

AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

**SCHOOL BUILDING COMMITTEE (SBC) MEETING – KICK-OFF MEETING**

December 13, 2022

In-Person Meeting

3:00PM

High School Building Committee  
 Agawam Public Library, Pierce Conference Room  
 750 Cooper Street  
 Agawam, MA 01001

William Sapelli- Chair	Jim Blain	Jennifer Bonfiglio	Raymond Casella
Robert Clickstein	Louis Conte	Dawn DeMatteo	Sheila Hoffman
Timothy Karetka	Brian Melloni	Brian Pagella	Anthony Suffriti
Robin Wozniak	Christopher Caputo	Linda Liporto	James Riefstahl
Jim Rogers	Adele Sands	Jay Faxon	

Meeting Minutes for December 13, 2022

A scheduled meeting of the High School Building Committee was held on December 13, 2022 at 3:00pm, at the Pierce Conference Room in Agawam Public Library. Committee members and attendees present were:

<u>Voting Member</u>	<u>Present</u>	<u>Absent</u>	<u>Notes</u>
William Sapelli-Chair	X		
Jennifer Bonfiglio	X		
Raymond Casella	X		
Robert Clickstein		X	
Louis Conte	X		
Dawn DeMatteo	X		
Sheila Hoffman		X	
Timothy Karetka	X		
Brian Melloni	X		
Brian Pagella	X		
Anthony Suffriti	X		
Robin Wozniak		X	
Christopher Caputo	X		
<b><u>Project Team Members</u></b>			
Linda Liporto	X		Leftfield - Senior Project Manager
James Riefstahl	X		Leftfield - Project Director
Jim Rogers		X	Leftfield - Owner
Adele Sands		X	Leftfield - Education Liaison

Meeting was called to order by Chair-Mayor Sapelli at 3:04pm.  
 (7 voting members required for a quorum).

## **1 – Introductions**

James Riefstahl and Linda Liporto introduced themselves as the Leftfield team. All SBC members introduced themselves around the room.

## **2 – Meeting Presentation**

The Leftfield team displayed a digital presentation that covered the upcoming steps in the process. The presentation started with introductions of the LeftField team, covered the upcoming 20 months schedule, the designer selection process, and the MSBA upcoming steps.

## **3 - MSBA Process**

During the presentation the MSBA Designer Selection Panel (“DSP”) was discussed. This panel is required for any project over \$5 million dollars and is led by the MSBA’s DSP which is composed of 13 MSBA and Industry experts plus 3 assigned Agawam representatives. One member must be the Superintendent or their designee, one must be the CEO/Mayor/Town Manager or their designee, and one must be a member of the School Committee. Nine members present constitutes a quorum.

After Committee discussion, a request for a vote to assign the Mayor William Sapelli, Superintendent Sheila Hoffman and School Committee member Dawn DeMatteo as DSP Members was made by Jim Blain, second by Anthony Suffriti, and motion was approved unanimously by those present via roll call:

<b><u>Voting Member</u></b>	<b><u>In Favor</u></b>	<b><u>Opposed</u></b>	<b><u>Absent</u></b>	<b><u>Abstained</u></b>
William Sapelli-Chair	X			
Jennifer Bonfiglio	X			
Raymond Casella	X			
Robert Clickstein			X	
Louis Conte	X			
Dawn DeMatteo	X			
Sheila Hoffman			X	
Timothy Karetka	X			
Brian Melloni	X			
Brian Pagella	X			
Anthony Suffriti	X			
Robin Wozniak			X	
Christopher Caputo	X			

Jennifer Bonfiglio made a motion to approve the submission of the draft RFS to the MSBA. The motion was seconded by Anthony Suffriti and approved unanimously by those present via roll call:

<u>Voting Member</u>	<u>In Favor</u>	<u>Opposed</u>	<u>Absent</u>	<u>Abstained</u>
William Sapelli-Chair	X			
Jennifer Bonfiglio	X			
Raymond Casella	X			
Robert Clickstein			X	
Louis Conte	X			
Dawn DeMatteo	X			
Sheila Hoffman			X	
Timothy Karetka	X			
Brian Melloni	X			
Brian Pagella	X			
Anthony Suffriti	X			
Robin Wozniak			X	
Christopher Caputo	X			

#### **4 – Public Comment**

No public attendees were present.

#### **5 – New Business**

No questions were raised.

#### **6 – Next Meeting**

Leftfield asked about upcoming meetings, and the suggestion for SBC meetings every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 3pm was made. Next meeting will be January 10, 2023 via zoom. Discussion of some meetings being held in person when a presentation is made, and some meetings that only requires updates and votes can be held via zoom. The January 10<sup>th</sup> meeting will be an update on the Designer RFS process only, and will be held via zoom.

A motion to adjourn was made by Chris Caputo, seconded by Louis Conte.

<u>Voting Member</u>	<u>In Favor</u>	<u>Opposed</u>	<u>Absent</u>	<u>Abstained</u>
William Sapelli-Chair	X			
Jennifer Bonfiglio	X			
Raymond Casella	X			
Robert Clickstein			X	
Louis Conte	X			
Dawn DeMatteo	X			
Sheila Hoffman			X	
Timothy Karetka	X			
Brian Melloni	X			
Brian Pagella	X			
Anthony Suffriti	X			
Robin Wozniak			X	
Christopher Caputo	X			