

**ELHS School Building Committee
School Committee Conference Room and Zoom Meeting
September 15, 2022 – 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
Stephen Lonergan, Town Accountant and Town Finance Director
Mary McNally, Town Manager
Elizabeth (Beth) Marsian-Boucher, School Committee Member
Bruce Fenney, Superintendent of East Longmeadow DPW
Dr. Daniela LaBarre, School Psychologist and Faculty Member
Greg Thompson, School Committee Member
Ryan Quimby, Town IT Director

Other Attendees:

Skanska USA Building, Inc.: Ben Murphy, Victoria Clifford, Craig Spice
Design Team (JWA/SMMA): Kristian Whitsett, Jillian DeCoursey, Samantha Farrell

Welcome & Approval of Meeting Minutes

- Stephen Chrusciel began the meeting at 4:04 PM.
- Stephen Chrusciel asked for a motion to approve the 8/25/2022 (Meeting #2) ELHSBC Meeting Minutes.
 - Pam Blair made the motion. Ryan Quimby 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 - abstain
 - Stephen Lonergan - yes
 - Mary McNally - absent at time of motion
 - Elizabeth (Beth) Marsian-Boucher - yes
 - Bruce Fenney - yes
 - Dr. Daniela LaBarre - yes
 - Greg Thompson - yes
 - Ryan Quimby - yes
 - The motion passed.

Skanska Update

- Ben Murphy gave a schedule update and overview of Preferred Schematic Report (PSR) milestone dates.

- Ben reported that due to feedback at the last SBC meeting, the PSR deadline has been pushed back from February 2023 to April 2023 to allow for more time for community input.
- Looking at October 2023 for approval of the Schematic Design (SD), which will be the project that moves forward for a Town Vote in November 2023.
- July 2024 tentative construction start date, assuming early bid packages.
- Greg Thompson asked if there would be enough time to adjust the Town Vote materials if the MSBA does not approve the SD package in October.
- Skanska answered that the Project Team will complete and submit the SD package in August, the MSBA will begin review of the package right away and will flag any items that may need to be revised or revisited well before the October Board Date.
- Kathleen Hill noted that the vote date for the Town in 2023 will be on November 7th.

JWA/SMMA Update

- Kristian Whitsett noted that one of the goals for today would be to eliminate one of the two add/reno schemes to streamline what is presented at the 9/21 community forum.
- JWA/SMMA reviewed the PSR deliverables.
- JWA/SMMA gave an overview of the differences between code upgrade, add/reno, and new construction.
- JWA/SMMA gave an overview of square feet included in each design option.
- Design Updates
 - The design team presented updated design options.
 - The design team presented updated site design for each option.
 - The design team presented cost models for each option.
 - Beth Marsian-Boucher asked if there will be future opportunities to discuss layout of the floorplans. Would like to see the Auditorium closer to the main entrance.
 - The design team answered yes.
 - Greg Thompson asked why we aren't looking at saving the cafeteria and gym in the add/reno scheme.
 - The design team answered that both are undersized, and the surrounding locker area needs to be redone, so might not be cost effective to save those spaces.
 - Bruce Fenney added that that wing of the existing building has foundation issues.
 - Steve Chrusciel asked if Skanska has followed up with the OIG's office for clarification on the pool project procurement process and whether the pool project needs to be a separate warrant article.
 - Skanska reported they will be setting up a call next week.

The design team presented HVAC challenges with the add/reno and code upgrade options. Greg Thompson asked if the Town pursued a project outside of the MSBA project, would they need to adhere to this code?

- The design team answered that code requirements would be based on the assessed value of the existing building.

Cost Update

- Steve Lonergan presented a rough draft calculation for tax impact based on early assumptions using information that is available at this time.
- Beth Marsian-Boucher asked the project team if they foresee construction costs to be lowered within the next few months.
 - Kristian Whitsett answered that the last noticeable drop in construction costs was in 2008 during a recession.
- Pam Blair asked the project team if they foresee MSBA updating their reimbursement for cost per square foot within the next few months.
 - The team answered, no. They update every two years and just recently made an update.
- Bruce Fenney voiced that he would support the project including everything we need as a separate project might not have the likelihood to be pursued later and it may cost more.
- The Committee discussed their responsibility to effectively communicate the project cost and tax impact with the community.

Communications Update

- Project team presented a draft community forum slide deck
 - Committee asked to include locker room photos in the existing conditions section
- The Committee asked if they should knock down to 1 add/reno for the purpose of the community presentation on Sept. 21st?
 - Greg suggested 2c, 3c, 5b be presented during the community presentation.
 - Design team to revise the presentation accordingly.
- Design team asked if we should include the tax impact information?
 - Mary and Steve L. advised not printing the numbers because it is still in draft form. But be prepared to answer the question if it is asked.
- Design team proposed simplifying the cost table to show the cost range.
 - The Committee agreed.

Kristian left the meeting at 6:15 PM.

- SBC looking to present Project information at PTO meetings.
- Beth suggested perhaps presenting Project information to audiences at the annual elementary school holiday plays that are typically held in December.
- Victoria Clifford suggested setting a date for a 3rd community forum in November before the Thanksgiving holiday.
 - Committee scheduled Community Forum #3 to be held on November 16th at 6 PM at the high school. Exact meeting location TBD.

MSBA Budget Revision Request Approval

- Ben Murphy explained that Budget Revision Request #1 is necessary to reallocate approved project funds within MSBA's ProPay Feasibility Study budget to match agreed upon contract values.
- Greg Thompson made a motion to approve Budget Revision Request #1. Ryan Quimby 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
- Stephen Lonergan - yes
- Mary McNally - yes
- Elizabeth (Beth) Marsian-Boucher - yes
- Bruce Fenney - yes
- Dr. Daniela LaBarre - yes
- Greg Thompson - yes
- Ryan Quimby - yes

Mary McNally left the meeting at 6:20 PM.

Public Participation

- **No public participation**

Acknowledgment of SBC Meeting 8/19/21, 9/8/21, and 9/27/21

- Gordon asked the SBC for a formal acknowledgement of the 8/19/21, 9/8/21, and 9/27/21 meetings which were not publicly posted, and meeting minutes were not taken.
- Gordon let the group know that meetings prior to 9/27/21 were informational only. At the 9/27/21 meeting, the SBC voted to approve the OPM Request for Services. That vote was captured and included in a letter to the MSBA.
- Beth Marsian-Boucher made a motion to approve the actions taken by the ELHSBC on 9/27/21 to advertise a Request for Services for an Owner's Project Manager and move forward with the Owner's Project Manager procurement process. Kathy Hill 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
 - Stephen Lonergan - yes
 - Mary McNally - absent
 - Elizabeth (Beth) Marsian-Boucher - yes
 - Bruce Fenney - yes
 - Dr. Daniela LaBarre - yes
 - Greg Thompson - abstain
 - Ryan Quimby – abstain

New Business

- Skanska suggested SBC meet bi-weekly moving forward thru the PSR phase.
- Thursday works best for the Committee.
- Next meeting 9/29 at 2PM.

Adjournment

- Motion to adjourn made by Steve Loneragan. Seconded by Ryan Quimby.
- Steve Chrusciel called a roll call vote:
 - Stephen Chrusciel – yes
 - Gordon Smith – yes
 - Pamela Blair – yes
 - Frank Paige – yes
 - Heather Browne – yes
 - Kathleen Hill – yes
 - Stephen Loneragan – yes
 - Mary McNally – absent
 - Elizabeth Marsian-Boucher – yes
 - Bruce Fenney – yes
 - Dr. Daniela LaBarre – yes
 - Greg Thompson – yes
 - Ryan Quimby – yes
- Motion approved unanimously.
- Meeting adjourned at 6:36 PM.

Meeting minutes respectfully submitted by Victoria Clifford, Skanska.