings, Pam Dukeman, Jen Flanders, Abby Hanscom, Lemma Jn-baptiste, Josepha Jowdy, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, and Amanda Phillips. Josepha Jowdy arrived at 8:13am and left prior to adjournment; Michelle Miller arrived at 8:16am. Allison Borchers, Charles Donahue, Mary Kate Ferreira, Matt Kuklantz, and Michael Walsh were absent.

Tim Bonfatti and Chin Lin of Compass Project Management; and Rob Fitzgerald of Dore and Whittier were also 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

Maya Plotkin reported.

Membership Update

On Monday, the School Committee appointed Deerfield Elementary School Principal Josh Baumer and Hanlon Elementary School Interim Principal Matt Kuklantz to the School Building Committee.

Cost Estimate Update

A cost estimate was conducted at fifty-percent of design development due to concerns surrounding rising construction costs. Dore and Whittier and Compass have reviewed these estimates and determined that the project remains on budget.

Discussion Item

Review of Floor Plans and Site Plan

Rob Fitzgerald presented.

Work Plan Update

- July 13: Meeting with Public Works
- July 14: Meeting with Police, Fire, and Building Inspector
- July 22: Aesthetics Working Group meeting (interior and exterior)

- August
 - Land Use Committee Preliminary Peer Review
 - Submission of 100% Design Development sent to cost estimators

- September
 - School Building Committee vote to authorize Design Development submission to the Massachusetts School Building Authority (MSBA).

First Floor Plan

The floor plan for the first floor was reviewed.

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

Second Floor Plan

The floor plan for the second floor was reviewed.

One area of focus was on the extended learning areas. There has been discussion on how to treat the floor opening connection. It was decided to make it full-height glass to allow for a transparent connection with other floors and grade levels, while also addressing sound and safety concerns. An image of a similar setup designed by HMFH Architects was shared.

The floor openings are within the extended learning areas in the first, fourth, and fifth grade wings. A perforated metal panel guardrail will be used in the stair spaces.

The floor plan of the extended learning area has been revised. This includes shifting the science space and consolidating and relocating the cubbies.

Area of Focus—Process

June

- Introduction to the interior building aesthetic and design of:
 - Lobby/living room
 - Administration wing
 - Gallery
 - Extended learning spaces

July

- Interior aesthetic design of cafeteria and media center

August

- In-person meeting for the presentation of materials and realistic renderings

Renderings of the cafeteria and media center were reviewed, including flooring.

Updates to the design of the building exterior were reviewed. Materials include terracotta cladding, stone veneer, metal trim on the windows and doors, and brick veneer.

Summary of Aesthetics and Design Working Group Comments

- Overall, the presentation was well-received and proceeding in the right direction
- Some discussion took place on the light fixtures; Dore and Whittier will explore options
- Some concerns were raised with the use of oak; Dore and Whittier's intention is to use white oak with a clear finish; samples will be provided for review in-person
- Some concerns were raised regarding loose chairs in the cafeteria; Dore and Whittier will review once furniture is specified

Site Plan Update

The Site and Outdoor Design Subcommittee met last month. Some of the revisions made include:

- Fifty feet of distance to the access trail, and chain link fence along the northern edge of the playground
- Sidewalk
- Entry plaza landscape elements

Action Items

Vote to Authorize Submission to Cost Estimators

Cost estimates at 100% Design Development, based upon plans to date, will be submitted.

MOTION made by Emily Parks to authorize submission to cost estimators. Motion seconded by Ken Aries.

Roll-call vote:

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

Result: 15-0-0 – Approved

Sustainability Subcommittee Meeting Minutes of June 8, 2021

MOTION made by Anthony Mullin to approve the Sustainability Subcommittee meeting minutes of June 8, 2021. Motion seconded by John Cummings.

Roll-call vote of the Sustainability Subcommittee:

Maya Plotkin: Yes
Ken Aries: Yes
Brian Bayer: Yes
John Cummings: Yes
Lemma Jn-baptiste: Yes
Anthony Mullin: Yes

Result: 6-0-0 – Approved

MOTION made by Emily Parks to accept the Sustainability Subcommittee meeting minutes of June 8, 2021. Motion seconded by John Cummings.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Yes
Allison Borchers: Absent
Christopher Coleman: Yes

John Cummings: Yes
Charles Donahue: Absent
Pamela Dukeman: Yes
Mary Kate Ferreira: Absent
Jennifer Flanders: Yes
Abigail Hanscom: Yes
Lemma Jn-baptiste: Yes
Josepha Jowdy: Absent
Matt Kuklantz: Absent
Carol Lewis: Yes
Michelle Miller: Yes
Anthony Mullin: Yes
Emily Parks: Yes
Amanda Phillips: Yes
Michael Walsh: Absent

Result: 15-0-0 – Approved

Building Systems Subcommittee Meeting Minutes of July 8, 2021

MOTION made by Ken Aries to approve the Building Systems Subcommittee meeting minutes of July 8, 2021. Motion seconded by John Cummings.

Roll-call vote of the Sustainability Subcommittee:

Maya Plotkin: Yes
Ken Aries: Yes
Brian Bayer: Yes
John Cummings: Yes
Lemma Jn-baptiste: Yes
Michelle Miller: Yes

Result: 6-0-0 – Approved

MOTION made by Emily Parks to accept the Building Systems Subcommittee meeting minutes of July 8, 2021. Motion seconded by Ken Aries.

Roll-call vote:

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

Amanda Phillips: **Yes**
Michael Walsh: Absent

Result: 15-0-0 – Approved

Site and Outdoor Design Subcommittee Meeting Minutes of July 27, 2021

MOTION made by John Cummings to approve the Site and Outdoor Design Subcommittee meeting minutes of July 27, 2021. Motion seconded by Ken Aries.

Roll-call vote of the Sustainability Subcommittee:

Maya Plotkin: **Yes**
Ken Aries: **Yes**
Sarah Cronin: No vote
John Cummings: **Yes**
Charles Donahue: Absent
Jen Flanders: **Yes**
Anthony Mullin: **Yes**
Michael Walsh: Absent

Result: 5-0-0 – Approved

MOTION made by Michelle Miller to accept the Site and Outdoor Design Subcommittee meeting minutes of July 27, 2021. Motion seconded by John Cummings.

Roll-call vote:

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

Result: 15-0-0 – Approved

Vote to Approve Meeting Minutes of July 8, 2021

MOTION made by Emily Parks to approve the meeting minutes of July 8, 2021. Motion seconded by John Cummings.

Roll-call vote:

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

Result: 13-0-2 – Approved

Vote to Approve Payment of Invoices

MOTION made by Ken Aries to approve the payment of invoices totaling \$300,971 for the period ending July 31, 2021, as recommended by Compass Project Management. Motion seconded by Carol Lewis.

Roll-call vote:

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

Result: 15-0-0 – Approved

New Business

There was no new business.

Adjournment

MOTION made by Emily Parks to adjourn the meeting. Motion seconded by John Cummings.

Roll-call vote:

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

Result: 15-0-0 – Approved

The meeting adjourned at 9:04am.

List of Documents and Exhibits Used at Meeting:

- Draft Building Systems Subcommittee meeting minutes of July 8, 2021 for the Subcommittee's review and approval; and the full Committee's acceptance
- Draft meeting minutes of July 8, 2021 for the Committee's review and approval
- Draft Site and Outdoor Design Subcommittee meeting minutes of July 27, 2021 for the Subcommittee's review and approval; and the full Committee's acceptance
- Draft Sustainability Subcommittee meeting minutes of June 8, 2021 for the Subcommittee's review and approval; and the full Committee's acceptance
- Slideshow presentation by Dore and Whittier, dated August 6, 2021
- Vendor Invoice Package for period ending July 31, 2021