

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**  
**December 3, 2021**

**Attendance and Call to Order**

The meeting, held remotely<sup>1</sup>, was called to order at 8:02am by Chair Maya Khuri Plotkin. Also present on the video conference were: Brian Bayer, Christopher Coleman, John Cummings, Charles Donahue, Pam Dukeman, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Lemma Jn-baptiste, Carol Lewis, Michelle Miller, Anthony Mullin, Emily Parks, and Michael Walsh. Ken Aries, Josh Baumer, Allison Borchers, Josepha Jowdy, Matt Kuklantz, and Amanda Phillips were absent. Mary Kate Ferreira arrived at 8:04am. Michael Walsh arrived at 8:10am. Anthony Mullin left the meeting prior to adjournment.

Tim Bonfatti, Bryan Jarvis, 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.

Chair 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.

**Chair's Report**

Topics for the Chair's report were embedded in the discussion items.

**Discussion Items**

**Project Status Update**

Rob Fitzgerald provided an update. Dore and Whittier, Superintendent Parks, and Chair Plotkin presented to 40 different school districts as part of an Massachusetts School Building Authority (MSBA) workshop on sustainability yesterday. It was well received.

*Construction Document Phase: Work Plan*

- December 1: Aesthetic and Design Subcommittee meeting to discuss terracotta and canopy
- December 3: School Building Committee (SBC) meeting to vote on the Aesthetic and Design Subcommittee recommendations
- December 9: Aesthetics and Design Subcommittee meeting to review interior finishes
- December 14: Planning Board continued meeting
- December 21: Submit 60% construction documentation (CD) to estimators
- January 11-12: Room Data sheet review and signoff
- January 12: Receive 60% cost estimates
- January 12: Conservation Commission continued hearing
- January 21: SBC meeting to authorize 60% CD submission to MSBA
- January 24: Submit 60% CD to MSBA
- TBD: Meet with local officials for final review
- January 1-30: Work on General Contractor and Subcontractor pre-qualifications
- February 11: SBC meeting
- February 15: Receive MSBA response
- February 16-30: Dore and Whittier response to MSBA
- February 28: Submit 90% CD to cost estimators
- February 1-28: Finalize General Contractor and Subcontractor pre-qualifications

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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.

### Aesthetics and Design Subcommittee Update

The Aesthetics and Design Subcommittee selected a range of exterior tile, desiring more brown than orange/red.

#### *Summary*

1. Reviewed a number of terracotta tiles adjacent to the selected brick and stone.
2. Selected three tiles that represented an approximate range for Dore and Whittier to focus on.
3. Allow some aesthetic judgment for Dore and Whittier to develop a range for a future mock-up to be created.
4. Selected exterior materials palette.

Renderings were reviewed.

#### *Summary comments from the Aesthetics and Design Subcommittee*

1. Do not want the building to get "lost" in the woods if too brown or if range of tile is too close.
2. Having a range of tile allows for more variation in appearance from a distance.
3. Will use the mock-up as an opportunity to review again prior to final acceptance

The walkway canopy was also discussed, with decisions made between tube steel or wide flange with wood; or being installed offset or centered.

#### *Summary of recommended canopy design*

- Prefer tube steel because of concern with discoloration and degradation of exposed wood over time.
- Retain wood at underside of roof deck.
- Prefer offset columns for ease of pedestrian travel and clearing in winter.
- Desire for columns to be set below concrete sidewalk with epoxy seal at base.

### Action Items

#### Vote to Accept Design Recommendation

**MOTION** made by Michael Walsh to accept the recommendations of the Aesthetics and Design subcommittee as presented. Motion seconded by Charles Donahue.

Roll-call vote:

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

**Result: 14-0-0 – Approved**

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

As a result of the project moving forward, amendments for the designer and Owner's Project Manager need to be executed. The amendment for Dore and Whittier was approved last month. Compass' amendment is similar.

*Fees for Construction Development through Close-out*

Construction Documents--\$168k

Bidding--\$50k

Construction Building and Site--\$1,541,070

Closeout--\$66k

Estimating services--\$60k

Total of \$1,885,070

A comparison of the fees submitted to the MSBA in Form 3011 in June 2021 is lower, by approximately \$60k.

Compass' total contract is \$2,416,900.

**MOTION** made by Michael Walsh to authorize Amendment #5. Motion seconded by John Cummings.

Roll-call vote:

Maya Plotkin: **Yes**

Ken Aries: Absent

Josh Baumer: Absent

Brian Bayer: **Yes**

Allison Borchers: Absent

Christopher Coleman: **Yes**

John Cummings: **Yes**

Charles Donahue: **Yes**

Pamela Dukeman: **Yes**

Mary Kate Ferreira: **Yes**

Jennifer Flanders: **Yes**

Abigail Hanscom: **Yes**

Lemma Jn-baptiste: **Yes**

Josepha Jowdy: Absent

Matt Kuklantz: Absent

Carol Lewis: **Yes**

Michelle Miller: **Yes**

Anthony Mullin: Absent

Emily Parks: **Yes**

Amanda Phillips: Absent

Michael Walsh: **Yes**

**Result: 14-0-0 – Approved**

Vote to Approve Minutes

**MOTION** made by Michael Walsh to approve the meeting minutes of November 5, 2021. Motion seconded by Carol Lewis.

Roll-call vote:

Maya Plotkin: **Yes**

Ken Aries: Absent

Josh Baumer: Absent

Brian Bayer: **Yes**

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

**Result: 14-0-0 – Approved**

Vote to Approve Payment of Invoices

**MOTION** made by Michael Walsh to approve the payment of invoices totaling \$376,556.50 for the period ending November 30, 2021, as recommended by Compass Project Management. Motion seconded by Charles Donahue.

Roll-call vote:

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

**Result: 14-0-0 – Approved**

New Business

Bryan Jarvis of Compass Project Management was introduced. He will serve as the project director throughout construction.

As the project moves closer to construction, the Town's Permanent Building Committee will become involved and there will be a subsequent reorganization of the SBC. Logistics are being worked out on how the two boards will interact and move forward.

Charles Donahue asked that the team work on taking advantage of the "school in the woods" concept as part of the elementary curriculum. Superintendent Parks responded that the district will be working with the design team to explore opportunities.

### **Adjournment**

**MOTION** made by Michael Walsh to adjourn the meeting. Motion seconded by John Cummings.

Roll-call vote:

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

**Result: 14-0-0 – Approved**

The meeting adjourned at 8:47am.

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

- Contract for Project Management Services, Contract #SCH-19-C-001, Amendment No. 5
- Draft meeting minutes of November 5, 2021 for the Committee's review and approval
- Fee calculation from Compass Project Management
- Memo to School Building Committee members from M. Plotkin dated November 29, 2021, regarding Compass Project Management – Amendment No. 5
- Slideshow presentation by Dore and Whittier, dated December 3, 2021
- Vendor Invoice Package for financial period ending November 30, 2021