

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**  
**September 10, 2021**

**Attendance and Call to Order**

The meeting, held remotely<sup>1</sup>, was called to order at 8:04am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Josh Baumer, Brian Bayer, Allison Borchers, Christopher Coleman, John Cummings, Charles Donahue, Pam Dukeman, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Lemma Jn-baptiste, Matt Kuklantz, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, Amanda Phillips, and Michael Walsh. John Cummings arrived at 8:08am and left the meeting prior to adjournment. Pam Dukeman left the meeting at 8:45am. Josepha Jowdy was absent.

Chin Lin of Compass Project Management; and Rob Fitzgerald and Don Walter 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](http://www.westwood.k12.ma.us/live). Westwood Media Center also recorded the meeting for later broadcast on their platforms.

Mrs. Plotkin advised that, in recognition of twenty years since 9/11, a moment of silence will be held at 8:46am.

**Chair, Subcommittee, and Working Group Reports**

Maya Plotkin reported.

A community forum is tentatively scheduled for Thursday, October 14. This will be a final opportunity for residents to learn more, ask questions, and to provide feedback prior to the votes.

**Upcoming Special Town Meeting and Special Election**

*Special Town Meeting*

The Special Town Meeting will be held on October 18 at 5pm on Flahive Field. The project is the sole warrant article which consists of a yes/no vote. A 2/3 approval is required to move forward.

*Special Town Election*

The Special Town Election will be held on October 26. A majority vote is required to move forward.

An affirmative vote at both the Special Town Meeting and the Special Town Election is required to proceed with the project.

**Discussion Items**

**Design Development Submission**

Rob Fitzgerald presented.

*Work Plan*

- August
  - Department of Public Works meeting
  - Recreation group meeting
  - Land Use Committee preliminary peer review
  - Submission of 100% Design Development set to cost estimators

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

- September
  - School Building Committee authorization for Design Development submission to Massachusetts School Building Authority (MSBA)
  - Meeting with abutters on September 13
  - Planning Board hearing on September 21
  - MSBA submission on September 24

*Cost Estimates*

The MSBA's agreed upon scope and budget at the completion of schematic design phase:

- Construction budget: \$70.38M
- Soft costs: \$17.44M
- Project budget: \$87.82M

The reconciled, estimated construction costs at 50% Design Development are \$70.3M (PM+C); and at 100% Design Development are \$70.31M (PM+C) / \$70.23M (MCI).

*Site Plan*

Updated renderings were presented.

*Fly-by Video of Exterior and Interior Renderings*

The video was reviewed. A narration will be added.

*Exterior Materials*

Terracotta cladding, ledgerstone veneer, metal panel, window, and curtain wall frames, and brick veneer are among the exterior materials that will be used. Samples are on display in the District Administration office.

*The Committee paused discussion at 8:46am to hold a moment of silence.*

*Interior Finishes*

Sample images of the general flooring, flooring accent, upholstery, wall colors, lobby floor, wood doors and millwork, and carpeting were reviewed.

*Sustainability Update*

- Recent Energy Model results: Energy Use Intensity (EUI): 22.6
- On track for <25 EUI, meeting Eversource incentive requirements
- Currently tracking LEED v4, Green School, Silver Certification level

Proprietary Items

As a publicly-bid project, the law states that three manufacturers must be identified in the project specifications. A proprietary item can be denoted for specific reasons. A vote needs to be taken to specify certain items to be listed as proprietary. The proposed items are:

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

Enhanced Commissioning and Automation Consultant

While the MSBA provides a commissioning agent, there is a desire to increase the level of commissioning beyond that. An Automaton Consultant will provide assistance with heating, ventilation, and air conditioning systems and controls. Both the enhanced commissioning and the automation consultant will help make the building run smoothly.

Action Items

Vote to Authorize Design Development Submission to the Massachusetts School Building Authority  
**MOTION** made by Michael Walsh to submit the Design Development to the MSBA, as presented by Dore and Whittier and Compass. Motion seconded by Ken Aries.

Roll-call vote:

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

**Result: 18-0-0 – Approved**

Vote to Approve Proprietary Items

**MOTION** made by Michael Walsh to approve proprietary items. Motion seconded by Ken Aries.

Roll-call vote:

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

**Result: 18-0-0 – Approved**

Vote to Approve Enhanced Commissioning Proposal for Commissioning Agent

**MOTION** made by Michael Walsh to approve enhanced commissioning. Motion seconded by Ken Aries.

Roll-call vote:

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

**Result: 18-0-0 – Approved**

Vote to Approve Automation Consultant Proposal

**MOTION** made by Michael Walsh to approve the automation consultant proposal. Motion seconded by Charles Donahue.

Roll-call vote:

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

Amanda Phillips: Yes  
Michael Walsh: Yes

**Result: 18-0-0 – Approved**

Vote to Approve Meeting Minutes of August 5, 2021

**MOTION** made by Amanda Phillips to approve the meeting minutes of August 5, 2021. Motion seconded by Emily Parks.

Roll-call vote:

Maya Plotkin: Yes  
Ken Aries: Yes  
Josh Baumer: Yes  
Brian Bayer: Yes  
Allison Borchers: Yes  
Christopher Coleman: Yes  
John Cummings: Absent  
Charles Donahue: Yes  
Pamela Dukeman: Absent  
Mary Kate Ferreira: Yes  
Jennifer Flanders: Yes  
Abigail Hanscom: Yes  
Lemma Jn-baptiste: Yes  
Josepha Jowdy: Absent  
Matt Kuklantz: Yes  
Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Yes  
Emily Parks: Yes  
Amanda Phillips: Yes  
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 \$309,771.01 for the period ending August 31, 2021, as recommended by Compass Project Management. Motion seconded by Ken Aries.

Roll-call vote:

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

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

**Result: 18-0-0 – Approved**

### New Business

There was no new business.

### Adjournment

**MOTION** made by Michael Walsh to adjourn the meeting. Motion seconded by Charles Donahue.

Roll-call vote:

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

**Result: 18-0-0 – Approved**

The meeting adjourned at 9:15am.

### List of Documents and Exhibits Used at Meeting:

- Correspondence from Jacobs to C. Lin dated August 17, 2021 and updated on September 10, 2021, regarding proposal for additional building envelope services
- Draft meeting minutes of August 5, 2021 for the Committee's review and approval
- Interval Data Systems' Automation Consultant Services scope description dated August 17, 2021
- Memo from R. Fitzgerald to the School Building Committee dated September 7, 2021, regarding proprietary specifications vote
- Slideshow presentation by Dore and Whittier, dated September 10, 2021
- Vendor Invoice Package for financial period ending August 31, 2021