

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

Minutes of HCCS Board of Trustees Meeting – September 16, 2019

In Attendance: Jay Breines, Cynthia Dennis, Jenna Gable, Lina Rivera, Jean Swinney
Guests: Dan Pallotta, Tom Paquin, Sonia Pope, Maria Rodriguez, Larry Trim
Not Present: Leona Florek, Mark Lubold, Janine Kent

I. Meeting called to order at 5:18 p.m. by Jenna Gable.

II. **Facilities Planning Discussion**

Tom Paquin introduced Dan Pallotta from P3 (Owners Project Manager) and Larry Trim from Kaestle Boos (architectural/design firm). The board discussed the need to look at the possibilities for parking lot and the storm water drainage as part of this planning/building process.

Dan Pallotta presented the board with a proposed budget and reviewed it with them. The board, Sonia Pope, and Tom Paquin discussed some of the basics of the desired facility and the need to allow for flexibility for future expansions and unforeseeable needs. Dan stated he will work closely with Sonia, Tom, and the board to arrive at an agreed upon written description of the facility.

Larry Trim presented the board information on how, once the plans are written on paper, the design program will work and ensure any DESE requirements are met in the facility. Kaestle Boos will be able to provide costs to the board at that point.

Dan presented the board with a draft of the proposal and timeline and reported that a 10-week feasibility study will begin the first phase. After the 10 weeks a final price will be presented to the board, at which point, the board can then make the final decision to move forward. This will then step into the design-development process.

Jenna questioned Larry about a Butler Building. He discussed the requirements/particulars of a Butler Building. Larry discussed that “pre-engineered” buildings will be looked at and the pros/cons of such a building considered. Cynthia discussed the desire to keep the continuity of the current school building.

Dan stated that ground breaking could begin by August 2020 with opening of new facility in Spring of 2021.

Jay Breines motioned to approve the P3 proposal. Seconded by Lina Rivera. The motion passed unanimously.

Jay Breines moved to adjourn the meeting. Seconded by Cynthia Dennis. The meeting adjourned at 5:59 p.m.

As prepared by Elizabeth Pawlowski

Respectfully submitted,

Mark Lubold, Clerk

Holyoke Community Charter School Board of Trustees