

ELHS School Building Committee
School Committee Conference Room and Zoom Meeting
May 25th, 2022 – 2:30 PM
Meeting Minutes

Attendees:

Stephen Chrusciel, School Building Committee Chair
Gordon Smith, Superintendent of Schools
Pamela Blair, Assistant Superintendent for Business
Joe Dunn, Town DPW Facilities Manager
Frank Paige, ELHS Principal (absent)
Heather Brown, ELHS Director of Curriculum (joined at 3:55 PM)
Kathleen Hill, Town Council Member
Stephen Lonergan, Town Accountant and Town Finance Director (joined at 3:48 PM)
Mary McNally, Town Manager (attended through Zoom in the audience)
Elizabeth Marsian-Boucher, School Committee Member
Bruce Fenney, Superintendent of East Longmeadow DPW
Dr. Daniela LaBarre, School Psychologist and Faculty Member (absent)
Greg Thompson, School Committee Member
Ryan Quimby, Town IT Director (absent)

Other Attendees:

Ben Murphy, John Benzinger, Victoria Clifford (joined at 3:47 PM), Skanska USA Building, Inc.
Kristian Whitsett (left at 5:00 PM), Dorrie Brooks, Jillian DeCoursey, JWA
Helen Fantini, SMMA

Meeting called to order 3:45 PM

Approval of Meeting Minutes

- Gordon Smith asked for a motion on the 3/16/22 SBC Meeting Minutes.
- Stephen Chrusciel moved to approve the 1/5/22 ELHS SBC Meeting Minutes. Elizabeth Marsian-Boucher seconded the motion.
 - Gordon Smith called a roll call vote:
 - Stephen Chrusciel - yes
 - Gordon Smith - yes
 - Pamela Blair- yes
 - Joe Dunn - yes
 - Kathleen Hill - yes
 - Elizabeth Marsian-Boucher - yes
 - Bruce Fenney - yes
 - Greg Thompson - yes
 - The motion passed.

Skanska Update

- Ben Murph, Skanska, gave an update on the MSBA process
 - Project Team:
 - MSBA – Funding partner

- Skanska – OPM and Liaison between district and MSBA
 - Design Team – Architect and Engineers
 - School Building Committee – Representation of the community who will make all critical decisions for the project
- Ben reviewed the current project schedule:

Eligibility – Module 1	
ELHS Statement of Interest Accepted	April 2019
MSBA Accepted ELHS into the Feasibility Program	December 2019
Forming the Project Team – Module 2	
OPM Hired (Skanska USA Building, Inc.)	December 2021
Design Team Hired (JWA/SMMA)	May 2022
Feasibility Phase – Module 3	May 2022 – March 2023
Preferred Design Program (PDP) Report due to MSBA	August 2022
Preferred Schematic Report (PSR) due to MSBA	January 2023
MSBA PSR Approval Meeting	March 2023
Schematic Design Phase – Module 4	March 2023 – October 2023
Schematic Design (SD) Report due to MSBA	August 2023
MSBA Project Scope Budget Approval Meeting	October 2023
Funding the Project (Town-wide vote) – Module 5	October/November 2023 (TBD)
Detailed Design – Module 6	November 2023 – November 2024
Construction – Module 7	July 2024 – May 2027 (2.8 years)

JWA/SMMA Update

- JWA/SMMA recapped their interview presentation:
 - Introduced core team and engineering team
 - Project experience
 - Shared values
 - Preliminary space summary
 - District asked if the cost per square foot reimbursement rate would be increased by the MSBA
 - JWA/SMMA and Skanska reported the MSBA recently updated their cost by square foot reimbursement rate but noted that the MSBA is open with the fact that it's not on par with current construction costs.
 - Project scope and budget pricing will be set fall of 2023. This is a contract that will lock in the reimbursement rate for the full project.
 - Design goals
 - Preliminary design concepts:
 - JWA/SMMA noted that these concepts were purely conceptual and created before being hired without any input from the District.
 - SBC addressed the community desire to add additional sports fields and a new pool.
 - SBC member pointed out that losing the new tennis courts could be an issue for the community as it was a recent project.
 - Pamala Blair asked that the design team look into parking that made sense for access to the athletic fields.

- JWA/SMMA introduced the concept of using the cafeteria as circulation and multiple-use space to maximize reimbursement.
 - Gordon brought up that the school has increased COVID-19 cleaning operations and asked if that can be considered in the design concepts.
 - SBC reported that the School staff has requested covered outdoor teaching spaces.
 - Bruce Feeney reported that the Town is in the process of approving a park or basketball court and that there is time to collaborate before design decisions are made.
 - SBC asked if including the central offices in the project would be explored.
 - JWA/SMMA answered yes. The existing conditions report will evaluate the cost of keeping or removing offices from the project.
 - Question conditions of the plumbing system.
 - JWA/SMMA answered yes. It will be a part of the existing conditions report.
 - A SBC member suggested adding bathroom facilities and a concessions building for the athletic fields.
 - JWA/SMMA noted that it would not be reimbursed by MSBA, but they will look at including it in the project.
 - A SBC member asked how we would prepare for flexibility in the school after the project is complete.
 - JWA/SMMA answered that the school would be designed to accommodate projected enrollment, and there will be studies to support how the school can handle future growth as part of the MSBA process Review of MSBA Process.
 - JWA/SMMA gave an overview of MSBA Modules 3 & 4
 - Preliminary Design Program (PDP) Goals:
 - Develop educational program (District)
 - Develop space summary program (design team)
 - Evaluate existing conditions (design team)
 - Determine site development requirements (civil)
 - Develop preliminary alternatives (design team)
 - Develop district evaluation priorities (SBC & project team)
 - JWA/SMMA presented a PDP preferred options evaluation sample
 - Review of Visioning Process
 - Three 90-minute sessions with 30-50 participants (virtual)
 - Chosen representatives from stakeholder groups
 - 6/13/22, 6-7:30 PM
 - 6/22/22, 6-8 PM
 - 6/29/22, 6-8 PM
 - Gordon asked for SBC member volunteers.
 - Community Forum (virtual & in-person)
 - 6/15/22 6-8 PM
 - Faculty Review
 - Voluntary
 - In-Person
 - August or September
 - In-Person Programming Meetings
 - By department
 - Happening this week
 - In-Person with JWA/SMMA

Communications Update

- Victoria Clifford, Skanska, gave an update on the Building Project Website, <https://www.eastlongmeadowma.gov/School-Building-Project>.
- Victoria reported that members of the project team and SBC met to review the goals and logistics for a building project website.
- Ryan Quimby, Town IT Director, has volunteered to assist the SBC build and manage a website.
 - Website Goals:
 - Explain the process and report the project schedule
 - Meet the team
 - Advertise community forums, tours, and other events
 - Hub for:
 - Project documentation
 - Project news/updates
- Reaching Stakeholders:
 - The District identified the following channels for reaching community stakeholders:
 - LCAT, Blackboard Connect, Student Portals, Town Site.
 - Social Media – District, Town Departments, Shared Use Orgs, to share project news.
 - Victoria reported that the District has set up a project email, ELHSBuildingProject@eastlongmeadowma.gov, that will be accessible for all community members to send in questions and comments throughout the building project process. Skanska will manage to respond to emails and report to the SBC.

New Business

- Gordon Smith announced that Ryan Quimby, Town IT Director, has expressed interest in joining the School Building Committee.
- Stephen Chrusciel asked for a motion to add Ryan Quimby as a voting member of the East Longmeadow High School Building Committee.
- Elizabeth Marsian-Boucher made the motion. Pamela Blair seconded the motion.
 - Gordon Smith called a roll call vote:
 - Stephen Chrusciel - yes
 - Gordon Smith - yes
 - Pamela Blair- yes
 - Joe Dunn - yes
 - Kathleen Hill - yes
 - Elizabeth Marsian-Boucher - yes
 - Bruce Fenney - yes
 - Greg Thompson – yes
 - Steve Lonergan – yes
 - The motion passed.
- Next SBC Meeting:
 - 6/27 at 1:30 PM. Gordon to follow up with an invite.

Motion to adjourn by Stephen Lonergan, and Bruce Fenney seconded the motion.

- Stephen Chrusciel - yes
- Gordon Smith - yes
- Pamela Blair- yes
- Joe Dunn - yes
- Kathleen Hill - yes
- Elizabeth Marsian-Boucher - yes
- Bruce Fenney - yes
- Greg Thompson – yes
- Steve Lonergan – yes

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The motion passed.

Meeting adjourned at 5:00 PM.

Meeting Minutes respectfully submitted by, Victoria Clifford, Skanska