



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

**School Building Committee**  
**TUESday, April 25, 2023 from 6 - 8 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 schedule
- Review schematic design submission and vote to authorize the consultant team to submit the schematic design on the Committee’s behalf
- Review and vote to authorize the use of Design/Bid/Build for construction procurement
- Review next steps from last meeting or other Notes

**Attendees: (Bold are in attendance)**

- *School Building Committee Members:* **Anja Ryan, Camilia Garcia**, David Yos, **Jackie Glasheen, Jaime Morrow, Jessica Perella, Kathy Ortiz** (joined at 6:45pm), **Mark Lubold, Peter Tallman, Reina Lorenzi, Whitney Anderson, Anthony Soto, Erin Brunelle, Josh Garcia**
  - Absent: Debra Vega, Kenia Davila
- *Working Group Members:* **Ron Collamore, Wendy Weiss**, Ysaaca Axelrod
- *Additional Community Members:*
- *Additional Staff:* Kseniya Slavsky, **Petros Davis, Margaret Wood**, Mount Vernon Group (Frank Tedesco, Adolfo Cuevas, **Chris LeBlanc**, Dennis Daly), Interpreters (**Karla, Johanna**), **Erin Linville**

**To Prepare for this meeting:**

- Review and be ready to approve the [4/13 SBC meeting minutes](#)
- Review materials in the [schematic design folder](#) (See Margaret’s at, Apr 22, 8:45 AM email for directions or [click here](#))
- Review [pre-schematic design space summary review from MSBA](#) (sent 4/18/23)
- <Optional> Review [7-minute model school building video](#)
- <Optional> Review the [presentation for the City Council’s Finance Committee meeting](#) on 4/26
- <FYI> [Background materials](#)

| Time | Mins. | Topic  | Owner         |
|------|-------|--|---------------|
| 6:00 | 5     | <p><b>Welcome and Public Comment</b></p> <p><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.</p> <p>No public comment. Started at 6:01 p.m.</p> | Erin Brunelle |
| 6:05 | 5     | <b>Review schedule</b>   | Margaret      |

|      |    |   |               |
|------|----|---|---------------|
|      |    | <ul style="list-style-type: none"> <li>For reference: <a href="#">schematic design schedule</a></li> </ul>  |               |
| 6:10 | 50 | <p><b>Review schematic design submission and vote to authorize the consultant team to submit the schematic design on the Committee’s behalf</b></p> <ul style="list-style-type: none"> <li><a href="#">schematic design folder</a></li> <li>Understand how MVG responded to the <a href="#">pre-schematic design space summary review from MSBA</a> (sent 4/18/23)</li> </ul> <p>Started this section at 6:23 p.m.</p> <p><b>Vote</b></p> <ul style="list-style-type: none"> <li>Mark Lubold: Motion that we authorize the consultant team to submit the schematic design on the Committee’s behalf</li> <li>Peter Tallman, second the motion</li> <li>Any comments <ul style="list-style-type: none"> <li>WW: Suggest fine-tuning the response to “why the MSBA doesn’t give us more”</li> </ul> </li> <li><b>All in favor: 13</b> (Anja Ryan, Camilia Garcia, Jackie Glasheen, Jaime Morrow, Jessica Perella, Kathy Ortiz, Mark Lubold, Peter Tallman, Reina Lorenzi, Whitney Anderson, Anthony Soto, Erin Brunelle, Josh Garcia)</li> <li>All opposed: 0</li> <li>Not present: 3</li> <li>Passed unanimously for those present at 6:55 p.m.</li> </ul> | Margaret, MVG |
| 7:00 | 30 | <p><b>Review and vote to authorize the use of Design/Bid/Build for construction delivery</b></p> <ul style="list-style-type: none"> <li>Link to <a href="#">presentation</a> from Sat 4/22 email</li> </ul> <p>Moved this ahead in the agenda. Did this before the first vote.</p> <p>(Margaret presentation)</p> <p><b>Vote</b></p> <ul style="list-style-type: none"> <li>Mark Lubold: Motion that we use Chapter 149 for this project</li> <li>Peter Tallman, second</li> <li>To clarify, Chapter 149 is Design Bid, Build</li> <li><b>All in favor: 12</b> (Anja Ryan, Camilia Garcia, Jackie Glasheen, Jaime Morrow, Jessica Perella, Mark Lubold, Peter Tallman, Reina Lorenzi, Whitney Anderson, Anthony Soto, Erin Brunelle, Josh Garcia)</li> <li>All opposed: 0</li> <li>Not present: 4</li> <li>Passed unanimously for those present at 6:22 p.m.</li> </ul>   | Margaret, MVG |

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| 7:30 | 10 | <p><b>Review next steps from last meeting or other Notes</b></p> <ul style="list-style-type: none"> <li>● Check in on actions from last meeting <ul style="list-style-type: none"> <li>○ Approve <a href="#">4/13 SBC meeting minutes</a></li> <li>○ Vote to approve</li> <li>○ Mark first</li> <li>○ Peter second</li> <li>○ <b>All in favor: 14</b> (Davis Yos, Anja Ryan, Camilia Garcia, Jackie Glasheen, Jaime Morrow, Jessica Perella, Kathy Ortiz, Mark Lubold, Peter Tallman, Reina Lorenzi, Whitney Anderson, Anthony Soto, Erin Brunelle, Josh Garcia)</li> <li>○ Vote completed at 7:27p.m.</li> <li>○</li> </ul> </li> <li>● Upcoming Meetings: <ul style="list-style-type: none"> <li>● Friday, May 2: 4 p.m. Building Tour of Goodnow School in Marlborough</li> <li>● Thursday, May 4, 6 p.m. - tbd, Margaret will let us know</li> <li>● Thursday, May 18, 6 p.m.</li> </ul> </li> </ul> <p><b>Other Issues / Comments</b></p> <ul style="list-style-type: none"> <li>● Suggestion: Finance Subcommittee to review invoices package and budget review</li> </ul> <p><b>Next Steps</b></p> <p><b><u>Vote to adjourn</u></b></p> <ul style="list-style-type: none"> <li>- First: Peter</li> <li>- Second: Mark</li> <li>- No discussion</li> <li>- In favor: All (14)(Davis Yos, Anja Ryan, Camilia Garcia, Jackie Glasheen, Jaime Morrow, Jessica Perella, Kathy Ortiz, Mark Lubold, Peter Tallman, Reina Lorenzi, Whitney Anderson, Anthony Soto, Erin Brunelle, Josh Garcia)</li> <li>- Adjourn: 7:30 p..m.</li> </ul> | Erin Brunelle |
|      |    | <p><b>Possible Topics for Future Meetings</b></p> <ul style="list-style-type: none"> <li>● Preview draft presentation for City Council</li> <li>● Possible re-naming of Peck</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> <li>● Name of school building</li> </ul> |  |
|--|--|---|--|

Margaret’s Direction Email

Here is a brief summary of what you will find in the folder:

- The Department of Secondary and Elementary Education (DESE) Submission
- The Schematic Design folder, which includes a variety of narratives and documents that describe how the building meets the District’s requirements. This section includes the estimates which we discussed at the last meeting
- The Schematic Design Project Manual, which includes the narrative descriptions of building materials and systems on which the estimate was based
- The Schematic Design Drawings which have been shared with you previously

Outside of the folders are three documents that come from the OPM and are attachments to the Schematic Design submission.

- A certification (called “Local Actions and Approvals”) which will be signed by the Mayor and Superintendent after your vote to submit. This certification describes the public meeting process and the “certification” includes the statement that all meetings have been noticed and documented consistent with public meeting law. A complete document of meeting minutes and presentations will be included in the submission but is NOT included in this folder.
- A recommended approach to Roles & Responsibilities for the next steps in the project. Let me know if anyone has any questions. We can spend a few minutes on this on Tuesday if needed
- The Draft Total Project Budget which is in the MSBA’s required format which details the estimated costs and reimbursement.

This document, when finalized, is attached to the Project Funding Agreement for the project.

Also outside of the folder is a brief [presentation](#) about the differences between Design/Bid/Build and Construction Management at Risk which I will review on Tuesday night. Please take a look ahead of time if you can. We moved ahead with this project early on with Mount Vernon Group's recommendation to use the Design/Bid/Build approach (also known as Chapter 149), but the Committee is required as part of the Schematic Design process to take a formal vote. All estimates to date have been based on the assumption that we are using Design/Bid/Build.

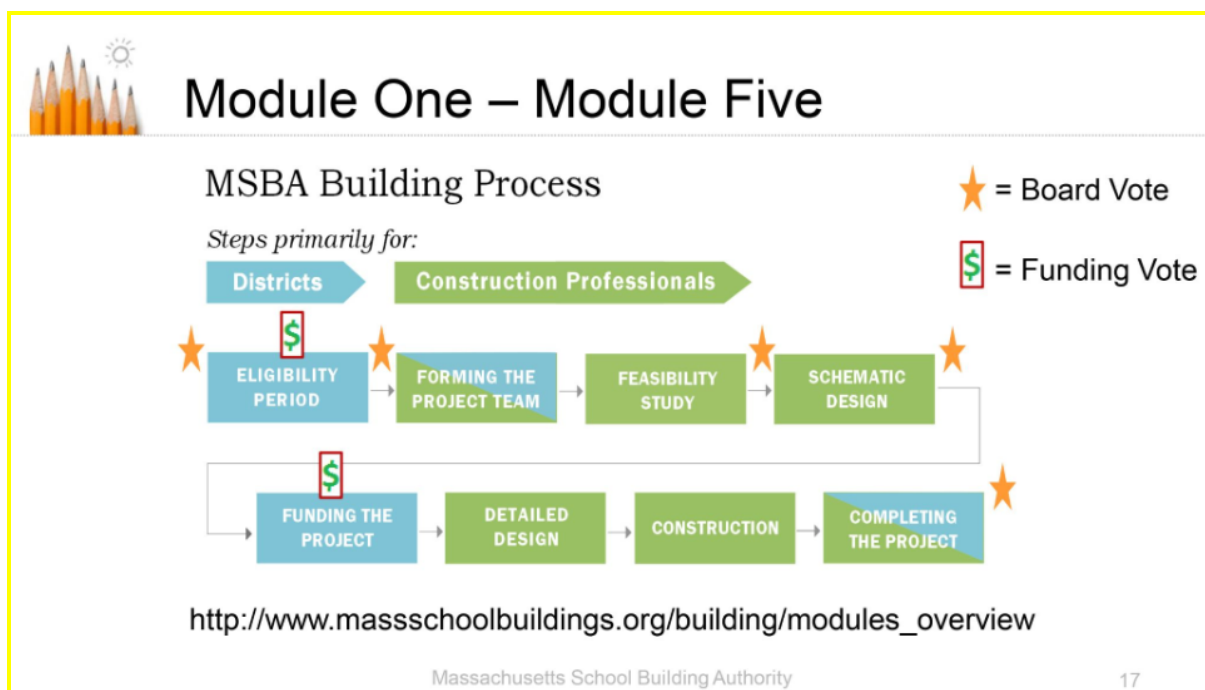
Thanks and let me know if you have any questions.

**Current School's Square Footage**

| School     | Traditional Classroom Sizes Sq. Ft.             | Small Rooms     |
|------------|---|-----------------|
| Donahue    | New Wing- 986<br>Old Wing- 841                  | 493             |
| Kelly      | 840   | Varies- 200-475 |
| Lawrence   | 810   | 600             |
| McMahon    | Old Wing-866<br>Library Wing-900                | 375             |
| Morgan     | Library-961<br>New Wing-986                     | 520             |
| Sullivan   | New Wing-986<br>Library Rms-880<br>Old Wing-866 | 400             |
| E.N. White | New Wing-986<br>Library Rms-880<br>Old Wing-866 | 493             |
|            |   |                 |
| Metcalf    | 832   | 375             |

|             |   |     |
|-------------|---|-----|
| Peck        |   |     |
| HHS - Dean  | 810   | 510 |
| HHS - North | Science-960<br>1st fl-768<br>2nd fl-865<br>2nd fl-768 | 480 |

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)