

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**  
**January 21, 2022**

**Attendance and Call to Order**

The meeting, held remotely<sup>1</sup>, was called to order at 8:03am by Chair Maya Khuri Plotkin. Also present on the video conference were: Josh Baumer, Brian Bayer, Allison Borchers, Tom Carey, Christopher Coleman, John Cummings, Charles Donahue, Pam Dukeman, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Lemma Jn-baptiste, Josepha Jowdy, Matt Kuklantz, Carol Lewis, Michelle Miller, Anthony Mullin, and Emily Parks. Ken Aries, Amanda Phillips, and Michael Walsh were absent. Christopher Coleman arrived at 8:05am. Carol Lewis arrived at 8:04am. Anthony Mullin left 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**

**Membership Update**

Tom Carey is the district's new Director of Facilities and was welcomed to the School Building Committee.

**Discussion Items**

**Cost Estimate Update**

Bryan Jarvis of Compass presented.

The construction documents were sent at 60% to cost estimators. Two independent sets of estimates were completed.

Current Project Construction Budget: \$70,380,680

Two estimates were completed:

Miyakoda: \$70,358,748 – Difference to budget: (\$21,932)  
PMC: \$70,362,256 – Difference to budget: (\$18,424)

***Construction Cost Management***

The current costs reflect the 60% construction document base bid and a 5% contingency. A 90% construction document and bid set base bid, along with a percentage to be determined for alternates and value engineering and a percentage to be determined for contingency are being prepared. There are three options to create the buffer for bid management:

1. Convert base bid elements to alternates
2. Value engineer the current base bid
3. Decrease contingency and/or soft costs (i.e., furniture, fixtures, and equipment)

***Seven Month Look Ahead***

- January 21 School Building Committee meeting (SBC): Review 60% construction document cost estimates
- February 11 SBC: Review value engineering and Alternate options and values

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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.

- February 28: Submit for 90% construction document cost estimate
- March 4 SBC: Determine order of Alternates
- March 18: Receive 90% construction document cost estimate results
- March 25 (TBD): SBC meeting to authorize submission to Massachusetts School Building Authority (MSBA)?
- April 1 SBC: Determine construction cost management strategy
  - Permanent Building Committee approves bid set documents
- May 13 SBC
- May 18: Submit bid set
- June 10: SBC
- July: Bid opening; Permanent Building Committee accepts alternates

Rob Fitzgerald of Dore and Whittier continued the presentation.

*Construction Document Phase: Work Plan*

- January 24: Submit 60% construction document to MSBA
- January 25-27: Third round of User Group meetings for room data sheet review and sign-off
- February 15: Receive MSBA response
- February 16-28: Dore and Whittier prepares response to MSBA
- February 1-28: Finalize General Contractor and subcontractor prequalification documents
- March 1-31: General Contractor and subcontractor prequalification
- March 28: Submit 90% construction document to MSBA

Interior Design Update and Recommendation

The work of the Aesthetics and Design Subcommittee was reviewed:

*Inspiration*

Inspiration for the design of the new school is built upon nature, incorporating the sky and woodlands. Neutral colors are integrated into the main passageways and extended learning areas. The cafeteria also has neutral tones of sage green with natural wood and fabric.

*Color Scheme and Organization*

Each wing will have a different accent wall color.

*Wayfinding*

The signs for each wing will be changeable behind a clear panel and incorporate the yellow / aqua / blue color schemes.

*Administration Lobby and Media Center Updates*

The exterior glass in the Principal's office will be bullet-resistant to level three. A heating system will be installed to accommodate the administrative assistant's desk in the lobby.

The railing system in the media center will be full glass and the sink has been relocated away from the circulation desk.

*Bathrooms*

The color scheme of the bathrooms reflects the overall design of the school. The exact tile pattern will be further refined and the signage / symbols will be further developed.

*Gallery*

The gallery space will have a mix of acoustic and tack-able panels. The exact location and size will be reviewed after consulting with fine arts department staff.

Permitting Update

*Planning Board and Conservation Commission*

Approval from both the Planning Board and the Conservation Commission has been received. Three Planning Board hearings and two Conservation Commission hearings were held.

After an independent peer review was conducted, Some modifications were recommended and made, including:

- Multi-use playfield widened from 210-feet to 225-feet (five yards wider)
- Southern entry road extended to accommodate soccer
- Larger group of existing trees to remain
- Slight modification to parking
- Eliminated retaining wall along southern drive
- Revised fencing and landscaping at service area
- Relocated landscape to provide natural boundary for fire access trail
- Adjusted fencing to align with gate at fire access road

*“Approval Not Required” Plan*

A proposed delineation for the care, custody, and control boundary of the property is being finalized and will be submitted to the Town over the next week or two.

*Stormwater Update*

- Additional test pits were completed
- Relocated stormwater galleries from north of building to west side
- Updated stormwater calculations and report accordingly
- Updated HydroCAD model
- Revised plans to address items noted in BETA (independent engineering) review comments and landscape revisions
- Provided dewatering specifications

Locations for snow piles from plowed snow were designated.

**Action Items**

Vote to Approve 60% Cost Estimate Submission to Massachusetts School Building Authority

**MOTION** made by Charles Donahue to approve the sixty percent cost estimate submission to the MSBA. Motion seconded by John Cummings.

Roll-call vote:

Maya Plotkin: **Yes**  
Ken Aries: Absent  
Josh Baumer: **Yes**  
Brian Bayer: **Yes**  
Allison Borchers: **Yes**  
Tom Carey: **Yes**  
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: **Yes**  
Matt Kuklantz: **Yes**  
Carol Lewis: **Yes**  
Michelle Miller: **Yes**  
Anthony Mullin: Absent

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

**Result: 18-0-0 – Approved**

Vote to Approve the Aesthetics and Design Subcommittee’s Recommendations on Interior Finishes  
**MOTION** made by Charles Donahue to approve the Aesthetics and Design Subcommittee’s recommendation on interior finishes presented today. Motion seconded by John Cummings.

Roll-call vote:

Maya Plotkin: **Yes**  
Ken Aries: Absent  
Josh Baumer: **Yes**  
Brian Bayer: **Yes**  
Allison Borchers: **Yes**  
Tom Carey: **Yes**  
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: **Yes**  
Matt Kuklantz: **Yes**  
Carol Lewis: **Yes**  
Michelle Miller: **Yes**  
Anthony Mullin: Absent  
Emily Parks: **Yes**  
Amanda Phillips: Absent  
Michael Walsh: Absent

**Result: 18-0-0 – Approved**

Vote to Approve Meeting Minutes

**MOTION** made by John Cummings to approve the meeting minutes of December 3, 2021. Motion seconded by Emily Parks.

Roll-call vote:

Maya Plotkin: **Yes**  
Ken Aries: Absent  
Josh Baumer: **Abstain**  
Brian Bayer: **Yes**  
Allison Borchers: **Yes**  
Tom Carey: **Abstain**  
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: **Yes**  
Matt Kuklantz: **Abstain**

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

**Result: 15-0-3 – Approved**

Vote to Accept Aesthetics and Design Subcommittee meeting minutes

**MOTION** made by John Cummings to accept the Aesthetics and Design Subcommittee meeting minutes of December 1, 2021 and December 9, 2021. Motion seconded by Charles Donahue.

Roll-call vote:

Maya Plotkin: Yes  
Ken Aries: Absent  
Josh Baumer: Yes  
Brian Bayer: Yes  
Allison Borchers: Yes  
Tom Carey: Abstain  
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: Yes  
Matt Kuklantz: Yes  
Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Absent  
Emily Parks: Yes  
Amanda Phillips: Absent  
Michael Walsh: Absent

**Result: 17-0-1 – Approved**

Vote to Approve Payment of Invoices

**MOTION** made by John Cummings to approve the payment of invoices totaling \$395,473.46 for the period ending December 31, 2021, as recommended by Compass Project Management. Motion seconded by Charles Donahue.

Roll-call vote:

Maya Plotkin: Yes  
Ken Aries: Absent  
Josh Baumer: Yes  
Brian Bayer: Yes  
Allison Borchers: Yes  
Tom Carey: Abstain  
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: Yes  
Matt Kuklantz: Yes  
Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Absent  
Emily Parks: Yes  
Amanda Phillips: Absent  
Michael Walsh: Absent

**Result: 17-0-1 – Approved**

**New Business**

There was no new business.

**Adjournment**

**MOTION** made by John Cummings to adjourn the meeting. Motion seconded by Charles Donahue.

Roll-call vote:

Maya Plotkin: Yes  
Ken Aries: Absent  
Josh Baumer: Yes  
Brian Bayer: Yes  
Allison Borchers: Yes  
Tom Carey: Yes  
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: Yes  
Matt Kuklantz: Yes  
Carol Lewis: Yes  
Michelle Miller: Yes  
Anthony Mullin: Absent  
Emily Parks: Yes  
Amanda Phillips: Absent  
Michael Walsh: Absent

**Result: 18-0-0 – Approved**

The meeting adjourned at 9:07am.

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

- Aesthetics and Design Subcommittee meeting minutes of December 1, 2021
- Aesthetics and Design Subcommittee meeting minutes of December 9, 2021
- Cost Estimates
  - 60% Construction Document Estimate by Miyakoda Consulting, Inc., dated January 17, 2022
  - 60% Construction Document Estimate by PM&C, LLC, dated January 14, 2022

- Draft meeting minutes of December 3, 2021 for the Committee's review and approval
- Slideshow presentation by Dore and Whittier, dated January 21, 2022
- Vendor Invoice Package for financial period ending December 31, 2021