



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

**School Building Committee**  
**Tuesday, January 24, 2023 from 6 - 7:30 p.m.**  
**Location: Virtual**  
**Remote Access: Computer: <https://hps-holyoke-ma-us.zoom.us/j/81136895654>**  
**Phone: Dial: 13126266799 / Webinar ID: 811 3689 5654**

- Meeting Objectives:**
- Review proposed/negotiated fee schedule
  - Review proposed schematic design schedule
  - Brainstorm/discuss outreach efforts and timing to City Council and other stakeholders

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

- To Prepare for this meeting:**
- Take this [brief survey by Tues at noon](#) about whether you're available on Mon or Wed nights instead from Feb - June 2023 (just exploring due to a conflict by one MVG member).
  - Review and be ready to approve the [1/5/23 SBC meeting minutes](#) and [1/12/23 SBC meeting minutes](#)
  - <FYI> [Background materials](#)

Time	Mins.	Topic	Owner
6:00	5	<b>Welcome and Public Comment</b>  <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	25	<b>Review proposed/negotiated fee schedule</b>	Margaret Wood
6:30	25	<b>Review proposed schematic design schedule</b>	Margaret Wood
6:55	25	<b>Brainstorm/discuss outreach efforts and timing to City Council and other stakeholders</b>	Margaret Wood
7:20	10	<b>Review next steps from last meeting or other Notes</b> <ul style="list-style-type: none"> <li>● Check in on actions from last meeting</li> </ul>	Erin Brunelle

		<ul style="list-style-type: none"> <li>○ Approve the <a href="#">1/5/22 meeting minutes</a> and <a href="#">1/12/23 SBC meeting minutes</a></li> <li>● Next Meetings: <ul style="list-style-type: none"> <li>○ <b>Tuesday, February 3rd</b></li> <li>○ Other Items <ul style="list-style-type: none"> <li>■</li> </ul> </li> </ul> </li> </ul> <p><b>Other Notes</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Next Steps</b></p>	
		<p><b>Possible Topics for Future Meetings</b></p> <ul style="list-style-type: none"> <li>● TBD - updated financial forecast</li> </ul> <p><b>Parking Lot for Discussion later</b></p> <ul style="list-style-type: none"> <li>● Location and quantity of bathroom fixtures</li> <li>● Parking along Crosier Field</li> <li>● Protected outdoor space for waiting (Jackie, in response to a concern from Camilia)</li> <li>● Outdoor spaces for physical activity and learning (Mark Lubold)</li> </ul>	

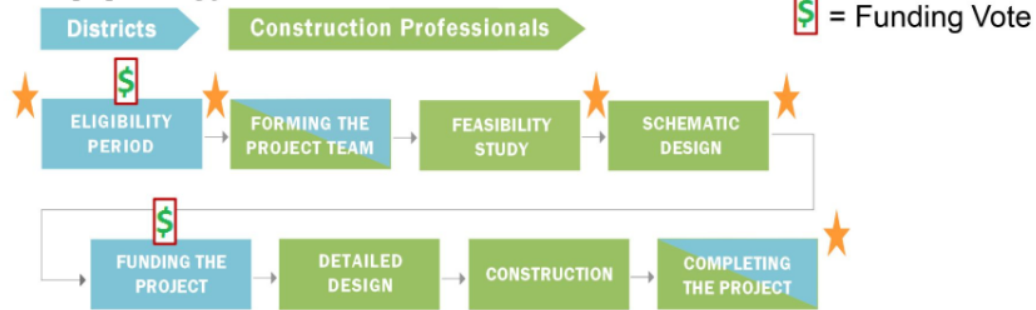
See MSBA Modules Visual below.



## Module One – Module Five

### MSBA Building Process

Steps primarily for:



[http://www.massschoolbuildings.org/building/modules\\_overview](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)