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## 3.3.5 Local Actions

- A. SBC Meetings
- B. Signed Local Actions and Approvals Certificate

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## A. SBC Meetings

Preferred Schematic Report  
Agawam High School

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AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

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**SCHOOL BUILDING COMMITTEE (SBC) PROJECT MEETING #11**

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Monday August 14, 2023

Agawam Senior Center, Garden Room, 954 Main Street 3:00PM

*Meeting Information*

## **Agenda**

1. Approve meeting minutes from July 24, 2023 meeting
2. Approve invoices for July from LeftField and Flansburgh
3. PDP submission update
4. Traffic study and geotechnical investigation update
5. Project option update
6. Upcoming designer activities
7. Public comment
8. New business
9. Adjourn

AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

**SCHOOL BUILDING COMMITTEE (SBC) MEETING #11**

August 14, 2023

Senior Center – Veteran’s Hall

3:00PM

Meeting Minutes for August 14, 2023

A scheduled meeting of the Agawam High School Building Committee was held on August 14, 2023 at 3:00pm at the Senior Center. Committee members and attendees present were:

<u>Voting Member</u>	<u>Present</u>	<u>Absent</u>	<u>Notes</u>
William Sapelli-Chair		X	
Jim Blain	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
Kent Kovacs	X		Flansburgh - Principal-in-Charge
Vince Dubé		X	Flansburgh - Project Manager
Madeleine Le		X	Flansburgh - Project Architect
Roberta Nardi		X	Flansburgh - Project Designer
Jessica Libby		X	Flansburgh – Project Architect
Russ Higgins	X		Flansburgh - Project Architect/Manager

Meeting was called to order by City Council member Anthony Suffriti (voted as Temporary chair in the Mayor’s absence) at 3:02pm.

## **1 – Agenda**

Linda Liporto went through the agenda for the meeting.

## **2 – Approval of Meeting Minutes**

Anthony Suffriti made a motion to approve the minutes of July 24, 2023. Louis Conte seconded the motion. No discussion occurred. It was approved 5-7-2-0 (yes-absent-abstain-no).

## **3 – Approval of Invoices**

Linda Liporto went through the budget and current status of spending. Anthony Suffriti made a motion to approve the LeftField and Flansburgh invoices for July services. Chris Caputo seconded the motion. No discussion occurred. It was approved 7-7-0-0 (yes-absent-abstain-no).

## **4 – PDP Submission Update**

Linda Liporto went through and briefly updated on the PDP submission and noted that comments from the MSBA are still pending, but LeftField will continue to follow up.

## **5 – Designer Update**

Flansburgh gave a brief update on the outcome of the educational programming, space template and alternatives. More details were given on the current eight options that are under consideration. Bubble diagrams have been added to each site option to give the SBC an idea of how the building layout would be done, with respect to academic clusters and community spaces.

Flansburgh also gave an update on next steps for a Building Facilities meeting on August 15 and the Community Forum coming up on August 28.

## **4 – Public Comment**

There was no public comment.

## **5 – New Business**

There was no new business.

## **6 – Adjournment**

A motion to adjourn was made by Chris Caputo, seconded by Robert Clickstein. The motion was carried unanimously, via voice vote. The meeting was adjourned at 4:10pm.

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AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

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**SCHOOL BUILDING COMMITTEE (SBC) PROJECT MEETING #12**

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Monday August 28, 2023      Community Room at The Public Library, 750 Cooper St, Agawam      3:00PM

*Meeting Information*

**Agenda**

1. Approve meeting minutes from August 14, 2023 meeting
2. Qualitative and quantitative update
3. Designer update – Preferred Schematic Report (PSR)
4. SBC approval of preferred options – Vote required
5. Public comment
6. New business
7. Adjourn

AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

**SCHOOL BUILDING COMMITTEE (SBC) MEETING #12**

August 28, 2023

Agawam Public Library

3:00PM

Meeting Minutes for August 28, 2023

A scheduled meeting of the Agawam High School Building Committee was held on August 28, 2023 at 3:00pm at the 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 (3:05)		
Jim Blain	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
Kent Kovacs	X		Flansburgh - Principal-in-Charge
Vince Dubé		X	Flansburgh - Project Manager
Madeleine Le		X	Flansburgh - Project Architect
Roberta Nardi		X	Flansburgh - Project Designer
Jessica Libby	X		Flansburgh – Project Architect

*7 voting members required for a quorum*

Meeting was called to order by Anthony Suffriti at 3:03 pm.

## **1 – Agenda**

Linda Liporto went through the agenda for the meeting.

## **2 – Approval of Meeting Minutes**

Jennifer Bonfiglio made a motion to approve the minutes of August 14, 2023. Chris Caputo seconded the motion. No discussion occurred. It was approved 13-1-0-0 (yes-absent-abstain-no).

## **3 – Qualitative and Quantitative Update**

Linda Liporto briefly reviewed the current qualitative summary and noted that only one SBC member has made edits to their scores, and that the final scores remain the same with Option 1C in the lead, and Option 2B in second place along with Option 2A.

The Quantitative Summary has had no changes and as the PSR process moves forward, the next estimate will be done for Option 1C, 2B and Code Upgrade for the submission on October 26.

## **4 – Designer Update PSR**

Flansburgh re-introduced Mike Pirolo who summarized the educational visioning sessions, the outcome and goals of those meetings.

Flansburgh reviewed the current space planning template and noted no changes since the last review. Flansburgh then continued to go through the 7 Options that are currently under review, and walked through the layout of each option and how the “pods” could be laid out in the school in proximity to the community areas such as the gym, auditorium, cafeteria etc.

After reviewing all 7 new construction and addition/renovation options currently under consideration, a suggestion was made to vote to reduce the options to be further studied going forward.

LeftField presented the following motion:

That the Agawam School Building Committee no longer wishes to further the design on:

- New Construction Options 1A, 1B
- Addition/Renovation Options 2A, 3A, 3B

And request that the Project continue design furtherance on:

- New Construction Option 1C
- Addition/Renovation Option 2B
- Code Upgrade Option



The motion was moved by Jennifer Bonfiglio. It was seconded by Mayor Sapelli. No further discussion occurred. It was approved 13-1-0-0 (yes-absent-abstain-no).

#### **4 – Public Comment**

There was no public comment.

#### **5 – New Business**

There was no new business.

#### **6 – Adjournment**

A motion to adjourn was made by Chris Caputo, seconded by Rob Clickstein. The motion was carried unanimously, via voice vote. The meeting was adjourned at 4:20PM.

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AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

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**SCHOOL BUILDING COMMITTEE (SBC) PROJECT MEETING #13**

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Monday September 11, 2023    Community Room at The Public Library, 750 Cooper St, Agawam    3:00PM

*Meeting Information*

## **Agenda**

1. Approve meeting minutes from August 28, 2023 meeting
2. Approve August invoices for processing
3. Final PSR space template
4. Site plan update
5. Building plan update
6. Public comment
7. New business
8. Adjourn

AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

**SCHOOL BUILDING COMMITTEE (SBC) MEETING #13**

September 11, 2023

Agawam Public Library

3:00PM

Meeting Minutes for September 11, 2023

A scheduled meeting of the Agawam High School Building Committee was held on September 11, 2023 at 3:00pm at the 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	
Jim Blain	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
Kent Kovacs		X	Flansburgh - Principal-in-Charge
Jessica Libby	X		Flansburgh – Project Architect
Russ Higgins	X		

*7 voting members required for a quorum*

Meeting was called to order by Anthony Suffriti at 3:08 pm.

**1 – Agenda**

Linda Liporto went through the agenda for the meeting.

## **2 – Approval of Meeting Minutes**

Jennifer Bonfiglio made a motion to approve the minutes of August 28, 2023. Chris Caputo seconded the motion. No discussion occurred. It was approved 9-5-0-0 (yes-absent-abstain-no).

## **3 – Approval of Invoices**

Linda Liporto went through the budget and current status of spending, including the latest invoice from Flansburgh now billing from Environment & Site. Jennifer Bonfiglio made a motion to approve the LeftField and Flansburgh invoices for August services. Chris Caputo seconded the motion. No discussion occurred. It was approved 9-5-0-0 (yes-absent-abstain-no).

## **4 – Designer Updates**

Russ Higgins of Flansburgh Architects provided updates to the site and building plans, which now included 3D massing models for review. In discussion on the building systems and the new Massachusetts Energy Code, the project learned that Agawam did not opt-in to the specialized Opt-in code.

## **5 – Public Comment**

There was no public comment.

## **6 – New Business**

There was no new business.

## **7 – Adjournment**

A motion to adjourn was made by Chris Caputo, seconded by Rob Clickstein. The motion was carried unanimously, via voice vote. The meeting was adjourned at 3:40PM.

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AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

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**SCHOOL BUILDING COMMITTEE (SBC) PROJECT MEETING #14**

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Monday September 25, 2023    Community Room at The Public Library, 750 Cooper St, Agawam    3:00PM

*Meeting Information*

## Agenda

1. Approve meeting minutes from September 11, 2023 meeting
2. Delivery method CM at Risk versus Design-Bid-Build (vote required)
3. Designer updates
  - Site plan review with field discussion
  - Floor plan update
  - Pre-k update
4. Public comment
5. New business
6. Adjourn

AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

**SCHOOL BUILDING COMMITTEE (SBC) MEETING #14**

September 25, 2023

Agawam Public Library

3:00PM

Meeting Minutes for September 25, 2023

A scheduled meeting of the Agawam High School Building Committee was held on September 25, 2023 at 3:00pm at the 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	
Jim Blain	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
Kent Kovacs	X		Flansburgh - Principal-in-Charge
Jessica Libby			Flansburgh – Project Architect
Russ Higgins			Flansburgh – Project Architect

*7 voting members required for a quorum*

Meeting was called to order by Jennifer Bonfiglio at 3:05 pm.

**1 – Agenda**

Linda Liporto went through the agenda for the meeting.

## **2 – Approval of Meeting Minutes**

Jennifer Bonfiglio made a motion to approve the minutes of September 11, 2023. Chris Caputo seconded the motion. No discussion occurred. It was approved 12-1-1-0 (yes-absent-abstain-no), with Raymond Casella abstaining due to absence at previous meeting.

## **3 – Construction Delivery Method - CM at Risk versus Design-Bid-Build**

Linda Liporto provided the definitions, advantages and disadvantages, and key differences of the Construction Manager at Risk (CM-R) construction delivery and the Design-Bid-Build (DBB) construction delivery. She relayed the OPM's role in both delivery methods, and described which types of projects are best suited for each delivery method.

When asked if anyone had any questions or comments, SBC members Ray Casella, Chris Caputo, Rob Clickstein and Jim Blain presented their specific views on the options.

LeftField presented the following motion:

The Agawam SBC would like to proceed with a CM-R procurement method and approve LeftField to proceed with submitting the application to the Inspector General's Office

Robin Wozniak made a motion to approve the motion as presented. Anthony Suffriti seconded the motion. It was approved 12-1-1-0 (yes-no-absent-abstain), with Ray Casella as the no vote.

## **4 – Designer Updates**

Russ Higgins of Flansburgh Architects provided updates to the site and building plans, which now included 3D massing models for review. In discussion on the building systems and the new Massachusetts Energy Code, the project learned that Agawam did not opt-in to the specialized Opt-in code.

## **5 – Public Comment**

There was no public comment.

## **6 – New Business**

There was no new business.

## **7 – Adjournment**

A motion to adjourn was made by Chris Caputo, seconded by Rob Clickstein. The motion was carried unanimously, via voice vote. The meeting was adjourned at 3:40PM.



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AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

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**SCHOOL BUILDING COMMITTEE (SBC) PROJECT MEETING #15**

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Monday October 23, 2023    Community Room at The Public Library, 750 Cooper St, Agawam    3:00PM

*Meeting Information*

**Agenda**

1. Approve meeting minutes from September 25, 2023 meeting
2. PSR Submission review (vote required)
3. CM-r procurement next steps - subcommittee selection
4. Public comment
5. New business
6. Adjourn

AGAWAM HIGH SCHOOL PROJECT – Agawam, MA

**SCHOOL BUILDING COMMITTEE (SBC) MEETING #15**

October 23, 2023

Agawam Public Library

3:00PM

Meeting Minutes for October 23, 2023

A scheduled meeting of the Agawam High School Building Committee was held on October 23, 2023 at 3:00pm at the 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		
Jim Blain		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
Kent Kovacs	X		Flansburgh - Principal-in-Charge
Jessica Libby			Flansburgh – Project Architect
Russ Higgins			Flansburgh – Project Architect

*7 voting members required for a quorum*

Meeting was called to order by Mayor Sapelli at 3:00 pm.

**1 – Agenda**

Linda Liporto went through the agenda for the meeting.

## **2 – Approval of Meeting Minutes**

Jennifer Bonfiglio made a motion to approve the minutes of September 25, 2023. Robert Clickstein seconded the motion. No discussion occurred. It was approved 12-0-2-0 (yes-no-absent-abstain).

## **3 – PSR Submission Review and Approval**

Linda Liporto provided an overview of the Preferred Schematic Report (PSR) to be submitted on 10/26/2023. Kent Kovacs reviewed the design alternatives decisions, focusing on the selected preferred option 1C New Construction (87% new construction, 13% renovation to existing).

LeftField presented the following motion:

Motion to approve Flansburgh and LeftField, on behalf of the Agawam High School Building Committee, to submit the Preferred Schematic Report (PSR) to the MSBA for review and consideration.

Mayor Sapelli made a motion to approve the motion as presented. Jennifer Bonfiglio seconded the motion. It was approved 12-0-2-0 (yes-no-absent-abstain).

## **4 – CM-R Procurement Next Steps – Subcommittee Selection**

Linda Liporto and James Riefstahl briefly reviewed the next steps in CM-R procurement, specifically the requirement to have a minimum of two committee members on the CM-R Pre-qualification and Selection Subcommittees. James Riefstahl noted that while 2-3 are typical, more than that are welcome to be a part of the committee, just without a formal vote. Robert Clickstein, Brian Pagella, and Raymond Casella showed interest.

## **5 – Public Comment**

There was no public comment.

## **6 – New Business**

There was no new business.

## **7 – Adjournment**

A motion to adjourn was made by Chris Caputo, seconded by Rob Clickstein. The motion was carried unanimously, via voice vote. The meeting was adjourned at 3:45PM.

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## B. Signed Local Actions and Approvals Certification

Preferred Schematic Report  
Agawam High School

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## Appendix 3D

### Module 3 Local Actions and Approval Certification Template

October 26, 2023

Ms. Diane Sullivan  
Senior Capital Program Manager  
40 Broad Street  
Boston, Massachusetts 02109

Dear Ms. Sullivan:

The Agawam High School Building Committee ("SBC") has completed its review of the Feasibility Study Preferred Schematic Report ("PSR") for the Agawam High School project (the "Project"), and on October 23, 2023, the SBC voted to approve and authorize Flansburgh and Leftfield to submit the PSR related materials to the MSBA for its consideration. Certified copies of the SBC meeting minutes from June 21, 2022 through September 25, 2023 are attached and include the specific language of the votes as well as the number of votes in favor, opposed, and abstained. Also attached are draft minutes from the October 23, 2023 meeting where submission of the PSR was approved. A certified copy of the October 23<sup>rd</sup> minutes will be submitted after their approval at the next Building Committee meeting in the coming weeks.

Since the MSBA's Board of Directors invited the District to conduct a Feasibility Study on April 14, 2021, the SBC has held 16 meetings regarding the proposed project during the PSR phase. All meetings were held in compliance with the state Open Meeting Law. The following is a summary of the 16 meetings held during the PSR phase. Where no action was required or taken, or where discussion was noted, please refer to the attached meeting minutes for more detail. The PSR-phase meetings are listed below and all motions are noted where they occurred in the agendas:

<u>06/21/2021</u>	<u>10:00am</u>	<u>Agawam High School Building Committee Meeting</u>	
1.	Call Meeting to Order		
2.	Welcome – Introduction of Committee Members		<i>Presentation, discussion</i>
3.	Review of Committee Charge		<i>Presentation, discussion</i>
4.	Organization of Committee		<i>Vote for Nominations</i>
5.	Update on MSBA process		<i>Presentation</i>
6.	Vote to Approve RFS to be sent to MSBA		<i>Vote</i>
7.	Appoint OPM Selection Committee		<i>Vote</i>
8.	Review Timelines & Project Milestones		<i>Presentation</i>
9.	Correspondences		<i>Presentation</i>
10.	Other Business/Discussions		<i>None</i>
11.	Vote to Adjourn Meeting		<i>Meeting Adjourned</i>
<u>12/13/2022</u>	<u>3:00pm</u>	<u>Agawam High School Building Committee Meeting</u>	
1.	Call Meeting to Order		
2.	Introduction		<i>Presentation</i>

- |                                 |                          |
|---------------------------------|--------------------------|
| 3. MSBA Process                 | <i>Presentation</i>      |
| 4. Designer Procurement Process | <i>Presentation</i>      |
| 5. Look-Ahead project Schedule  | <i>Presentation</i>      |
| 6. Other Business/Discussions   | <i>None</i>              |
| 7. Vote to Adjourn Meeting      | <i>Meeting Adjourned</i> |

01/10/2023 3:00pm Agawam High School Building Committee Meeting

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. Call Meeting to Order             |                          |
| 2. Approve Meeting Minutes           | <i>Vote</i>              |
| 3. Approve Monthly Invoices          | <i>Vote</i>              |
| 4. Designer Selection Process Update | <i>Presentation</i>      |
| 5. Other Business/Discussions        | <i>None</i>              |
| 6. Vote to Adjourn Meeting           | <i>Meeting Adjourned</i> |

02/14/2023 3:00pm Agawam High School Building Committee Meeting

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. Call Meeting to Order             |                          |
| 2. Approve Meeting Minutes           | <i>Vote</i>              |
| 3. Approve Monthly Invoices          | <i>Vote</i>              |
| 4. Designer Selection Process Update | <i>Presentation</i>      |
| 5. Schedule Update                   | <i>Presentation</i>      |
| 6. Other Business/Discussions        | <i>None</i>              |
| 7. Vote to Adjourn Meeting           | <i>Meeting Adjourned</i> |

03/27/2023 3:00pm Agawam High School Building Committee Meeting

- |   |                          |
|---|--------------------------|
| 1. Call Meeting to Order                          |                          |
| 2. Approve Meeting Minutes                        | <i>Vote</i>              |
| 3. Approve Monthly Invoices                       | <i>Vote</i>              |
| 4. Designer Selection Process Update Introduction | <i>Presentation</i>      |
| 5. Designer Contract                              | <i>Vote</i>              |
| 6. Next Steps                                     | <i>Presentation</i>      |
| 7. Other Business/Discussions                     | <i>None</i>              |
| 8. Vote to Adjourn Meeting                        | <i>Meeting Adjourned</i> |

05/08/2023 3:00pm Agawam High School Building Committee Meeting

- |                               |                          |
|-------------------------------|--------------------------|
| 1. Call Meeting to Order      |                          |
| 2. Approve Meeting Minutes    | <i>Vote</i>              |
| 3. Approve Monthly Invoices   | <i>Vote</i>              |
| 4. MSBA Reimbursement Process | <i>Presentation</i>      |
| 5. Designer Update            | <i>Presentation</i>      |
| 6. Other Business/Discussions | <i>None</i>              |
| 7. Vote to Adjourn Meeting    | <i>Meeting Adjourned</i> |

06/12/2023 3:00pm Agawam High School Building Committee Meeting

- |   |                     |
|---|---------------------|
| 1. Call Meeting to Order                            |                     |
| 2. Approve Meeting Minutes                          | <i>Vote</i>         |
| 3. Approve Monthly Invoices                         | <i>Vote</i>         |
| 4. Designer Updates - Ed. Visioning/Bldg Evaluation | <i>Presentation</i> |
| 5. Other Business/Discussions                       | <i>None</i>         |

6. Vote to Adjourn Meeting *Meeting Adjourned*

06/26/2023 3:00pm Agawam High School Building Committee Meeting

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1. Call Meeting to Order
2. Approve Meeting Minutes *Vote*
3. Designer Updates – Space Summary/Design Options *Presentation*
4. Other Business/Discussions *None*
5. Vote to Adjourn Meeting *Meeting Adjourned*

07/10/2023 3:00pm Agawam High School Building Committee Meeting

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1. Call Meeting to Order
2. Approve Meeting Minutes *Vote*
3. Approve Monthly Invoices *Vote*
4. Designer Updates – Design Options/Costs Shortlisted *Presentation*
5. Other Business/Discussions *None*
6. Vote to Adjourn Meeting *Meeting Adjourned*

07/19/2023 3:00pm Agawam High School Building Committee Meeting

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1. Call Meeting to Order
2. Approve Meeting Minutes *Vote*
3. Designer Updates – Design Options/Costs Updated *Presentation*
4. Other Business/Discussions *None*
5. Vote to Adjourn Meeting *Meeting Adjourned*

07/24/2023 3:00pm Agawam High School Building Committee Meeting

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1. Call Meeting to Order
2. Approve Meeting Minutes *Vote*
3. PDP Submission Review *Presentation, Vote*
4. Other Business/Discussions *None*
5. Vote to Adjourn Meeting *Meeting Adjourned*

08/14/2023 3:00pm Agawam High School Building Committee Meeting

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1. Call Meeting to Order
2. Approve Meeting Minutes *Vote*
3. Approve Monthly Invoices *Vote*
4. PDP Submission Update *Presentation*
5. Other Business/Discussions *None*
6. Vote to Adjourn Meeting *Meeting Adjourned*

08/28/2023 3:00pm Agawam High School Building Committee Meeting

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1. Call Meeting to Order
2. Approve Meeting Minutes *Vote*
3. Quantitative & Qualitative Update *Presentation*
4. Designer Update PSR Report *Presentation*
5. Preferred Option *Presentation, Vote*
6. Other Business/Discussions *None*
7. Vote to Adjourn Meeting *Meeting Adjourned*

09/11/2023	3:00pm	Agawam High School Building Committee Meeting
1. Call Meeting to Order		
2. Approve Meeting Minutes		<i>Vote</i>
3. Approve Monthly Invoices		<i>Vote</i>
4. PSR Space Template, Site Plan & Building Update		<i>Presentation</i>
5. Other Business/Discussions		<i>None</i>
6. Vote to Adjourn Meeting		<i>Meeting Adjourned</i>

09/25/2023	3:00pm	Agawam High School Building Committee Meeting
1. Call Meeting to Order		
2. Approve Meeting Minutes		<i>Vote</i>
3. Delivery Method CM-r vs. D-B-B		<i>Presentation, Vote</i>
4. Site Plan, Floor Plan & Pre-k Update		<i>Presentation</i>
5. Other Business/Discussions		<i>None</i>
6. Vote to Adjourn Meeting		<i>Meeting Adjourned</i>

10/23/2023	3:00pm	Agawam High School Building Committee Meeting
1. Call Meeting to Order		
2. Approve Meeting Minutes		<i>Vote</i>
3. PSR Submission		<i>Presentation, Vote</i>
4. Other Business/Discussions		<i>None</i>
5. Vote to Adjourn Meeting		<i>Meeting Adjourned</i>

In addition to the SBC meetings listed above, the District held 6 public meetings, which were posted in compliance with the state Open Meeting Law, at which the Project was discussed. These meetings include:

**Community Meetings / Public Forums**

06/12/2023	6:00pm	Community Meeting (AHS Library)
• Team Introduction		
• MSBA Process/Schedule Overview		
• Project Timeline / Milestones		
• Design Team Updates		
• Existing Building & Site Conditions Analysis		
• Educational Visioning		
• Site Options		

**Community Meetings / Public Forums**

08/28/2023	6:00pm	Community Meeting (AHS Library)
• Timeline Update		
• Educational Visioning Results		
• Design Alternative Layouts		
• Design Alternative Quantitative Analysis		



### **Community Meetings / Public Forums**

09/28/2023 6:00pm Community Meeting (AHS Library)

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- Building Design Options Update
- Enrollment Clarification
- MSBA Reimbursement Process
- Comparative Costs
- Existing Building & Site Conditions Analysis
- Designer Updates

### **School Committee Meetings**

01/10/2023 7:00pm School Committee Meeting

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- AHS project team introduction
- School Building Committee introduction
- OPM Team Introduction
- MSBA Process
- Designer Selection Process
- Project Timeline

### **City Council Meetings**

07/10/2023 7:00pm City Council Working Session Meeting

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- MSBA Feasibility Study Overview
- AHS Feasibility Study Timeline
- Educational Visioning, Programming, Project Goals and Community Engagement
- Summary of Options Studied to Date
- Detailed Presentations of Design, Phasing and Schedule for Remaining Options
- Summary of Timeframe for School Building Committee Selection of Preferred Option
- Schematic Design & Final Project Approval Look-Ahead

### **City Council Meetings**

08/21/2023 3:00pm City Council Working Session Meeting

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- Project Update
- Design Update
- Cost Update
- Schedule Update

The presentation materials for each meeting, meeting minutes, and summary materials related to the Project are available locally for public review at the Project's website:

<https://agawamhsproject.com/>

To the best of my knowledge and belief, each of the meetings listed above complied with the requirements of the Open Meeting Law, M.G.L. c. 30A, §§ 18-25 and 940 CMR 29 *et seq.*

If you have any questions or require any additional information, please contact the Town's Owner's Project Manager, Leftfield (Mrs. Linda Liporto, [lliporto@leftfieldpm.com](mailto:lliporto@leftfieldpm.com), 617-224-8684). Mrs. Liporto will coordinate any questions with the appropriate staff and Committee members.

By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.

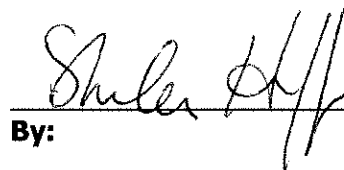
By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.

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By: \_\_\_\_\_

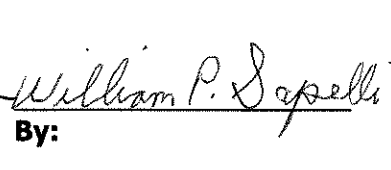
**Title: Chief Procurement Officer**

**Date: 10/26/2023**

  
By: \_\_\_\_\_

**Title: Superintendent of Schools**

**Date: 10/26/2023**

  
By: \_\_\_\_\_

**Title: Chair of the School Committee**

**Date: 10/26/2023**