



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:**
- *School Building Committee Members:* Anja Ryan, 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, Kenia Davila, Josh Garcia
 - *Working Group Members:* Ron Collamore, Wendy Weiss, Ysaaca Axelrod
 - *Additional Community Members:*
 - *Additional Staff:* Kseniya Slavsky, Bob Stevens, Mount Vernon Group (Frank Tedesco, Adolfo Cuevas, Chris LeBlanc, Dennis Daly), Candice Healy, Interpreters (Les, Johanna), Erin Linville

- To Prepare for this meeting:**
- Review and be ready to approve the [4/13 SBC meeting minutes](#)
 - TBD: Review materials in the [schematic design folder](#) (Margaret will provide direction to us in an email)
 - 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 (still being finalized)
 - <FYI> [Background materials](#)

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	5	Review schedule <ul style="list-style-type: none"> ● For reference: schematic design schedule 	Margaret

6:10	50	<p>Review schematic design submission and vote to authorize the consultant team to submit the schematic design on the Committee's behalf</p> <ul style="list-style-type: none"> ● schematic design folder ● Understand how MVG responded to the pre-schematic design space summary review from MSBA (sent 4/18/23) 	Margaret, MVG
7:00	30	<p>Review and vote to authorize the use of Design/Bid/Build for construction delivery</p>	Margaret, MVG
7:30	10	<p>Review next steps from last meeting or other Notes</p> <ul style="list-style-type: none"> ● Check in on actions from last meeting <ul style="list-style-type: none"> ○ Approve 4/13 SBC meeting minutes (still need to be updated by Anser) ● Upcoming Meetings: <ul style="list-style-type: none"> ● Friday, May 2: 4 p.m. Building Tour of Goodnow School in Marlborough ● Thursday, May 4, 6 p.m. ● Thursday, May 18, 6 p.m. <p>Other Issues / Comments</p> <ul style="list-style-type: none"> ● Suggestion: Finance Subcommittee to review invoices package and budget review <p>Next Steps</p> <ul style="list-style-type: none"> ● 	Erin Brunelle
		<p>Possible Topics for Future Meetings</p> <ul style="list-style-type: none"> ● Preview draft presentation for City Council <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) 	

Current School's Square Footage

School	Traditional Classroom Sizes Sq. Ft.	Small Rooms
Donahue	New Wing- 986 Old Wing- 841	493
Kelly	840	Varies- 200-475
Lawrence	810	600
McMahon	Old Wing-866 Library Wing-900	375
Morgan	Library-961 New Wing-986	520
Sullivan	New Wing-986 Library Rms-880 Old Wing-866	400
E.N. White	New Wing-986 Library Rms-880 Old Wing-866	493
Metcalf	832	375
Peck		
HHS - Dean	810	510
HHS - North	Science-960 1st fl-768 2nd fl-865 2nd fl-768	480

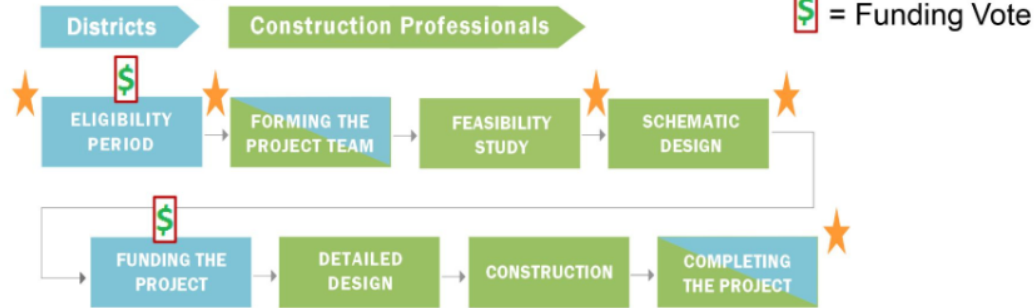
See MSBA Modules Visual below.



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)