



**HOLYOKE PUBLIC SCHOOLS**  
 JUNTOS PODEMOS | TOGETHER WE CAN

**School Building Committee**  
**Thursday, March 21st, 2024 from 6:00 p.m. - 8:00 p.m.**  
**Location: Virtual**  
**Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>**  
**Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654**

**Agenda Items:**

- Review and Vote on the 2/15/24 SBC Meeting Minutes
- Report on Groundbreaking, Looking Forward to Topping Off Ceremony
- Overall Project Budget Update
- Updates on Construction Administrative Progress and Schedule
- Review Next Steps with FF&E and Technology
- Design Subcommittee Coordination Meeting - April '24
- Other Topics Not Reasonably Anticipated 48 Hours in Advance

**Invitees:**

- *School Building Committee Members (17 voting members):* **David Yos, Kathy Ortiz, Mark Lubold, Erin Brunelle, Anthony Soto, Whitney Anderson, Josh Garcia, Jaime Morrow, Sean Sheedy, Jessica Perella (phone), Ysaaca Axelrod, Reina Lorenzi**
  - Absent: Tim Keane, Kevin Jourdain, Anja Duffy, Jacqueline Glasheen, Camilia Garcia,
- *Working Group Members:* Wendy Weiss, **Ron Collamore**

**Additional Staff:**

- *Non-voting Holyoke Staff:* **Erin Linville, Mike Bissonnette**
- *Owner's Project Manager - Anser Advisory:* **Margaret Wood, Kseniya Slavsky, Petros Davos, Connor Palazzo, Carlos Amaral**
- *Architect - Mount Vernon Group (MVG):* **Chris LeBlanc**
- *General Contractor:* Tom Wolfenden, Dave Fontaine Sr.
- *Interpreters:*

**To Prepare for this meeting:**

- Review and be ready to vote on the [24\\_0215 - MSBC Meeting Minutes](#)
- Review the attached updated [24\\_0207-Holyoke Funding Agreement-Supplemental Grant-Executed](#)

Time	Mins.	Topic	Owner
6:00	5	<b>FYI:</b> Members of the public wishing to submit public comments can email <a href="mailto:erinfontainebrunelle@gmail.com">erinfontainebrunelle@gmail.com</a> no later than 3:00 p.m. on the day of the meeting to request the opportunity to speak for up to 2 minutes or to request a written statement be read aloud.	Erin Brunelle
6:05	5	<b>Review next steps from last meeting or other additional notes</b> <ul style="list-style-type: none"> <li>● Check in on actions from last meeting</li> </ul>	Erin Brunelle, Margaret Wood

		<ul style="list-style-type: none"> <li>○ Vote on the <a href="#">24_0215 - MSBC Meeting Minutes</a> <ul style="list-style-type: none"> <li>■ Motion to Approve: M. Lubold</li> <li>■ Seconded: Y. Axelrod</li> <li>■ Approved: 11 (Mark, Kathy, Anthony, Whitney, Sean, Erin B., Dave, Josh, Jaime, Ysaaca, Reina)</li> </ul> </li> </ul>	
6:10	10	<p><b>Report on Groundbreaking, Looking Forward to Topping Off Ceremony</b></p> <ul style="list-style-type: none"> <li>● C. LeBlanc and M. Wood provided a debrief of the Groundbreaking Ceremony.</li> <li>● P. Davos noted Fontaine Bros tentatively targeting mid-late August for Topping Off Ceremony.</li> </ul>	Chris LeBlanc, Petros Davos, Tom Wolfenden
6:20	10	<p><b>Overall Project Budget Update, Review the PFA Budget Agreement</b></p> <ul style="list-style-type: none"> <li>● M. Wood reviewed the <a href="#">24_0207-Holyoke Funding Agreement-Supplemental Grant-Executed</a>.</li> </ul>	Margaret Wood, Chris LeBlanc, Tom Wolfenden
6:30	15	<p><b>Updates on Construction Administrative Progress and Schedule</b></p> <ul style="list-style-type: none"> <li>● P. Davos provided an update on construction progress.</li> <li>● C. LeBlanc noted Weekly OAC (Owner/Architect/Contractor) meetings are being held on Tuesdays at 9:00 am.</li> <li>● MVG and Fontaine continue to coordinate on the submittal and RFI (“Request for Information”) process.</li> <li>● Construction administrative process is being managed via Procore, an online construction management platform.</li> <li>● C. LeBlanc noted a Kickoff Meeting with the Geotechnical Engineer and 3rd Party Testing Agency was held today, on 3/21 to review excavation of foundations.</li> <li>● C. LeBlanc is working closely with the Building Dept. on issuance of building permit; expected by end of week.</li> </ul>	Chris LeBlanc, Tom Wolfenden, Petros Davos
6:45	5	<p><b>Review Next Steps with FF&amp;E and Technology</b></p> <ul style="list-style-type: none"> <li>● C. LeBlanc is working with FF&amp;E Consultant to provide a target schedule; coordination not required until the Fall, per C. LeBlanc.</li> </ul>	Chris LeBlanc
6:50	5	<p><b>Coordinate Design Subcommittee Coordination Meeting - April '24</b></p> <ul style="list-style-type: none"> <li>● C. LeBlanc noted that certain items, such as wall and floor tile, are being submitted by the Contractor for approval.</li> </ul>	Chris LeBlanc, Mark Lubold

		<ul style="list-style-type: none"> <li>● Team to potentially target an in-person April '24 Design Subcommittee meeting; C. LeBlanc to coordinate with M. Lubold.</li> <li>● M. Lubold requested advance notice in order to publish the meeting / agenda. (48 hours in advance)</li> <li>● C. LeBlanc to work with Interior Designer on materials and presentation.</li> </ul>	
6:55	5	<p><b>Review Next Steps</b></p> <ul style="list-style-type: none"> <li>● Upcoming Meetings: <ul style="list-style-type: none"> <li>○ Third Thursday of the Mon</li> <li>○ Thursday, April 18 (April Break)</li> <li>○ Thursday, May 16</li> <li>○ Thursday, June 20</li> </ul> </li> </ul>	Margaret Wood, Erin Brunelle
7:00	5	<p><b>Possible Topics for Next Meeting / Items Not Anticipated by the Chairs 48 hours in Advance</b></p> <ul style="list-style-type: none"> <li>● TBD</li> </ul> <p><b>Motion to Adjourn:</b></p> <ul style="list-style-type: none"> <li>● Motion to Adjourn: M. Lubold</li> <li>● Seconded: S. Sheedy</li> <li>● Approved: 12 (Mark, Kathy, Anthony, Whitney, Sean, Erin B., Dave, Josh, Jaime, Ysaaca, Reina, Jessica)</li> </ul> <p><b>Meeting Adjourned at 6:29 p.m.</b></p>	Margaret Wood, Erin Brunelle