

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE  
Westwood, Massachusetts

**MEETING MINUTES**  
**March 4, 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: Ken Aries, Josh Baumer, Brian Bayer, Allison Borchers, Tom Carey, Christopher Coleman, John Cummings, Charles Donahue, Mary Kate Ferreira, Jen Flanders, Abby Hanscom, Lemma Jn-baptiste, Matt Kuklantz, Michelle Miller, Emily Parks, Amanda Phillips, and Michael Walsh. Charles Donahue arrived at 8:08am; Amanda Phillips arrived at 8:16am. Pam Dukeman, Josepha Jowdy, Carol Lewis, and Anthony Mullin were absent.

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**

**Open Meeting Law Update**

Chair Plotkin advised that Governor Baker has issued a further extension of certain COVID-19 related measures through July 15, 2022, which permit virtual meetings.

The April, May, and June School Building Committee meetings will all be remote.

**Project Update**

Chair Plotkin reported that the 90% construction design has been submitted to cost estimators. It is anticipated that the report will be back in a couple of weeks and presented at the April 1 School Building Committee meeting.

**Discussion Item**

**Follow-Up**

Rob Fitzgerald of Dore and Whittier presented.

*Playground Equipment*

The site plan, along with a review of the elements/furnishings was shown.

There are five primary elements incorporated into the design of the playground:

- Physical
- Cognitive
- Sensory
- Communication
- Social

Playpoints of the playground were also reviewed.

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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.

A Playground Subgroup was consulted on the design. A list of product information from different manufacturers and a list of example playgrounds in the area were sent to the members.

The design team is being mindful of the budget for playground elements. It was decided that the playground is an important aspect of the project and should not be treated as an alternate.

Going into the sixty-percent cost estimates, the playground elements total approximately \$300k, with additional items including emperor chimes, scream talk tubes, super nova, whale drums, and goric dish, totaling another approximate \$100k.

The playground surface will be seamless, poured rubber.

Christopher Coleman requested that the Recreation Department be included in discussions regarding the playground. Brian Bayer asked about the possibility of repurposing playground equipment from the Hanlon and Deerfield Schools at the remaining elementary schools.

The consensus of the Committee was to leave the playground budget whole.

#### *Shading Element (East Side)*

At the February meeting, the Committee decided to remove the shading elements from the west ends (rear of building) of the classroom wings and retain the east side. The design team would like to re-confirm that this is the desired approach.

Images depicting the shading elements both included and removed from the design were shown.

The Committee was not able to reach a consensus and chose to leave the element in the current design for now and to make a determination next month after the cost estimates have been received.

#### Order of Alternates

Bryan Jarvis presented a recap from the February 11, 2022 meeting's decisions on construction cost management.

Landscape boulders and site furnishings—Estimated cost reduction (\$102,332)  
Chain link fencing around field—Estimated cost reduction (\$65,000)  
Subtotal—(\$167,332)

The previously identified alternates, above the \$70.3M base bid, were reviewed.

Add UV to HVAC—\$93,235  
Add Phase 2 Landscape plantings—\$245,456  
Subtotal—\$338,691

The bid alternates were also reviewed as the order of alternates needs to be determined by the Committee and included in the bid documents. Alternates are accepted in order, so it is important to be strategic.

The Committee discussed the alternates and reached a consensus for the priority list:

1. Add UV to HVAC—\$93,235
2. Chain link fencing around field—\$65,000
3. Landscape boulders and site furnishings—\$102,332
4. Add Phase 2 landscape plantings—\$245,456

#### **Action Items**

##### Vote on Shading Element

A vote on the shading element was tabled.

Vote on Order of Alternates

**MOTION** made by John Cummings to keep the order of alternates as presented. Motion seconded by Ken Aries.

Roll-call vote:

Maya Plotkin: **Yes**  
Ken Aries: **Yes**  
Josh Baumer: **Yes**  
Brian Bayer: **Yes**  
Allison Borchers: **Yes**  
Tom Carey: **Yes**  
Christopher Coleman: **Yes**  
John Cummings: **Yes**  
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: Absent  
Michelle Miller: **Yes**  
Anthony Mullin: Absent  
Emily Parks: **Yes**  
Amanda Phillips: **Yes**  
Michael Walsh: **Yes**

**Result: 18-0-0 – Approved**

Vote to Remove Insulation from the Proprietary Item List

Chair Plotkin provided some context. Originally, the insulation was a proprietary item for the project. Ideally, it is better to have products that are not proprietary as the pricing is set by a sole vendor.

Some members of the Committee received emails expressing concern about the insulation to be used on the project. The design team looked into this issue further.

The insulation system on the exterior walls has been changed. It was previously designed for a continuous, rigid insulation. In the new scenario, the changed product material is installed in the cell cavity. Using this alternate approach opens the product to a variety of manufacturers.

**MOTION** made by John Cummings to remove insulation from the proprietary item list. Motion seconded by Emily Parks.

Roll-call vote:

Maya Plotkin: **Yes**  
Ken Aries: **Yes**  
Josh Baumer: **Yes**  
Brian Bayer: **Yes**  
Allison Borchers: **Yes**  
Tom Carey: **Yes**  
Christopher Coleman: **Yes**  
John Cummings: **Yes**  
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: Absent  
Michelle Miller: Yes  
Anthony Mullin: Absent  
Emily Parks: Yes  
Amanda Phillips: Yes  
Michael Walsh: Yes

**Result: 18-0-0 – Approved**

Vote to Approve Meeting Minutes of February 11, 2022

There was an error in the minutes as part of the Chair's Report on the Permanent Building Committee/Membership Committee. It should read that Michael Powers is a member, not Michael Walsh.

**MOTION** made by Ken Aries to approve the meeting minutes of February 11, 2022, as amended. Motion seconded by Michael Walsh.

Roll-call vote:

Maya Plotkin: Yes  
Ken Aries: Yes  
Josh Baumer: Yes  
Brian Bayer: Yes  
Allison Borchers: Yes  
Tom Carey: Yes  
Christopher Coleman: Yes  
John Cummings: Yes  
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: Absent  
Michelle Miller: Yes  
Anthony Mullin: Absent  
Emily Parks: Yes  
Amanda Phillips: Yes  
Michael Walsh: Yes

**Result: 18-0-0 – Approved**

Vote to Approve Payment of Invoices

**MOTION** made by John Cummings to approve the payment of invoices totaling \$371,428.02 for the period ending February 28, 2022, 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: Yes  
Tom Carey: Yes  
Christopher Coleman: Yes  
John Cummings: Yes  
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: Absent  
Michelle Miller: Yes  
Anthony Mullin: Absent  
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 Christopher Coleman.

Roll-call vote:

Maya Plotkin: Yes  
Ken Aries: Yes  
Josh Baumer: Yes  
Brian Bayer: Yes  
Allison Borchers: Yes  
Tom Carey: Yes  
Christopher Coleman: Yes  
John Cummings: Yes  
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: Absent  
Michelle Miller: Yes  
Anthony Mullin: Absent  
Emily Parks: Yes  
Amanda Phillips: Yes  
Michael Walsh: Yes

**Result: 18-0-0 – Approved**

The meeting adjourned at 9:12am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of February 11, 2022 for the Committee's review and approval
- Slideshow presentation dated March 4, 2022
- Vendor Invoice Package for financial period ending February 28, 2022