

**AGENDA:** S.H. Elementary School Building Project Committee, 03/31/26

DATE: **TUESDAY**, March 31, 2026

Location: **Mosier Elementary School Library**

Time: Promptly at 5:30 pm – 7:30 pm

**Note:** The topics listed are those which the chair reasonably expects will be discussed as of the date of this notice. *Not all topics listed in this notice may actually be reached for discussion. Additionally, the listed topics are the only items the Chair is reasonably prepared to discuss.*

1. Housekeeping – Minute Taker
2. Possible Open meeting Law Violation
  - a. Action: Repeat neighbors discussion by reading in captured dialogue (3/18/26)
3. Correspondence - Not associated with MSBA
4. Minutes Approval(s)
  - a. 2/11/26; 2/26/26, 3/18/26
5. Open Comment

This 10-minute period is time set aside for the public to offer comments on items not on the posted agenda, in accordance with the adopted policy, as amended 9/11/2023. As of 7/28/25, we have adopted the Town Meeting process of placing a time limit of 3 minutes. We thank you in advance for cooperating in this matter. Should comments be made during this time that warrant further discussions, a committee member can raise those thoughts during New Business. If comments are made concerning an agenda item, the committee will not be discussing it until further along in the meeting. As with any public meeting, the public is asked to state your name & address for the record before commenting. Participation by the public is during open comment period.
6. Project Update
  - a. Review of Options
  - b. MSBA Timeline
7. Committees/Boards/Departments requesting updates
  - a. Invoice Subcommittee review of Budget
  - b. Communication Subcommittee
  - c. Other
8. Next Meeting dates
  - a. April 16 (**Thursday**) and April 29, 2026
  - b. May 13, 2026 and May 27, 2026
  - c. June 10, 2026 and June 24,206
  - d. Next Meetings
9. Other New Business
  - a. Those items not reasonably anticipated by the Chair, 48 hours in advance
10. Adjournment

## Various Background Data

### (Approved) Project Language in RFS

A potential approved Project may include a renovation of the existing School, a renovation and addition of the existing School and/or new construction. The estimated total project costs of an approved potential Project may range from (\$80,000,000 to 120,000,000) depending upon the solution that is agreed upon by the Owner and the MSBA and that is ultimately approved by a vote of the MSBA Board of Directors. Actual durations may vary depending upon the Project agreed upon by the Owner and the MSBA. The total duration of the Contract is estimated as follows:

### Typical Duration Schedule for OPM

- |   |               |
|---|---------------|
| 1. Feasibility Study/Schematic Design Phase;                    | 20-24 months* |
| 2. Design Development/Construction Documents/Bidding Phase; and | 10-12 months* |
| 3. Construction Phase.  | 24-36 months* |

(\*These ranges for scheduling timeframes are provided as guidelines only and are based upon schedules established by other Owners.)

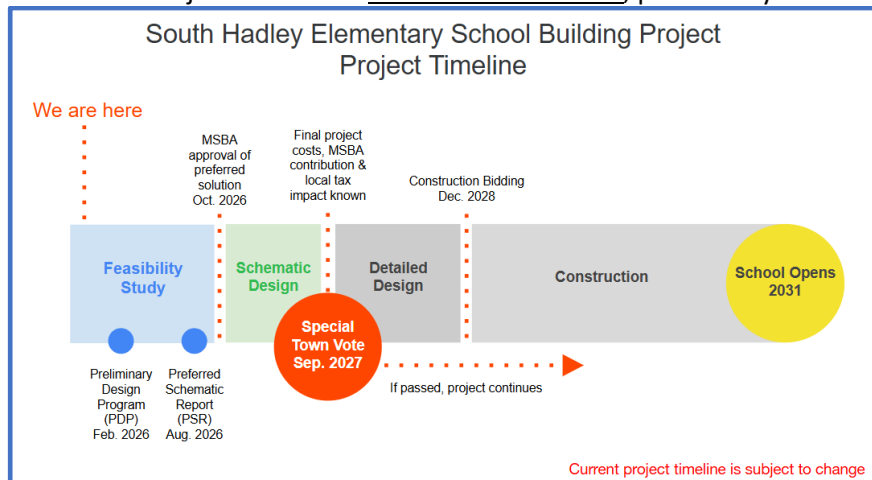
### Key Milestones

|                                       |                                     |
|---------------------------------------|-------------------------------------|
| Designer Selection                    | June 2025                           |
| Educational Visioning Workshops       | Fall 2025                           |
| Community Forums                      | December 11, 2025, February 5, 2026 |
| Preliminary Design Program submission | Feb. 2026                           |
| MSBA approval of preferred solution   | Oct. 2026                           |
| Special Town Vote:                    | Sept. 2027                          |

## SCHEDULES

Designer Selection Timeline – August update – in contract negotiation/completion stage w/MSBA approved firm

PROPOSED Project Timeline – **SUBJECT TO CHANGE**, preliminary illustration only



As of 9/23/25 as agreed upon during MSBA Kickoff Mtg

PDP Submission – 12/18/2025

PDP Submission Deadline – 2/23/2026

PSR Submission – 4/20/2026

PSR Facilities Assessment Subcommittee (MSBA) – 5/13/26 or 5/20/2026

MSBA PSR Approval Board Meeting – 6/24/2026

Schematic Design Submission – 8/27/26

MSBA Project Scope & Budget Approval (Board Meeting) – 10/28/2026

QR CODE:



EMAIL & Facebook

shbuilds@shschools.com | Facebook: @SouthHadleySchools

MSBA Kickoff Meeting

Dates subject to change

1. Prelim Design Program - submit Dec 18, 2025
2. Preferred Schematic - submit April 30, 2026 (Facilities Assessment either May 13 or 20, MSBA Board meeting - June 24, 2026)
3. Schematic Design - submit August 27, 2026
4. Vote - December 2026

Informational Mtg Dates: 09/12/24; 5p – 6:30p  
10/22/24; 5:30p – 7:00p

Building Committee, Dates

|   |   |                   |
|---|---|-------------------|
| 1. <del>Nov 11, 2024; Tuesday</del>       | 14. <del>December 3, 2025</del>           | 27. June 10, 2026 |
| 2. <del>Dec 11, 2024; Wednesday</del>     | 15. <del>December 10, 2025</del>          | 28. June 24, 2026 |
| 3. <del>Jan 15, 2025; Wednesday</del>     | 16. <del>December 17, 2025 VIRTUAL</del>  | 29.               |
| 4. <del>February 12, 2025</del>           | 17. <del>January 14, 2026 VIRTUAL</del>   | 30.               |
| 5. <del>March 12, 2025</del>              | 18. <del>January 28, 2026</del>           | 31.               |
| 6. <del>April 16, 2025</del>              | 19. <del>February 11, 2026</del>          | 32.               |
| 7. <del>May 21, 2025</del>                | 20. <del>February 26, 2026 THURSDAY</del> | 33.               |
| 8. <del>June 18, 2025 TBDN/A</del>        | 21. March 18, 2026: cxd, reconvened,      | 34.               |
| 9. <del>July 9, 2025</del>                | 22. March 31, 2026 <b>TUESDAY</b>         | 35.               |
| 10. <del>August 13, 2025</del>            | 23. April 16, 2026 <b>THURSDAY</b>        | 36.               |
| 11. <del>September 10, 2025</del>         | 24. April 29, 2026                        | 37.               |
| 12. <del>October 8, 2025</del>            | 25. May 13, 2026                          | 38.               |
| 13. <del>November 12, 2025; VIRTUAL</del> | 26. May 27, 2026                          | 39.               |

Subcommittee: Communications

Members: Jen Voyik, Eric Friesner, Chuck Romboletti, Teresa Winters-Tobin, Liz Wood (posting by Eric or Jen, V will make the agenda)  
04/28/25; 05/12/25; 05/27/25; 06/09/25 cxl; 06/16/25 cxl; 06/20/25; 07/14/25; 07/25/25 cxl; 08/11/25 cxl; 08/22/25 cxl; 09/05/25; 09/29/25; 10/06/25;  
10/20/26; 11/03/25; 11/17/25; 12/01/25; 12/15/25; 01/06/26

Subcommittee: Designer Selection Process (Projected April 2025)

Members: Jen or Eric will post; Rudi Phillips, Diane Mulvaney, Brook Beaulieu, Kevin McCallister, Brian Kennedy, Lisa Wong  
April 23, 2025 >> 6pm (by zoom); June 11, 2025 >>6pm (by zoom); June 25, 2025 >> 6pm (in person); July 9 – combined w/whole committee mtg  
July 14, 15, 29 – dates set by MSBA for panel of 3 to attend via zoom (Lisa/Chuck, Jen, Diane)

Subcommittee: Invoice Process

Members: D Mulvaney, Jennifer Voyik (or designee), Lisa Wong (or designee), Len Finkowski, Brian Kennedy  
The committee discussed creating a group with the charge to approve invoices up to \$75,000. Results of the process will be brought forward to the larger committee; Skanska will develop a tracking mechanism for all costs. Meetings by zoom on the 15<sup>th</sup> of the month starting in August 2025 at 12:30 pm. Scheduled for the next 24 months. When the 15<sup>th</sup> falls on a weekend day or holiday, it will be scheduled for the next business day.  
Oct 15; **Nov 17 2025**; Dec 15, 2025  
Jan 15 2026; **Feb 17 2026**; **Mar 11 2026**; April 15; May 15; June 15; July 15; **Aug 17 2026**; Sept 15; Oct 15; **Nov 16 2026**; Dec 15  
Jan 15 2027; Feb 15; Mar 15; Apr 15; **May 17 2027**; Jun 15; July 15; **Aug 17 2027**; Sep 15; Oct 15; Nov 15; Dec 15 2027

AGENDA: S.H. Elementary School Building Project Committee, 03/31/26 continued

SubCommittee #1

SubCommittee #2

Important Information

Websites - school

District Calendar: [https://www.southhadleyschools.org/view-all-events?cal\\_date=2025-09-01](https://www.southhadleyschools.org/view-all-events?cal_date=2025-09-01)

District Website: <https://www.southhadleyschools.org/>

School Building Pages: <https://www.southhadleyschools.org/our-schools/south-hadley-elementary-building-project/home>

Email used for member communications: [shbuilds@shschools.com](mailto:shbuilds@shschools.com)

Please do **NOT REPLY ALL** when corresponding to the Chair, Vice Chair or the superintendent

Town of SH Link for Calendar, Agendas, Meeting minutes: <https://www.southhadley.org>

MSBA Site: [Massachusetts School Building Authority](#)

Our Project: [South Hadley Public School District](#)

Policies, Forms & Guidelines: [Operational Links 'All you ever wanted to know'](#)

Designer Selection Process: [MSBA Link for DSP details](#)

Information to use when developing the District's educational program: [Educational Facility Planning](#)

[Educational Program Requirements](#) – updated December 2023

[Excess Auditorium and Gymnasium Spaces Policy](#)

[Science, Technology, Engineering \(STE\) Guidelines](#)

[High School Science Lab Guidelines](#)

[Module 3 – Feasibility Study](#)

[MSBA Space Summary Template](#) – Updated June 2023

[Facilities Assessment Subcommittee \("FAS"\) Guidance Memorandum](#) – updated October 2023

[Grade Reconfiguration and District Approval Certification Template](#) – Provide as part of the District's PSR submittal

[Module 4 – Schematic Design](#)

[Total Project Budget Template](#) – Updated December 2023

[Project Advisory 88 State Site Permit Tracking Worksheet](#)

[Feasibility Study Agreement Budget Revision Request](#) – please provide a draft for review ahead of submitting.

[Construction Cost Data](#)

[Module 9 – Post Occupancy Evaluation](#)

Data Dashboard: [info.massschoolbuildings.org/TabPub/POE.aspx](http://info.massschoolbuildings.org/TabPub/POE.aspx)

District **to note and acknowledge** the requirement to study the following minimum options for the existing site:

- A single Base Repair option of the SOI school (code upgrades)
- Two Add/Reno options:
  - 1 – 360 students in grades 2-4 at the Mosier ES
  - 2 - 590 students in grades 1-5 at the Mosier ES (relocates grade 1 from the MSBA funded Plains ES and grade 5 from the Smith ES)
- Two New Construction options:
  - 1 - 360 students in grades 2-4 at the Mosier ES
  - 2 - 590 students in grades 1-5 at the Mosier ES (relocates grade 1 from the MSBA funded Plains ES and grade 5 from the Smith ES)