

WESTWOOD ELEMENTARY SCHOOLS BUILDING PROJECT COMMITTEE

Westwood, Massachusetts

Meeting Minutes
April 1, 2022

Attendance and Call to Order

The meeting, held remotely, was called to order at 8:01am 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, Jennifer Flanders, Abby Hanscom, Lemma Jn-baptiste, Matt Kuklantz, Carol Lewis, Michelle Miller, Anthony Mullin, and Emily Parks.

Pam Dukeman, Mary Kate Ferreira, Amanda Phillips, and Michael Walsh were absent. Abby Hanscom 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.

Chin Lin 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. Westwood Media Center also recorded the meeting for later broadcast on their platforms.

Chair's Report

Permanent Building Committee/Membership Update

Chair Plotkin reported that, at the May meeting, Members of the Permanent Building Committee (PBC) will join the School Building Committee (SBC). PBC members will be the only voting members. All others will be ex-officio, non-voting members. Any changes to the committee make up need to be reported to the MSBA.

Pre-Qualification Subcommittee report

The Pre-Qualification Subcommittee met twice. On 4/6/22, the subcommittee will meet to review the submissions.

Project Status Update:

The estimate for 90% construction document (CD) phase came back \$2.3M over, due to the energy cost increase and the condition of the war. The 60% CD set in a \$800K buffer so the committee would need to come up with \$1.5M in Value Engineering (VE) to bring the project back on budget. D+W and Compass had proposed a list of VE items and suggested to have additional items moved to alternates.

Value Engineering List

Site VE

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Some additional site furniture was moved to alternate. Field irrigation is also moved to alternate. Ms. Lewis inquired about the planting reduction around the playground area will not delete the fence. The Chair confirmed it was only the planting, with no impact to the fence. Mr. Mullin would like to consider not removing the outdoor classroom. Mr. Mullin would also like to consider moving the concrete sidewalk to alternate. Mr. Fitzgerald acknowledged that it is possible. Ms. Lewis would like to review all items and consider the condition of the budget at this time. Ms. Miller would like to consider the cost of the operation / maintenance into decision making to make the best decision. The group agreed and acknowledged that costs have increased. Mr. Coleman asked for clarification if the granite curbing is part of the VE. Ms. Plotkin confirmed that the granite is still in the project. Only the site walkway is on the VE list. D+W showed the extend and location of the walkway in the VE.

Exterior and Interior of building VE

With all the VE and alternates, the total will allow for around \$900K below the project construction budget, which will provide a buffer for the project. Mr. Coleman would like item 33 (Use low energy Fire Alarm cable) and 35 (Delete Mass Notification feature of Fire Alarm) to be reviewed with the fire department to confirm that would be acceptable and there is no safety issue. Ms. Lewis viewed the interior items to have no functional impact and would accept the removal of these items. Mr. Aries believes the canopy is an item which has functional impact to the students. Ms. Plotkin agreed. Mr. Jarvis explained that moving the canopy to alternate would be a good bidding strategy to give the town the most flexibility in the bidding process. Mr. Fitzgerald agreed. Mr. Bonfatti also explained if the town cannot take the alternate on day one, it would put the town in a better position to negotiate change orders if necessary. With the market condition, this is the best option to move forward. Compass also pointed out that the project had built a \$800K buffer in the 60% CD in anticipation of the market conditions, but that was not enough. These are the reasons to move the canopy in the alternate. Mr. Cummings also stated that the list of VE items will be the first items to be put back on the project should there be any contingency money available at the end of the job. Mr. Carey agreed, but would like to see if the canopies at the exit doors can be considered as alternate as well. Mr. Carey asked about item 26, the illuminated ceiling panels. This item is a design item and can be taken without impacting the function of the project.

Mr. Mullin is also concerned about the electrical items. On moving some costs of the technology out into the regular district budget, Mr. Mullin would like Ms. Jn-Baptiste to confirm the budget is there, which was confirmed. Mr. Coleman checked the district budget and questioned Ms. Jn-baptiste. Ms. Jn-Baptiste will check and get back to Mr. Coleman.

D+W reviewed the images of the changes in the VE list. Mr. Bayer asked if the guardrail is needed at the retaining wall at STEM patio. D+W explained that it is needed. Mr. Bayer would like to revisit the transom and sidelight at the exit doors and skylights at the cafeteria. There is a discussion on the impact of the daylight if the skylights are deleted. Mr. Lin explained that the skylight is to balance the brightness of daylight from windows, with some light into the interior

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of the cafeteria. Ms. Miller would like to keep the skylight if possible but maybe reduce the number but keep some skylights. The design team will reduce the skylight from six to four. Mr. Carey expressed concern about leakage at skylights, but D+W stated that the installation detail has improved over the last few years. Mr. Bayer would like to keep the transom and sidelight and keep four skylights.

Mr. Mullin, Mr. Coleman, and others would like the fire chief to review the change of fire alarm cable (item 33) and deletion of the Mass Notification system (item 35) to ensure there is no safety concerns.

After some discussion, the committee agreed to the following modifications to the Value Engineering list as presented.

- **Move the items into alternate as recommended.**
- **Keep the transom and sidelights (Item #14).**
- **Reduce the skylight to four at the cafeteria (Item #25)**
- **Item # 33, Use low energy Fire Alarm cable (unarmored), and Item # 35, Delete Mass Notification feature of Fire Alarm (not required by code), will be on the VE list subject to review with fire chief.**

The committee agreed to the following list of Alternates:

1. **ADD UV-C system to HVAC- \$93,768**
2. **ADD Entryway Canopy- \$271,717**
3. **ADD Irrigation System - \$153,000**
4. **ADD chain link fence around fields and 20' sports netting - \$139,992**
5. **ADD site furnishings Group #1 – 205,000**
6. **ADD site furnishings Group #2- 46,200**
7. **ADD Phase 2 landscape planting- \$224,495**

Alternates total \$1,134,172

Action Items:

Vote to approve meeting minutes from March 4, 2022

MOTION made by Mr. Cummings to approve the meeting minutes of March 4, 2022. Motion seconded by Ms. Parks.

Roll-Call votes:

Maya Plotkin: **Yes**
Ken Aries: **Yes**
Josh Baumer: **Yes**
Brian Bayer: **Yes**
Allison Borchers: **Yes**

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Tom Carey: **Yes**
Chris Coleman: Absent
John Cummings: **Yes**
Charles Donahue: **Yes**
Pamela Dukeman: Absent
Mary Kate Ferreira: Absent
Jennifer Flanders: **Yes**
Abby Hanscom: Absent
Lemma Jn-baptiste: **Yes**
Josepha Jowdy: Absent
Matt Kuklentz: **Yes**
Carol Lewis: **Yes**
Michelle Miller: **Yes**
Anthony Mullin: **Yes**
Emily Parks: **Yes**
Amanda Phillips: Absent
Michael Walsh: Absent

Result: 15-0-0 – Approved

Vote to Approve Payment of Invoices

MOTION made by Mr. Cummings to approve the payment of the invoices totaling \$371,326 for the period ending March 31, 2022, as recommended by Compass Project Management. Motion seconded by Ken Aries.

Roll-Call votes:

Maya Plotkin: **Yes**
Ken Aries: **Yes**
Josh Baumer: **Yes**
Brian Bayer: **Yes**
Allison Borchers: **Yes**
Tom Carey: **Yes**
Chris Coleman: **Yes**
John Cummings: **Yes**
Charles Donahue: **Yes**
Pamela Dukeman: Absent
Mary Kate Ferreira: Absent
Jennifer Flanders: **Yes**
Abby Hanscom: Absent
Lemma Jn-baptiste: **Yes**
Josepha Jowdy: Absent
Matt Kuklentz: **Yes**
Carol Lewis: **Yes**

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

Result: 16-0-0 - Approved

Vote to accept the proposed Value Engineering list

MOTION made by John Cummings to accept the proposed value engineering list with the four conditions listed below. D+W will update the cost. Please see attached VE list.

- Move the items into alternate as recommended.
- Keep the transom and sidelights (Item #14).
- Reduce the skylight to four at the cafeteria (Item #25)
- Item # 33, Use low energy Fire Alarm cable (unarmored), and Item # 35, Delete Mass Notification feature of Fire Alarm (not required by code), will be on the VE list subject to review with fire chief.

Motion seconded by Ken Aries.

Roll-Call votes:

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

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Michael Walsh: Absent

Result: 16-0-0 – Approved

Vote to Approve Proposed Alternate list and order of alternate

MOTION made by John Cummings to approve the alternate list in the order presented for a total of \$1,134,172. Motion seconded by Emily Parks.

Roll-Call votes:

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

Result: 16-0-0 - Approved

Vote to Approve 90% CD package for submission to MSBA

MOTION made by Carol Lewis to approve the submission of 90% CD Package to MSBA.
Motion seconded by John Cummings.

Roll-Call votes:

Maya Plotkin: **Yes**
Ken Aries: **Yes**

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

Result: 16-0-0 - Approved

Vote to Adjourn

MOTION made by Carol Lewis to adjourn. Motion seconded by Emily Parks.

Roll-Call votes:

Maya Plotkin: Yes
Ken Aries: Yes
Josh Baumer: Yes
Brian Bayer: Yes
Allison Borchers: Yes
Tom Carey: Yes
Chris Coleman: Yes
John Cummings: Yes
Charles Donahue: Yes
Pamela Dukeman: Absent
Mary Kate Ferreira: Absent
Jennifer Flanders: Yes
Abby Hanscom: Absent
Lemma Jn-baptiste: Yes
Josepha Jowdy: Absent
Matt Kuklantz: Yes

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

Result: 16-0-0 – Approved

The meeting adjourned at 9:38am.

List of Documents and Exhibits Used at Meeting:

- Draft meeting minutes of March 4, 2022
- List of possible Value Engineering Items at 90% Construction Document, dated March 31, 2022
- Slideshow presentation dated April 1, 2022
- Vendor Invoice Package for financial period ending March 31, 2022