

Accepted Minutes voted on 4/27/2022

Permanent Building Committee Minutes
Monday February 7, 2022
5:00 PM
Via Zoom Remote Participation
Westwood, MA 02090

Call To Order:

The meeting was called to order at approximately 5:01pm by Chairman, John Cummings, III. All attendees participated remotely and the meeting was recorded via Zoom.

PBC Members in attendance:

John Cummings	William Scoble
Ken Aries	Brian Bayer-Ex-Officio
Lyle Coghlin	Emily Parks-Ex-Officio
Thomas Erickson-Not Present	Maya Plotkin-Temporary Member
Nancy Hyde	Michael Powers-Ex-Officio-Not Present

Other Attendees:

Nora Loughnane-Director of Community & Economic Development	Michelle Miller, Purchasing
Jessica Cole, PBC Admin	Bryan Jarvis, Compass

Chin Lin, Compass	
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Swear in new members:

Dottie Powers was present to swear in Ken Aries for a 3 year term. All new members have received the ethics summary online training and Open Meeting Law materials.

Reorganization of PBC:

The PBC voted in a new Chairman and Vice Chairman.

VOTE:

Ms. Hyde made a motion to approve John Cummings as the new Chairman of the Permanent Building Committee

Mr. Scoble: Second.

Roll Call Vote:

Aries-Yes
Hyde-Yes
Coghlin-Yes
Scoble-Yes
Cummings-Yes

5-0

Motion Carried.

Discussion: Brian Bayer, Emily Parks and Mike Powers are Ex-Officio members and will not vote, but their voices will be heard. Maya Plotkin is a Temp Member for the Hanlon Deerfield project; she is a voting member of the PBC, but only for this project.

Mr. Cummings made a motion to approve Lyle Coghlin as the new Vice Chair of the Permanent Building Committee

Mr. Aries: Second.

Roll Call Vote:

Aries-Yes
Hyde-Yes
Coghlin-Yes
Scoble-Yes
Cummings-Yes

5-0

Motion Carried.

Review Objective of PBC:

Mr. Cummings thanked everyone for serving on the Board. He explained that the PBC is the checks and balances for Town projects, and will make sure contractors do the work and get paid. The Town will have an OPM, Compass, who helped with the Police Station, Fire Station and the end of the Library project.

Mr. Cummings explained the differences between the Temporary Members and the Ex Officio Members.

The PBC will help with design, specifications, and recommendations for the OPM.

Mr. Cummings went over what the PBC does and the School Building Committee (SBC), and how they will come together to work on the project.

The MSBA (Mass School building Authority) will reimburse Westwood up to \$18.4 Million.

Comments:

- SBC members can stay on, but might not be voting members.
- Not sure how many of the SBC will want to stay on, but are welcome to stay on.
- The PBC members will be the voting members of the SBC.
- Does Chris Coleman represent the Exec Board on the SBC? *Ms. Plotkin: He is on the SBC and should remain.*

Hanlon Pre-qualification:

Vetting of the contractors has generally been done by a subcommittee that the Chair picks. It will be Tom Erickson, Lyle Coghlin, Michelle Miller (Ex-Officio) and John Cummings.

Comments:

- When will we transition to a SBC/PBC meeting? *Mr. Cummings: May.*
- Before May 18 there should be a vote from the SBC to authorize the project to go out to bid, but the Town Charter would require the PBC to go out to bid. *Mr. Cummings: Yes, this body will meet for that particular purpose.*
- On May 13 there is an SBC meeting. It may be necessary to reorganize the SBC and PBC at this meeting. *Mr. Cummings: We can fine tune this.*
- Will the SBC meetings now be joint? *Ms. Plotkin: We are working that out with Town Counsel, Pat Ahern. Mr. Cummings: There will be 2 sets of Minutes.*
- For the bidding process, would that require the PBC vote on the schedule? When is the bid opening etc.? *Mr. Cummings: That runs through Michelle Miller's office.*

- Should we have a meeting before May 13 to discuss what we will be voting on? *Ms. Miller: The schedule will be a big part of that. There will be a lot of reading ahead.*
- Can we have a meeting in Late April? *Ms. Miller: Yes, more information is better.*
- April 27th-Wednesday 5pm
- How will things get sent out? RFP process? Will a draft get circulated? *Mr. Jarvis: Schedule a kick off meeting with the Committee, big picture and once all is okay with the draft, go through Ms. Miller and complete by middle of April and get notices out to all contractors by May.*
- Next couple of weeks RFQ(Request for Quote). *Mr. Lin: Draft this week or next with suggested dates. out to the Pre qualification subcommittee.*
- Can we see the bid specs before they go out to bid? *Mr. Lin: It can be made available and will share the link or hardcopies. On March 1 it will be made available, and bidding will start on May 18.*

Meet Compass Project Manager and Team, any request from Board:

Bryan Jarvis, Chin Lin and Tim Bonfanti from Compass were present. Mr. Jarvis will be our OPM and Mr. Lin is the Engineer. Both have been involved in Westwood projects.

Mr. Jarvis gave us some examples of their work, talked about the project dashboard which will be given monthly, which includes a budget narrative, usually 10-12 pages. There will be a schedule review, vendor invoices and budget updates and what is committed and what is recommended.

Any change orders, any other major contracts, FF&E report-furniture and technology and a contingency report. Also included will be a change order log and will be reviewed with the architect. A log of the MSBA will be done all the way through construction monthly, and Compass will re-review all of the MSBA money.

All members will get this info in advance of meetings.

Comments:

- Can you put in a general timeline? Instead of dates, months? *Mr. Jarvis: The schedule page will have all the major milestones by month.*
- Communication with the public? *Ms. Plotkin: Has had discussions on how to get the word out to the public. Depending on the construction schedule she would like to do walk through videos, Timelapse photo arrays and drone footage. Would like to hear from Compass, still working on how to communicate best. Mr. Jarvis: Will have a kickoff with the school and staff and a weekly update to the Administration and it can be added to a newsletter. He can do a neighborhood update if needed and Compass would be willing to do it.*
- How about a live webcam? *Mr. Jarvis: Yes, we've done webcams and it can be added to the school committee/district website. We want to keep the community involved, residents with school age kids and without. Monthly video walkthroughs.*

Review & Approval of Meeting Minutes:

VOTE:

Mr. Scoble made a motion to approve the minutes of the Permanent Building Committee from Wednesday October 27, 2021 as presented.

Mr. Coghlin : Second.

Roll Call Vote:

Aries-Abstain

Hyde-Abstain

Coghlin-Yes

Scoble-Yes

Cummings-Yes

3-0-2

Motion Carried.

Wentworth Hall Invoices:

Mr. Cummings explained that there was a mathematical error and Ms. Miller and Ms. Loughnane have checked the math and it is covered in the contingency. Nothing will be spent out of budget. \$855.00 is the amount owed to Tower Construction Corp. It will be the final payment.

VOTE:

Mr. Cummings made a motion to approve Invoice #12 for payment to Tower Construction Corp. in the amount of \$855.00.

Mr. Scoble : Second.

Roll Call Vote:

Aries-Abstain

Hyde-Abstain

Coghlin-Yes

Scoble-Yes

Cummings-Yes

3-0-2

Motion Carried.

New Business/Public Comment:

None.

Adjournment:

Ms. Hyde: made a motion to adjourn at approximately 6:00pm.

Mr. Aries : Second.

Roll Call Vote:

Aries-Yes

Hyde-Yes

Plotkin-Yes

Coghlin-Yes

Scoble-Yes

Cummings-Yes

6-0

Motion Carried.