



HOLYOKE PUBLIC SCHOOLS
 JUNTOS PODEMOS | TOGETHER WE CAN

School Building Committee
Thursday, December 1, 2023 at 6 p.m.
Location: Virtual or in person at 57 Suffolk (Email Erin by Wed 11/30 morning if so)
Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>
Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654

Meeting Objectives:

- Debrief the Designer Interviews and determine next steps

Attendees:

- *School Building Committee Members:* Josh Garcia, Whitney Anderson, Erin Brunelle, Mark Lubold, Jaime Morrow, Jessica Perella, Reina Lorenzi, Peter Tallman, Debra Vega, David Yos, Kenia Davila, Jackie Glasheen, Camilia Garcia, Kathy Ortiz, Anthony Soto
- *Working Group Members:* Ron Collamore, Wendy Weiss, Ysaaca Axelrod
- *Additional Community Members:*
- *Additional Staff:* Erin Linville, Margaret Wood, Interpreters
- *Guest:* Pete Timothy

To Prepare for this meeting:

- Review SBC's [reflection](#) after designer interviews on 11/17/22
- Review 11/17 SBC [meeting minutes](#)
- If possible, walk outside the Peck building to refresh your memory on the site constraints
- <FYI> [Background materials](#) (including the links from the 11/17 meeting)

Time	Mins.	Topic	Owner
6:00	5	Welcome and Public Comment 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.	Erin Brunelle
6:05	90	Debrief the Designer Interviews and determine next steps <ul style="list-style-type: none"> ● Anchor document: Anser Advisory presentation 	Margaret Wood
7:50	10	Review next steps from last meeting or other Notes <ul style="list-style-type: none"> ● Approve SBC meeting minutes from the November 3rd meeting. ● Check in on actions from last meeting <ul style="list-style-type: none"> ○ Anthony will see if there are any students interested in serving on the School Building Committee ○ Erin to send out a survey on 11/18 to capture people's thoughts on strengths, weaknesses, open questions by Wed 11/23 (done) 	Erin Brunelle

		<ul style="list-style-type: none"> ○ Margaret to get back with the designers to ask for more data and update them on the decision timeline by Mon 11/21 (done) ○ Margaret to work on a financial comparison - partner with David & Finance Committee, Whitney, Jaime as needed in order to give an update at the Thurs 12/1 meeting ○ Margaret to pressure the schedule assumptions and assess risk in order to give an update at the Thurs 12/1 meeting ○ Later: Reference checks ○ Later: Consider whether a second interview would be useful ● Next Meetings: <ul style="list-style-type: none"> ○ Thursday, December 15 ○ Other Items <ul style="list-style-type: none"> ● updated financial forecast? ● Next steps with designer? <p>Other Notes</p> <ul style="list-style-type: none"> ● <p>Next Steps</p>	
		<p>Possible Topics for Future Meetings</p> <ul style="list-style-type: none"> ● 11/17 - interviews ● Late Nov / Dec - updated financial forecast <p>Parking Lot for Discussion later</p> <ul style="list-style-type: none"> ● Location and quantity of bathroom fixtures ● Parking along Crosier Field ● Protected outdoor space for waiting (Jackie, in response to a concern from Camilia) ● Outdoor spaces for physical activity and learning (Mark Lubold) 	

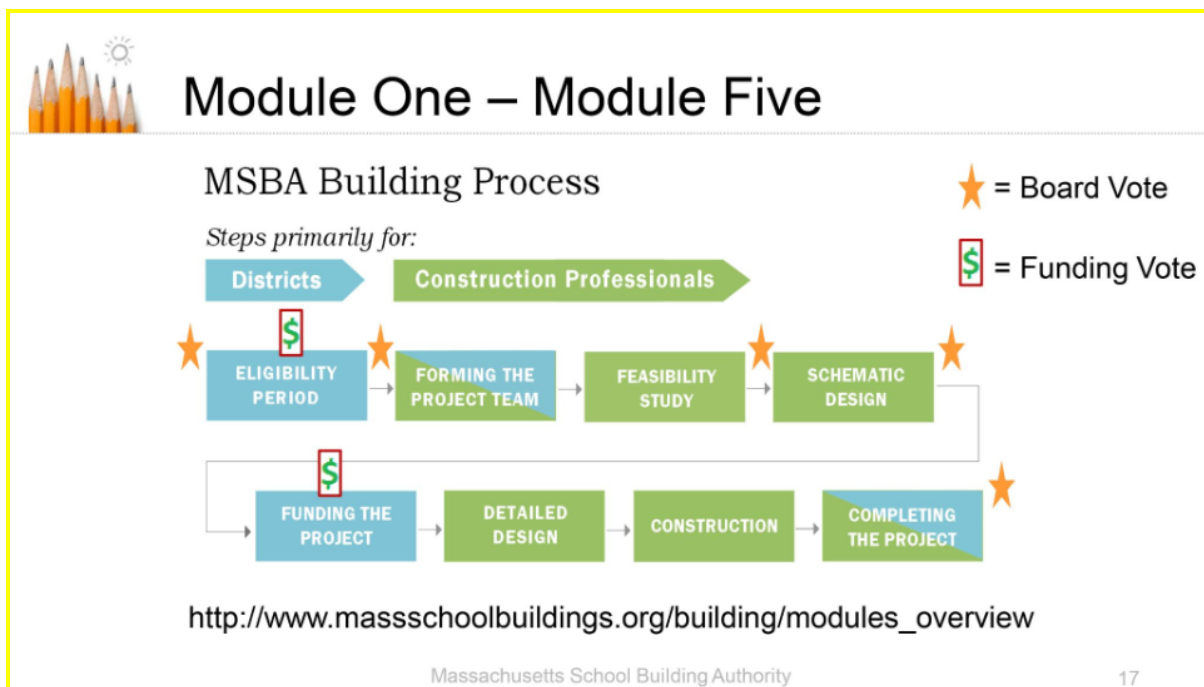
Designer Selection Timeline

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.

See MSBA Modules Visual below.



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)