

SCHOOL BUILDING COMMITTEE  
PERMANENT BUILDING COMMITTEE  
Westwood, Massachusetts

## Minutes Accepted 7/12/2022

### JOINT SCHOOL BUILDING AND PERMANENT BUILDING COMMITTEES' MEETING MINUTES

June 24, 2022

#### Attendance and Call to Order

The meeting, held remotely<sup>1</sup>, was called to order at 8:01 am by School Building Committee Chair Maya Khuri Plotkin. Also present on the video conference were:

School Building Committee: Ken Aries, Josh Baumer, Brian Bayer, Christopher Coleman, Lyle Coghlin, John Cummings, Jen Flanders, Robert Gotti, Nancy Hyde, Matt Kuklantz, Michelle Miller, Emily Parks, and Bill Scoble. Tom Carey and Pam Dukeman were absent.

Permanent Building Committee: Chair John Cummings, Ken Aries, Brian Bayer, Lyle Coghlin, Nancy Hyde, Emily Parks, Maya Plotkin, and Bill Scoble.

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.

School Building Committee Chair Plotkin recognized the live stream of the meeting which was provided for real-time, public access to the activities of the School Building and Permanent Building Committees. 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 viewing on its platforms.

#### Chairs' Reports

##### Project Update

Bids for the project were received this week. Bryan Jarvis of Compass Project Management facilitated the review.

##### Discussion Item

##### Review of Project Bids

Mr. Jarvis reviewed the project bids.

##### *Bid Results*

- Three bids received
- Brait Builders was the low bidder, with a base bid of \$73.9M, not including any alternates
- Budget for construction costs, including all alternates, was \$70,380,360.
- Approximately \$3.6M over budget
- Planned "bid buffer" (i.e., "soft cost" / contingency reductions could absorb some of the overage)

A decision/award is required within thirty business days.

##### *Options*

- Secure all additional funding
  - Timing?
  - When will the funding be needed/expended?

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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.

- Adjust the budget/award the contract
  - No alternates
  - Reduce construction contingency to 3% (\$2.2M)
  - \$0 for furniture, fixtures, and equipment (reuse existing)
- Rebid the project as soon as possible
  - Loss of bidders?
  - Higher costs?
- Delay the project and rebid later
  - Better market?
  - Higher costs?
  - Loss of bidders?
  - MSBA?
- Redesign and rebid quickly
  - Time
  - Design fees
  - Loss of bidders
  - MSBA?
- Cancel project
  - Restart the MSBA process
  - Sunk costs to date
- Combination of securing additional funding/budget adjustments

Mr. Jarvis recommended a combination of securing additional funding and budget adjustments.

The Committees discussed potentially revisiting value-engineering. However, no hard numbers on credit realizations will be known until the project begins. Value-engineering could be done in parallel with a solution to accumulate credits for supplemental funds.

Budget scenarios with varying construction contingency rates were reviewed and considered. Mr. Jarvis noted that \$178k of the technology budget was made available because the district can procure via current capital plans. Unspent feasibility money, totaling \$203k, and Eversource Path 1 construction phase funds of \$140k, can also be factored.

There is also mitigation money from the University Station redevelopment project that was given to the district to offset any impacts on higher-than-anticipated/estimated enrollment. Currently, the impact is at or below the estimate and the funds have not been used.

The School Committee held a meeting last night and indicated that they would consider allocating the full amount of mitigation funds to the project.

With University Station mitigation funds factored into the budget, the delta, depending upon alternates and the contingency rate, ranges from approximately \$30k to (-\$1M).

The School Building and Permanent Building Committees then discussed the alternates, which includes the UV system for HVAC at \$27k and the canopy leading from the parking lot to the front door at \$425k. Mrs. Plotkin believes that they are critical to the project, but is open to discussion.

Additional alternatives include:

- Multipurpose field irrigation system
- Fencing around the multipurpose field
- Two groupings of site furnishings
- Phase 2 of landscaping plantings

Permanent Building Committee Chair Cummings advised that the Committee will not be taking a vote on the bids today.

The Committee then discussed potentially adjusting the contingency, but did not make a final determination.

**Action Items**

**Approval of Minutes**

**MOTION** made by Ken Aries to approve the School Building Committee’s meeting minutes of May 13, 2022. Motion seconded by John Cummings.

Roll-call vote:

- Ken Aries: **Yes**
- Brian Bayer: **Yes**
- Lyle Coghlin: **Abstain**
- John Cummings: **Yes**
- Nancy Hyde: **Yes**
- Maya Plotkin: **Yes**
- Bill Scoble: **Yes**

**Result: 6-0-1 – Approved**

**MOTION** made by Maya Plotkin to approve the Permanent Building Committee’s meeting minutes of May 13, 2022. Motion seconded by Ken Aries.

Roll-call vote:

- Ken Aries: **Yes**
- Brian Bayer: **Yes**
- Lyle Coghlin: **Abstain**
- John Cummings: **Yes**
- Nancy Hyde: **Yes**
- Maya Plotkin: **Yes**
- Bill Scoble: **Yes**

**Result: 6-0-1 – Approved**

**Approval of Invoices**

**MOTION** made by John Cummings to approve the payment of invoices totaling \$499,269.10 for the period ending May 31, 2022. Motion seconded by Nancy Hyde.

Roll-call vote:

- Ken Aries: **Yes**
- Brian Bayer: **Yes**
- Lyle Coghlin: **Yes**
- John Cummings: **Yes**
- Nancy Hyde: **Yes**
- Maya Plotkin: **Yes**
- Bill Scoble: **Yes**

**Result: 7-0-0 – Approved**

**Awarding of Contract to General Contractor**

The vote was tabled.

**Approval of Builder’s Risk Insurance**

The vote was tabled.

**New Business**

Nancy Hyde requested that information for members to review be sent at least 24 hours in advance of the meeting.

The School Committee will schedule a meeting prior to the July 13 School Building and Permanent Building Committees' meeting to vote on the use of mitigation funds.

**Adjournment**

**MOTION** made by Ken Aries to adjourn the meeting. Motion seconded by Nancy Hyde.

Roll-call vote:

Ken Aries: **Yes**  
Brian Bayer: **Yes**  
Lyle Coglein: **Yes**  
John Cummings: **Yes**  
Nancy Hyde: **Yes**  
Maya Plotkin: **Yes**  
Bill Scoble: **Yes**

**Result: 7-0-0 – Approved**

The meeting adjourned at 9:14am.

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

- Draft meeting minutes of May 13, 2022 for the Committee's review and approval
- Monthly Project Report for May 2022 by Compass Project Management
- Project budget draft by Compass Project Management, updated June 24, 2022
- Slideshow presentation by Compass Project Management
- Vendor Invoice Package for financial period ending May 31, 2022