

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE

Westwood, Massachusetts

MEETING MINUTES October 1, 2021

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:00am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Josh Baumer, Brian Bayer, Christopher Coleman, Charles Donahue, Pam Dukeman, Mary Kate Ferreira, Abby Hanscom, Lemma Jn-baptiste, Matt Kuklantz, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, and Amanda Phillips. Allison Borchers, John Cummings, Jen Flanders, Josepha Jowdy, and Michael Walsh were absent. Mary Kate Ferraira arrived at 8:03am. Matt Kuklantz left prior to adjournment.

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

Chair, Subcommittee, and Working Group Reports

Project Status Update

Rob Fitzgerald presented an update on the Design Development work plan:

- September 10: School Building Committee authorized Design Development submission to the Massachusetts School Building Authority (MSBA)
- September 13: Meeting with abutters
- September 20: Finance and Warrant Commission (FinCom) meeting
 - Voted 10-2 to recommend the project
- September 21: Planning Board and Conservation Commission hearing
- September 24: MSBA submission
- September 28: Meeting with members of the Special Education Parent Advisory Committee and the Disability Commission

- October 12: Continuation of discussion with Conservation Commission
- October 13: Continuation of Planning Board hearing
- October 14: Virtual Community Forum
- October 18: Special Town Meeting
- October 26: Special Election

Discussion Items

October 14: Virtual Community Forum

A virtual community forum will be held on October 14 at 7pm. This will be a final opportunity to learn about the project. The forum will consist of a twenty minute presentation, followed by questions and answers.

October 18: Special Town Meeting

The Special Town Meeting will be held on October 18 at 5pm on Flahive Field. The school building project is the only item on the agenda. The meeting will begin with a presentation by Superintendent

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

Emily Parks and School Building Committee Chair Maya Plotkin, followed by a presentation by Assistant Town Administrator and Finance Director Pam Dukeman. The moderator will then open the meeting for comment. The project needs a 2/3 majority vote at Town Meeting to pass.

October 26: Special Town Election

The Special Town Election will be held on October 26.

The project will only move forward if it receives a 2/3 majority vote at the Special Town Meeting; and also a majority of ballot votes at the Special Town Election.

Action Items

Vote to Approve Meeting Minutes of September 10, 2021

MOTION made by Charles Donahue to approve the meeting minutes of September 10, 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: Absent
Charles Donahue: **Yes**
Pamela Dukeman: **Yes**
Mary Kate Ferreira: **Yes**
Jennifer Flanders: Absent
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: Absent

Result: 16-0-0 – Approved

Vote to Approve Payment of Invoices

MOTION made by Ken Aries to approve the payment of invoices totaling \$85,905.08 for the period ending September 30, 2021, as recommended by Compass Project Management. Motion seconded by Charles Donahue.

Roll-call vote:

Maya Plotkin: **Yes**
Ken Aries: **Yes**
Josh Baumer: **Yes**
Brian Bayer: **Yes**
Allison Borchers: Absent
Christopher Coleman: **Yes**
John Cummings: Absent
Charles Donahue: **Yes**

Pamela Dukeman: Yes
Mary Kate Ferreira: Yes
Jennifer Flanders: Absent
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: Absent

Result: 16-0-0 – Approved

New Business

Ken Aries asked about any feedback from the community at Westwood Day. Maya Plotkin reported that the “Yes” Committee had a booth that she visited. There was a lot of interest; the only negative that was heard was related to the tax impact.

Adjournment

MOTION made by Charles Donahue to adjourn the meeting. 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: Absent
Charles Donahue: Yes
Pamela Dukeman: Yes
Mary Kate Ferreira: Yes
Jennifer Flanders: Absent
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 8:27am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of September 10, 2021 for the Committee’s review and approval
- Slide of the Design Development work plan, prepared by Dore and Whittier
- Vendor Invoice Package for financial period ending September 30, 2021