



HOLYOKE PUBLIC SCHOOLS
A PATHWAY FOR EVERY STUDENT

School Building Committee

Thursday, October 20, 2022, 6-8 p.m.

Location: Virtual or in-person at 57 Suffolk St, 1st floor, if you RSVP to elinville@hps.holyoke.ma.us

Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>

Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654

Please let Erin Linville know by Tues 10/18 if you plan to be in person

Meeting Objectives:

- Welcome and Review [Membership Matrix](#)
- Discuss next steps with model school process
- Share Working Group Updates (if any)

Attendees:

- *School Building Committee Members:* Josh Garcia, Anthony Soto, Whitney Anderson, Erin Brunelle, Kenia Davila, Jackie Glasheen, Mark Lubold, Jaime Morrow, Kathy Ortiz, Jessica Perella, Reina Lorenzi, Peter Tallman, Debra Vega, David Yos
- *Working Group Members:* Nicholle Harrison, Ron Collamore, Wendy Weiss, Ysaaca Axelrod
- *Additional Community Members:* n/a
- *Additional Staff:* Erin Linville, Margaret Wood, Interpreters (Linnette and Marilyn)

To Prepare for this meeting:

- Review [Membership Matrix](#). Look for potential gaps in our membership. Also review how you've been identified to see if any areas of expertise, skills, etc. are missing. Email Erin Linville if so.
- Review the [letter](#) (including interview questions on page 2) that designer applicants received last time
- **[Submit 1-3 questions \(or topics area\) that you'd like to see asked by Thursday at 12noon](#)**
- Reminder: [Selection Timeline](#)
- <FYI> [Background materials](#)

| Time | Mins. | Topic | Owner |
|------|-------|---|---------------|
| 6:00 | 10 | <p>Welcome and Public Comment</p> <p>FYI: Members of the public wishing to submit public comments can email erinfontainebrunelle@gmail.com 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.</p> | Erin Brunelle |
| 6:10 | 10 | <p>Welcome and Review Membership Matrix</p> <p>*Ramona Cotto has resigned - do we want to add any one else to the committee?</p> | Erin Brunelle |

| | | | |
|------|----|--|----------------------|
| 6:20 | 40 | <p>Discuss next steps with model school process</p> <ul style="list-style-type: none"> ● Share an update on who attended the tour at the Peck location this morning ● Decide the structure of the interviews for Nov. 3 <ul style="list-style-type: none"> ○ Who will ask the questions? ○ How long is the interview? ○ Will we ask the designers to give a presentation? If so, how much time? ○ How much time for standard questions? ○ How much time for open ended questions? ○ Should we have a written rubric for helping to evaluate strength of response? ● Develop the standard interview questions we want to ask all firms <ul style="list-style-type: none"> ○ See the questions asked last time / in this letter (page 2) ○ See suggestions from other committee members (form here - access will be granted shortly before the meeting) ● Understand expectations for reviewing proposals <ul style="list-style-type: none"> ○ You will receive the proposal by 10/28. You should read through the proposals prior to our 11/3 SBC meeting. | Margaret |
| 7:00 | 10 | <p>Share Working Group Updates (if any)</p> <ul style="list-style-type: none"> ● Academic/Extracurricular (Jackie) - ● Communications (Erin) - ● Building Design (Mark) - ● Finance (David) - | Working Group Chairs |
| 7:10 | 10 | <p>Review next steps from last meeting or other Notes</p> <ul style="list-style-type: none"> ● Approve meeting minutes from the October 6th meeting. Minutes were unanimously approved with 10 people present with 5 absent ● Next Meetings: <ul style="list-style-type: none"> ○ Thursday, November 3, 6 p.m. ○ Thursday, November 17, 6 p.m. <p>Other Notes</p> <ul style="list-style-type: none"> ● <p>Next Steps</p> <ul style="list-style-type: none"> ● | Josh Garcia |
| | | <p>Possible Topics for Future Meetings</p> <ul style="list-style-type: none"> ● 11/3 - review proposals ● 11/17 - interviews ● Late Nov / Dec - updated financial forecast | |

Designer Selection Timeline

| | |
|-----------------------------|--|
| Optional Site Visit | 10/20/22 at 10:00am (Margaret, Whitney, Erin L. will be in attendance) |
| Deadline for questions | 10/21/22 at 3:00pm |
| Deadline for proposals | 10/27/22 at 3:00pm |
| Committee reviews proposals | 11/3/22 at 6:00 p.m. during the SBC meeting |
| Short-listed firms notified | 11/4/22 |
| Interviews | 11/17/22 beginning at 6:00 p.m. during the SBC meeting |

Firms Invited

- DiNisco Design for the building design of the Lexington, Estabrook Elementary School and/or the Lexington, Hastings Elementary School;
- Flansburgh Architects for the building design of the Norfolk, Freeman-Kennedy Elementary School and/or the West Bridgewater Middle/High School;
- Mount Vernon Group Architects for the building design of the Athol Community Elementary School and/or the New Bedford, Lincoln Elementary School; and,
- Raymond Design Associates for the building design of the Burlington, Memorial Elementary School and/or the Uxbridge High School.

Email from Dinisco Designs on 9/29 to the MSBA

Dear John and Elena,

Thank you very much for thinking of DiNisco Design for a potential model school for the Peck Middle School project. After quickly reviewing the information you provided, we do not believe the Estabrook or Hastings Schools would be easily adaptable to accommodate the middle school programming for the Peck Middle School.

In addition, the Estabrook School was designed in 2011-12 and there would be significant changes required to bring the design up to code (with the new code coming shortly).

We wish Holyoke the best of success with their new school project.

Donna

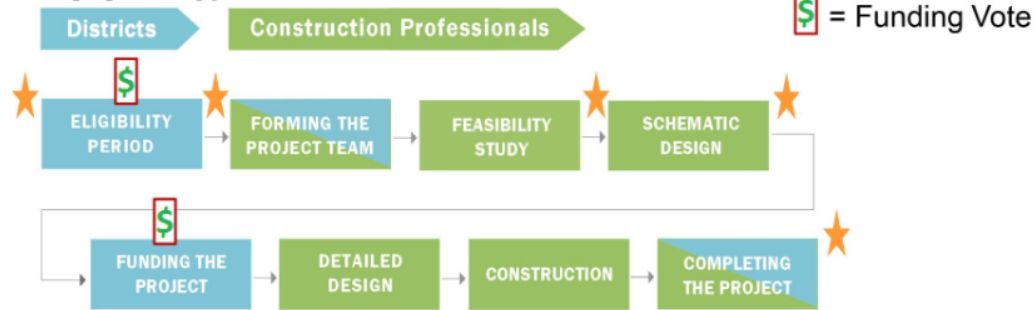
See MSBA Modules Visual below.



Module One – Module Five

MSBA Building Process

Steps primarily for:



http://www.massschoolbuildings.org/building/modules_overview

Massachusetts School Building Authority

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Module 1: Eligibility

Module 2: Project Team (procure the services of the Owner's Project Manager and Designer)

Module 3: Feasibility (document the educational program & existing conditions, generate an initial space summary, establish design parameters, evaluate alternatives, and recommend the most cost effective and educationally appropriate preferred solution / submit two reports: a Preliminary Design Program and a Preferred Schematic Report)

Module 4: Schematic Design (develop a final design program and robust schematic design of sufficient detail to establish the scope, budget and schedule for the Proposed Project)

Module 5: Project Scope and Budget and Project Funding Agreements (establish the project scope, budget, schedule, and MSBA financial participation / after approval by MSBA, enter into a Project Funding Agreement)

Module 6: Design Development, Construction Documentation, and Bidding (advance the design, generate construction documentation, procure bids and award a construction contract in accordance with the aProject Funding Agreement)

Module 7: Construction Administration (MSBA continues to monitor progress of the project to confirm that it remains on track and meets the expectation of both the District and the MSBA as defined in the Project Funding Agreement)

Module 8: Project Closeout (MSBA performs final audit to determine final total grant amounts and make final payment)