

Meeting minutes of Holyoke Media – July 27, 2017

Present:

- Al Williams
- Jennifer Myszkowski
- Ali Pinschmidt
- Carey Baker
- Denis Luzuriaga
- Meghan Person (Admin)
- Scott MacPherson, ED
- Jonathan Salvon, Kuhn Riddle Architects, guest

Not Present:

- Mike Hines

Call to order: 6:35 p.m.

Director's Report

- Scott has had meet and greets with:
 - Dr. Zrike, who said that Holyoke Media may be able to use the school's facilities after hours, provided there would be no interference with students and school activities.
 - Picknelly Adult Family Education Center (PAFEC), which offered its computer labs for a fee (however, they are out of date and perhaps would not be helpful)
 - Mayor
 - Library, which offered space for free
 - Rory, with whom Scott is figuring out who should be paying for what.
- Health and payroll stuff is all set.
- IRS determination letter received, which is addressed to Holyoke Community Media
 - We assume this means that our name is now changed with the IRS
 - This means we should be able to get car insurance for the "Mobile City Hall" now.
 - **Scott** to follow up about that.
- Christine Dutton, Al Williams and Scott will be meeting on Mon., July 31 at 11 a.m. re: transition of duties from Christine to Scott.

Jonathan Salvon

- Discussion of Owner Project Manager
 - Scott wants to oversee the technology end of the buildout.
 - Construction Project Manager? Unknown. We need to decide.
 - Estimated to cost ~\$20K, per Briarly Lehmann
 - Discussion that \$20K isn't a lot of money in the grand scheme of a \$1.2M buildout -- and that if that person can save us cost overruns, etc., could be worth it.

- Jonathan suggests interviewing multiple people for such a job.
 - They should have a decent understanding of the technology side of such a project.
 - Jonathan will forward some names to Al/Denis.
- Hazardous materials
 - Jonathan says we should not fear asbestos. From what he observed when he was there over a year ago, he's not overly concerned.
 - Given the age of the building, there is very likely some asbestos hiding somewhere.
 - Abatement of asbestos could run in the thousands or tens of thousands, but not the hundreds of thousands.
 - Can we ask the city for an asbestos report or an asbestos inspection?
 - The docs from the city are likely all we will get from the city, per Denis
 - Jonathan suggests that an asbestos inspection is certainly something we could do if we wanted.
 - Carey reports that the sale inspector will check for radon, asbestos and mold, but will not do testing; those are separate inspections.
- Is building going to be completely gutted?
 - Not necessarily. Likely every wall will be opened up and things may be uncovered.
- Site observation: What is it?
 - Being eyes and ears on a project to ensure it's going well.
- Another role: "Clerk of the Works"
 - Has more contractor experience and less involved in budgetary considerations.
- Should we invest in LEED certification?
 - LEED involves administrative concerns
 - We can use the LEED checklist and good green construction without getting the LEED certification.
- Cost Estimator can be hired separately after design is done to be sure the costs are aligned with the budget.

Needs Assessment?

- **Scott** to think about capital planning re: equipment
- Public meeting space
- Scott to look into this.

Purchase and sale

- Documents not quite ready for signature. Still some back and forth with lawyers.
- Concerns about P&S not being signed before the Aug. 7 inspection with Wagner Inspections (Ed Wagner)
- **Denis** to call Marcos/John Dyjach to figure out where we're at and what's stalled.

- Denis will report the outcome of that call to the team and we'll make a decision on the Aug. 7 inspection.

Next meeting: Aug. 3 Board/Organizational Transition Plan

- Board special meeting on Thursday, August 3rd at 295 High St. – Transformative Culture Project
 - 6:30pm
 - Jennifer: Prep Work, Make Google Doc
 - Scott: Send GCTV transition docs to board
- BRING SNACKS!

Next Scheduled Meetings

- August 10
- August 24

Motion to adjourn at 7:57 p.m.