

Joint Permanent Building Committee/School Building Committee Minutes
Friday May 13, 2022
8:00 AM
Via Zoom Remote Participation
Westwood, MA 02090

Pursuant to Chapter 20 of the Acts of 2021, On June 16, 2021, Governor Baker signed into law An Act Extending Certain COVID-19 Measures Adopted during the State of Emergency. This Act includes an extension, until July 15, 2022, of the remote meeting provisions of his March 12, 2020, Executive Order. The May 13, 2022 Permanent Building Committee meeting was conducted via remote participation by the Board.

Call to Order and Attendance:

The joint School Building Committee/Permanent Building Committee meeting, held remotely, was called to order at 8:02am by Chair Maya Khuri Plotkin. Roll call vote was done by both committees, Ms. Plotkin did a roll call of the SBC and Mr. Cummings did a roll call of the PBC.

Also present on the video conference were: Ken Aries, Josh Baumer, Brian Bayer, Allison Borchers, Tom Carey, Christopher Coleman, Jen Flanders, Robert Gotti, Abby Hanscom, Nancy Hyde, Lemma Jn-baptiste, Matt Kuklantz, Michelle Miller, Emily Parks, Dori Parmelee, Amanda Phillips & William Scoble.

Tim Bonfatti, Bryan Jarvis & Chin Lin of Compass Project Management; and Rob Fitzgerald of Dore and Whittier were also in attendance.

Jodi Steverman was in attendance. Jessica Cole 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.

All present gave a brief introduction.

Chair Report

Ms. Plotkin stated that we are about to enter the bid process for the contractor and will discuss further in the meeting.

Mr. Cummings stated that this is the first combined meeting and it will get smoother.

Discussion Item:

Mr. Fitzgerald of Dore and Whittier presented.

Review exterior materials recommendation of the Aesthetic and Design Subcommittee.

Terracotta Review, wanted more of a blended color with a nice range of browns and tans. Range of dark and light.

Comments:

Ms. Hyde: Is it orange? Or is it the screen? *Mr. Fitzgerald: In reality it is not that orange, it will change depending on the time of day, the best way to view is in person and outside. The subcommittee liked the warm earthy tone. From a distance it will look very natural looking. There is no sheen or gloss.*

Overview of the 100% Construction Document Package for submission to MSBA.

Mr. Fitzgerald stated that he will issue the Construction Document Package to the printers today and it will be issued out to bidders on Wednesday May 18, 2022.

Bidding of Hanlon Elementary School project.

Mr. Jarvis stated that the market has been super dynamic. This will be the first school to have a bid this year. Compass did value engineering, tried to eliminate wants not needs and scaled back. If bids come in high, we have wiggle room. He went over the bid day buffer and how the Town has additional funding sources.

Comments:

Mr. Bayer: How big is this buffer compared to normal? *Mr. Jarvis: Usually have more of a bidding budget. We always try to have a buffer, but this is more. Not too much to compare this with, estimates have been dialed in. We have tried to create as much flexibility as possible.*

Ms. Hyde: Is it necessary for this group to give authorization to the schedule of things so that when bid day documents are open you have pre-authorization, or do you come back? How logistically does this process work? *Mr. Jarvis: It is part of the schedule update, the plan right now is that the bids are due on June 22 from the General contractors. No authorization is needed, but the PBC will meet on June 24th.*

Ms. Hyde: Contingency budgets? The High School project was very different. We had to go back to the Town for an additional \$1M. We should have had a larger contingency budget. *Mr. Cummings: will try to keep the 5% contingency fee. Very aware of ledge, asbestos and want to keep the 5% where it is.*

Mr. Gotti: Does the technology align with the MSBA, technology planned is still needed. Network switches, will it be needed? *Ms. Parks: Looked at the Technology budget and moved out of the construction budget and made the choices strategically. We can access E Rate, we may end up paying less but we need to budget it and we feel comfortable with the decision, the technology will be there.*

Ms. Plotkin: We have a \$2.3M construction buffer. What have you been seeing with the bidding? *Mr. Jarvis: The bids are coming in higher, we are cautious and we saw it happening. D+W and Compass have been guiding us. We won't know until we know.*

Mr. Bayer: What subcontractor bids are coming in early? *Mr. Jarvis: We prequalified subcontractors, in all of the trades, we will not get bids from everyone and will get them by week 2 of June. The General Contractor can pick from any of them, but will probably choose the lowest bid. GC will select 1 bid from each category.*

Mr. Bayer: We don't choose the subcontractors? *Mr. Jarvis: We will have a subcontractor file. Mr. Cummings: We approved all of the subcontractors at the last PBC meeting.*

Mr. Bayer: If the bids come in early, can we get them before our June 24th meeting? *Mr. Jarvis: Yes, and will keep it updated.*

Schedule:

Mr. Jarvis went through the schedule for the next 3 months, and will award a bid at the June 24th meeting and start construction in July. The goal is that the new building will be completed on January 15, 2024.

Chris Coleman: Will access disrupt the playing fields at the Hanlon School? *Mr. Fitzgerald: The baseball field. Has that info been shared with the Rec Dept? They have dates? Mr. Fitzgerald will circle back with the Rec Dept.*

Pre construction Survey Work:

Mr. Jarvis stated that they have requests for proposals out to 3 vendors. They created a map of the project site-21 homes will get the work done in the month of June. Certified notices will be sent to the homes. Will do video surveys and document all the homes.

Next June SBC/PBC meeting date.

June 24th, 2022 @ 8 am

Action Item:

- Vote by SBC to approve SBC meeting minutes of April 1, 2022.
Ms. Plotkin did a roll call:
Mr. Aries-Yes
Mr. Cummings-Yes
Ms. Hyde-Abstain
Ms. Plotkin-Yes
Mr. Scoble-Abstain
Motion Carried.

Mr. Cummings acknowledged and thanked Tom Erickson who will be leaving the PBC after 15 years of service as Vice Chair. He was part of the Middle School expansion, Library, Police Station, Islington Fire Station, Wentworth Hall and the pre-qualification for the Hanlon School.

- Vote by PBC Subcommittee to approve PBC Subcommittee meeting minutes of April 27, 2022.

Upon a motion made by Mr. Lin and seconded by Mr. Fitzgerald, The Permanent Building Subcommittee voted in favor (3-0) via roll call vote to accept the minutes of April 27, 2022 as presented.

- Vote by PBC to accept the Pre-qualification Minutes of April 27, 2022.

Upon a motion made by Ms. Plotkin and seconded by Mr. Aries, The Permanent Building Committee voted in favor (5-0) via roll call vote to accept the Pre-qualification Minutes of April 27, 2022.

- Vote by PBC to approve PBC meeting minutes of April 27, 2022.

Upon a motion made by Mr. Aries and seconded by Ms. Plotkin, The Permanent Building Committee voted in favor (5-0) via roll call vote to accept the minutes of April 27, 2022 as presented.

- SBC Aesthetics and Design Subcommittee meeting minutes of May 6, 2022.

- Vote to approve by [members of the Subcommittee](#) only.
 - Ms. Plotkin did a roll call
 - Mr. Aries-Yes
 - Mr. Bayer-Yes
 - Ms. Borchers-Yes
 - Mr. Carey-Yes
 - Ms. Plotkin-Yes
 - Mr. Cummings-Abstain
 - Ms. Flanders-Yes
 - Ms. Parks-Abstain
 - Motion Carried.
- Vote by the joint SBC & PBC to approve the Aesthetics and Design Subcommittee meeting minutes of May 6, 2022.
 - Ms. Plotkin did a roll call vote:
 - Mr. Aries-Yes
 - Mr. Cummings-Yes
 - Ms. Hyde-Abstain
 - Ms. Plotkin-Yes
 - Mr. Scoble-Abstain
 - Motion Carried.
- Vote by the joint SBC and PBC to approve Vendor Invoice Package for the month of April 2022. Total invoices are \$414,392.38 for Compass & Dore + Whittier.

Upon a motion made by Mr. Cummings and seconded by Mr. Aries, The joint School Building Committee and Permanent Building Committee voted in favor (5-0) via roll call vote to approve payment of \$57,920.00 to Compass Project Management, Inc. and \$356,472.38 to Dore + Whittier, totalling in \$414,392.38.

- Vote by PBC to approve Wentworth Hall invoice
 - None.
- Joint School Building Committee & Permanent Building Committee vote to approve submission of 100% Construction Development package for submission to MSBA.

Upon a motion made by Mr. Cummings and seconded by Ms. Hyde, The joint School Building Committee & Permanent Building Committee voted in favor (5-0) via roll call vote to approve submission of 100% Construction Development package for submission to MSBA.

- Joint School Building Committee & Permanent Building Committee vote to authorize the Hanlon-Deerfield Elementary Building Project to go out to bid.

Upon a motion made by Mr. Aries and seconded by Mr. Cummings, The joint School Building Committee & Permanent Building Committees voted in favor (5-0) via roll call vote to authorize the Hanlon-Deerfield Elementary Building Project to go out to bid.

- Joint School Building Committee & Permanent Building Committee vote to authorize the PBC Chair to approve the pre-construction survey work.

Upon a motion made by Mr. Scoble and seconded by Ms. Plotkin, The joint School Building Committee & Permanent Building Committee voted in favor (5-0) via roll call vote to authorize the PBC Chair to approve the pre-construction survey work.

New Business:

Any new business not reasonably anticipated by the Chair.

Mr. Aries stated that we will be monitoring houses near the Hanlon School, but will you be checking the Hanlon School too? *Mr. Lin: Yes, it will be taken care of.*

Mr. Coleman: Wanted to comment on Ms. Plotkin's statement from last night's School Committee meeting. It was a great statement and I wanted to say "Thank you" to her! It is on WMC for viewing.

Adjournment:

Upon a motion made by Mr. Cummings and seconded by Mrs. Hyde, The joint School Building Committee & Permanent Building Committee voted in favor (5-0) via roll call vote to adjourn at 9:00am.