

ELHS School Building Committee
School Committee Conference Room and Zoom Meeting
April 6, 2023 – 4:00 PM

Attendees:

Stephen Chrusciel, School Building Committee Chair
Gordon Smith, Superintendent of Schools
Pamela Blair, Assistant Superintendent for Business
Frank Paige, ELHS Principal
Heather Brown, ELHS Director of Curriculum
Kathleen Hill, Town Council Member
Mary McNally, Town Manager (virtually)
Elizabeth (Beth) Marsian-Boucher, School Committee Member
Bruce Fenney, Superintendent of East Longmeadow DPW (virtually)
Dr. Daniela LaBarre, School Psychologist and Faculty Member, absent
Greg Thompson, School Committee Member
Ryan Quimby, Town IT Director, absent
Tom Christensen, Deputy Town Manager, absent
Kimberly Collins, Director of Municipal Finance, absent

Other Attendees:

Skanska USA Building, Inc.: Ben Murphy, Dale Caldwell, Victoria Clifford (virtually)
Design Team (JWA/SMMA): Kristian Whitsett, Helen Fantini, Dorrie Brooks, Brian Black (virtually), Jillian DeCoursey (virtually)

Welcome & Approval of Meeting Minutes

- Stephen Chrusciel began the meeting at 4:02 PM.
- Stephen asked for a motion to approve the 3/9/2023 ELHSBC Meeting Minutes.
 - Beth Marsian-Boucher made the motion. Pamela Blair seconded the motion.
 - Discussion: Bruce Fenney, page 5, change yes to abstain. Mary McNally, last page, change last vote to absent.
 - Beth moved to approve the minutes as amended. Pamela Blair seconded the motion.
 - Gordon Smith called a roll call vote:
 - Stephen Chrusciel - yes
 - Gordon Smith - yes
 - Pamela Blair - yes
 - Frank Paige - yes
 - Heather Brown - yes
 - Kathleen Hill - yes
 - Mary McNally - yes
 - Elizabeth (Beth) Marsian-Boucher - yes
 - Bruce Fenney - yes
 - Dr. Daniela LaBarre - absent
 - Greg Thompson - yes

- Ryan Quimby - absent
- Tom Christensen - absent
- Kimberly Collins - absent
- The motion passed.

Public Participants

- No participation

Skanska Update

- Skanska gave a high-level overview of the process and schedule.
- Ben Murphy asked what the timing is to receive project approval from the Town Council.
 - Kathy Hill noted that ballot question vote language needs to be approved by Town Council five (5) weeks prior to the town-wide vote. The Town Council meets the second Tuesday of the Month.
- Update on CM Procurement Process
 - Skanska reported that they are developing the application to the Office of the Inspector General to utilize CM @ Risk Services and plan to submit it at the end of the month. The goal is to bring a CM on board in January 2024. The CM's first deliverable will be to estimate the 100% Detailed Design (DD) drawing set.
 - Greg Thompson asked how long the interview process is for CM selection.
 - Ben answered, about one week if it is divided up over weekdays or all interviews could be scheduled on a Saturday and all interviews could take place on the same day.
 - CM Selection Subcommittee to be formed at a future meeting.
 - Greg asked if all qualified CM firms needed to be interviewed.
 - Ben answered, all qualified CM firms will be issued an RFP, each qualified firm that submits a proposal must be interviewed.
- Pool Update
 - Design contract to be executed in April.
 - Design Process will be April thru August. At the end of August, the project will be professionally estimated and the budget will be set prior to the November vote.
 - Greg Thompson asked if bidding CM firms can be interviewed for both projects.
 - Skanska answered, yes.
 - Greg asked if the pool committee should expect any costs other than design services.
 - Skanska answered, no.
 - Greg asked who needs to give jurisdiction for the pool committee to form.
 - Gordon Smith suggested confirming that information with the Town Council.
 - Committee discussed potential candidates for Pool Committee Membership.
 - Greg Thompson, School Committee Member
 - Steve Chrusciel, School Building Committee Member
 - Gordon Smith, School Superintendent

- Kevin Magee, Athletic Director
- Donna Prather, Recreation Director
- Bruce Fenney, Town Facilities
- Town Council Member
- Parent/Community Member
- Mary McNally asked if the Pool Design Services proposal had been provided to the Town yet.
 - Steve answered, no, it is still being vetted by leadership of SBC.
- Ben suggested that the Pool Committee meet directly before/after the monthly SBC Meetings moving forward.
- The committee discussed scheduling the next SBC meeting:
 - 5/11 4 PM for SBC
 - 5/11 3 PM for Pool Committee

Design Update

- The Design Team presented the Schematic Design (SD) Work Plan
- Helen noted that identifying the FF&E budget will be an important component of Schematic Design.
 - Beth Marsian-Boucher voiced concern for furniture durability and asked the Design Team to think about the lifespan of furniture before it's selected.
 - Gordon asked if there was a program through the MSBA to combine FF&E orders with other projects to increase buying.
 - Dale answered, yes. Skanska can assist with it. Schedules would need to align but there could be big cost savings.
- Dorrie reviewed the SD design goals:
 - Simplify circulation
 - Adjacencies
 - Cafeteria access
 - Outdoor connections
- Brian Black gave an overview of design adjacencies and exterior massing concepts.
- Dorrie expressed that these are very much in draft form and that the Design Team was looking for feedback on programmed space adjacencies.
- Greg Thompson asked if bathrooms and locker rooms can be accessible to the separate pool project and for community use during sporting events.
- Beth positively responded to guidance offices in upper classroom wings
 - Frank Paige responded that guidance most regularly meets with parents. Would prefer to have an entrance for visiting parents closer to the front of the building.
 - The design team discussed locations for conference rooms for visiting parents.
- Dorrie reviewed upcoming programming meetings and programming efforts:
 - Community Sustainability Charrette - June
 - Material Conceptual Study - April
 - Exterior Elevations & Massing - May
 - Enlarged Floor Plans, Labs, Classrooms, Corridors - Ongoing
 - Security Charette - June

- IT Goals and Budget - July
- Site Plans & Schematic Plans - Ongoing
- Phasing - Ongoing

Communications Update

- Ben Murphy recapped the 3/16 Community Forum
 - Lots of great feedback from community members
 - Tour of HS for community members was impactful
 - Yes! ELHS Campaign group formed
 - Next forum main focus will be financial impact for the community
- Victoria Clifford presented the monthly project update pamphlet to be posted on the project website. This will include updates from the monthly SBC meetings and include relevant project information.

Tax Impact Draft

- The project team presented a draft estimated tax impact summary. Ben explained this study was put together by Kim Collins using the Project's Preferred Schematic Design pricing set. Ben let the committee know that this study is very much in draft stage and will be further refined.
 - Greg Thompson reminded the committee that this tax impact does not include impact of the separate pool project. Greg asked if pool cost can be included for future community presentations.

Frank Paige left the meeting.

- Ben answered that we will not have the pool project cost until later in the summer. Pool costs can be added as a separate budget item.
- Beth asked if the MSBA has given us indication of reimbursement rate
 - Dorrie answered that we have an idea, but it is not guaranteed until the Project Scope and Budget Agreement is executed.
- The committee discussed how to most transparently present budget and impact details with the community.
- The committee discussed ballot vote language.
 - Public Participant, Mr. Page, Town Council Member, added that the pool could be added to the ballot as a non-binding question.

New Business

- Public Participant, Mr. Page, Town Council Member raised concern with snow removal and maintenance of landscaping and snow removal in current site plan drawing.

- Dorrie responded that the trees drawn currently don't show an accurate tree count. Dorrie also noted that it will be refined further with input from the facilities team.
- Mary McNally asked if pickleball courts can be considered.
 - The design team responded that pickleball courts are not in the current budget.
 - Mary recommended that if we consider pickleball, make it separate from the tennis courts.

Motion to adjourn by Beth Marsian-Boucher. Seconded by Pamela Blair.

- Gordon Smith called a roll call vote:
 - Stephen Chrusciel - yes
 - Gordon Smith - yes
 - Pamela Blair - yes
 - Frank Paige - absent
 - Heather Brown - yes
 - Kathleen Hill - yes
 - Mary McNally - yes
 - Elizabeth (Beth) Marsian-Boucher - yes
 - Bruce Fenney - yes
 - Dr. Daniela LaBarre - absent
 - Greg Thompson - yes
 - Ryan Quimby - absent
 - Tom Christensen - absent
 - Kimberly Collins - absent
- The motion passed.

Meeting adjourned at 6:00 PM.