

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE
Westwood, Massachusetts

MEETING MINUTES
November 5, 2021

Attendance and Call to Order

The meeting, held remotely¹, was called to order at 8:01am by Chair Maya Plotkin. Also present on the video conference were: Ken Aries, Josh Baumer, Allison Borchers, Christopher Coleman, John Cummings, Charles Donahue, Pam Dukeman, Jen Flanders, Abby Hanscom, Lemma In-baptiste, , Matt Kuklantz, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, Amanda Phillips, and Michael Walsh. Brian Bayer, Mary Kate Ferreira, and Josepha Jowdy were absent. Christopher Coleman and Matt Kuklantz arrived at 8:02am. Amanda Phillips arrived at 8:05am. Pam Dukeman experienced technical issues and left the meeting prior to adjournment.

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

Chair Maya Plotkin updated the Committee.

The Special Town Meeting and Special Town Election both took place since the last meeting. The project passed at both. Chair Plotkin thanked the community for its support.

Now that the town has passed the project it will enter into a project funding agreement between the Town and the Massachusetts School Building Authority (MSBA) for the \$18.2M reimbursement. It is expected that the agreement will be fully executed next week.

The feasibility budget is underspent. The Town allocated \$1.75M. The remaining balance of \$202k will be returned to the Town.

The Aesthetics and Design group will be meeting over the next month to make recommendations on design choices. Chair Plotkin stated that, in the interest of transparency, it will transition to a full subcommittee of the School Building Committee.

Discussion Items

Construction Document Phase Schedule

Rob Fitzgerald of Dore and Whittier presented.

Votes and Bid Document Preparation

- February 2021: Submitted Schematic Design package to MSBA
- April 2021: MSBA Schematic Design vote
- May: Town vote on bridge funding for Design Development phase
- June-September 2021: Four months of Design Development
- October 18: Special Town Meeting on full project
- October 26: Special Town Election on full project

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

- November 2021-May 2022: Seven months of Construction Documents

Construction – September 2022-Summer 2024

- June-July: Two months of bidding
- July 2022-February 2024: Nineteen months of building construction
- February 2024: Move into new school
- April 2024-August 2024: Demolish existing building and complete remaining site work

Construction Document Phase: Work Plan

- November 3: Test pits
- November 5: School Building Committee authorizes Construction Document phase
- TBD: Two Aesthetics and Design Subcommittee Meetings
 - Terracotta
 - Canopy and Interiors Review
- November 30: Planning Board continued hearing
- December 3: School Building Committee meeting to vote on Aesthetics and Design Subcommittee recommendations
- December 8: Conservation Committee continued hearing
- TBD: Aesthetics and Design Subcommittee Meeting
 - Interior finishes review
- December 21: Submit 60% Construction Document to estimators
- December 22: Begin General Contract and Subcontractor prequalification Requests for Quotes
- January 7: School Building Committee Meeting (Propose moving to January 21)
- January 11-12: Room Data Sheet Review and Signoff
- January 12: Receive 60% cost estimates
- January 24: Submit 60% Construction Document to MSBA

Chin Lin responded that there are three submissions on construction documentation: 60%, 90%, and 100%. The cost estimates at 60% and at 90% are completed by two separate parties. The estimate at 100% is monitored very carefully.

Ken Aries asked about a potential impact on the schedule due to construction product availability. Rob Fitzgerald responded that this is being closely looked at. He stated that he hopes things will clear up over the next seven months and return to normal levels.

Tony Mullin asked about the possibility of breaking ground on the project earlier. However, due to the MSBA's time-intensive process, this is not feasible. Chin Lin responded that the MSBA requires three weeks of review between each submission. Two weeks may be able to be squeezed, but not one month.

Action Items

Vote to Approve Project for Entering Into Construction Documentation

MOTION made by John Cummings to approve the project entering into construction documentation. Motion seconded by Charles Donahue.

Roll-call vote:

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

Mary Kate Ferreira: Absent
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: 17-0-0 – Approved

Vote to Authorize Amendment for Dore and Whittier for Construction Documentation and Construction Administration Phases

Chair Plotkin stated that, with the project moving into construction documentation, a contract amendment with Dore and Whittier is needed.

MOTION made by Michael Walsh to authorize the amendment to the Dore and Whittier contract for construction documentation and construction administration phases. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Absent
Allison Borchers: Yes
Christopher Coleman: Yes
John Cummings: Yes
Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Absent
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: 17-0-0 – Approved

Vote to Authorize Amendment for Compass Project Management for Construction Documentation and Construction Administration Phases

Chair Plotkin tabled this vote to the December meeting as the amendment is still being drafted.

Vote to Approve Minutes

MOTION made by Emily Parks to approve the meeting minutes of October 1, 2021. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Absent
Allison Borchers: Abstain
Christopher Coleman: Yes
John Cummings: Abstain
Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Absent
Jennifer Flanders: Abstain
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: 13-0-4 – Approved

Vote to Approve Payment of Invoices

MOTION made by Michael Walsh to approve the payment of invoices totaling \$125,420.97 for the period ending October 31, 2021, as recommended by Compass Project Management. Motion seconded by John Cummings.

Chin Lin confirmed that these remain within budget.

Roll-call vote:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Absent
Allison Borchers: Yes
Christopher Coleman: Yes
John Cummings: Yes
Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Absent
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: 17-0-0 – Approved

New Business

There was no new business.

Adjournment

MOTION made by Michael Walsh to adjourn the meeting. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: **Yes**
Ken Aries: **Yes**
Josh Baumer: **Yes**
Brian Bayer: Absent
Allison Borchers: **Yes**
Christopher Coleman: **Yes**
John Cummings: **Yes**
Charles Donahue: **Yes**
Pamela Dukeman: Absent
Mary Kate Ferreira: Absent
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: **No**

Result: 16-0-1 – Approved

The meeting adjourned at 8:24am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of October 1, 2021 for the Committee's review and approval
- Letter from Dore and Whittier to M. Plotkin dated October 29, 2021 regarding Amendment #10: Construction Document through Close Out Phase Services
- Memo from Compass Project Management dated November 3, 2021 regarding Summary of Dore and Whittier fee proposal for Construction Document through Close Out
- Slideshow presentation by Dore and Whittier
- Vendor Invoice Package for financial period ending October 31, 2021