

**Holyoke Community Charter School
2200 Northampton Street
Holyoke, MA 01040
Board of Trustees**

Minutes of HCCS Board of Trustees Meeting – May 12, 2021

**In accordance with Massachusetts General Laws Chapter 30A, Sections 18-25 and Governor Baker’s Emergency Order in response to COVID-19 allowing remote meetings of public bodies. (<https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download>), this meeting was held via Zoom video conference.*

In Attendance: Jay Breines, Cynthia Dennis, Leona Florek, Janine Kent, Jean Swinney

Guests: Ryan Meek, Dan Pallotta, Tom Paquin, Vanessa Pileggi, Sonia Pope, Robert Todisco

Not Present: N/A

I. Meeting called to order at 5:07 p.m. by Leona Florek.

Roll call of all attendees; each attendee spoke his/her name.

Public comments/none.

II. **Gymnasium/Classroom/Site Enhancement/Storm Water Construction Project**

Dan Pallotta and Robert Todisco from P3 presented to the board the preliminary estimate and the scope of the estimate.

Robert Todisco presented the existing site plane, the proposed site plan rendering, site plan marked up for VE items, a list of Value Engineering (VE) items, and the Progress Drawings.

Robert first presented the Proposed site plan rendering: storm water, egress with walkway, new asphalt and parking lot painting, minor landscaping on islands, minimizing unnecessary curbing, rear driveway and bus parking lot has been removed from the scope of the base project due to cost.

Robert then presented the Progress Drawings, starting with the main floor plan. Dan presented the exterior plan progress drawings and the proposed schedule for bids.

The board discussed looking at future infrastructure funding to cover the cost of the back drive paving.

Dan presented the over-all budget.

Robert presented the VE items (site-related and building-related) and the board discussed each item in full, making decisions on which items to keep.

Robert and Dan exited the meeting.

Ryan Meek presented the Term Sheet from TD to the board and the board discussed the terms.

Janine Kent motioned to approve the April 29th Term Sheet from TD Bank. Cynthia Dennis seconded. Each member voted by roll call. Florek - Aye, Dennis - Aye, Breines - Aye; Kent - Aye; Swinney – Aye. The motion passed unanimously.

Cynthia Dennis voted to request approval of the term of repayment of 20 years for an approximately \$8.5 million loan to pay for the four classroom/gymnasium/site enhancement/storm water project. Jean Swinney seconded. Each member voted by roll call. Florek - Aye, Dennis - Aye, Breines - Aye; Kent - Aye; Swinney – Aye. The motion passed unanimously.

Jay Breines motioned to adjourn the meeting. Janine Kent seconded. Each member voted by roll call. Florek - Aye, Dennis - Aye, Breines - Aye; Kent - Aye; Swinney – Aye. The motion passed unanimously. The meeting adjourned at 6:48 pm.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Jean Swinney

Holyoke Community Charter School Board of Trustees

MEETING ATTACHMENTS

Progress Set of Drawings

Existing Conditions Site Plan

Proposed Site Plan rendering

Proposed Site Plan with value engineering mark ups / options

List of potential value engineering items

April 29th TD Bank Loan Term Sheet