

**Pocantico Hills Central School District
Capital Construction Community Committee
Report
Pocantico Hills CSD
Presented On
October 9, 2007**

School Board Liaison

Mr. David Wilens

Committee Members

Rachel Gumina PTA President

John Conrad

Stephen Davey

Mark Fante

Patricia White

District Administration

Dr. Thomas C. Elliott, Superintendent/Principal

Mr. Jay Scotto-Friedman, Assistant Superintendent

Consultants to the Board of Education

Brian Cieslinski, Architect SEI Design

Joe Tola, Construction Manager, Savin Engineers

Gail Perogine, Construction Manager, Savin Engineers

INTRODUCTION

In accordance with New York State Regulations Pocantico Hills completed the 5 year Capital Plan and Building Condition Survey in 2005. This survey of the District's buildings revealed certain infrastructure work that needs to be addressed.

On September 28, 2005 the Pocantico Hills Central School District Board of Education created the Facilities Review Committee to provide a recommendation to the Board of Education on whether renovations to the school facilities need to be made, and if so, how it should be financed.

The Board of Education structured the Facilities Committee membership to represent the various neighborhoods of the Pocantico Hills Central School District.

On March 20, 2006 the Facilities Committee presented their report to the Board of Education.

The Committee's Recommendations were as follows:

1. The District should pursue a Facilities Improvement Project.
2. The Facilities Improvement Project should be presented to the district voters as a referendum, rather than included as part of an annual school budget.
3. The work to be performed should be financed through the use of a Bond.
4. The Board of Education should appoint a Construction Manager, and an Architect to obtain cost estimates to further define, and or re-define the proposed scope of work.
5. The District should increase the annual maintenance budget to address repair issues in a timelier manner, rather than postponing them until a referendum becomes necessary.
6. The District should include in the 2006-07 proposed budget a new smoke detection system.
7. The District should include in the 2006-07 proposed budget wall padding for the gymnasium.
8. The District should include in the 2006-07 proposed budget the replacement of the new condensate tank, and necessary gate valves.
9. The District should include in an annual budget the replacement of selected stair treads, minor slate roof repairs, minor flat roof repairs, minor gutter repairs, and the installation of new lockers as needed,
10. The District should rely on the recommendations of the Architect to define the work necessary for the District to be in compliance with all Federal and State requirements, such as the Americans with Disabilities Act.

11. The Architect should evaluate and provide to the Board of Education repair/replacement needs for the following areas:
 - a. Heating, Ventilating and Air Conditioning
 - b. Reconfiguration of instructional Space; wood shop, HACS, other rooms as identified.
 - c. Kitchen equipment and layout changes
 - d. Alternative egress from the auditorium
 - e. Repair, and or additions to asphalt lots and driveways
 - f. Repair and or additions to fencing and gates
 - g. Air conditioning or additional ventilation for music rooms and gymnasium
 - h. Windows and window treatments
 - i. Replacement of Generator
 - j. Pool

The Board received a presentation/status report from the architect on October 23, 2006 regarding the Facilities Committee's recommendations, and the next steps the district should take to address needed repairs. The issue was considered again during a presentation by the Architect on November 6, 2007

The Board appointed a Construction Manager on November 27, 2007, and an Architect on December 11, 2007. These consultants were retained to assist the District in developing a scope of construction work to be performed, and to assist the District in developing a capital referendum to be presented to the community.

On March 26, 2007 the Board of Education received the results of a Community Wide telephone survey conducted by the New York State School Boards Association on behalf of Pocantico Hills Central School District. In response to the question, "How important should it be to address improvements in building infrastructure?" 51% of the respondents indicated it was very important, 28% important, 17% somewhat important, 3% not important at all and 1% did not know.

Also on March 26, 2007 the Board received a preliminary report from the Architect on potential construction needs and costs.

On June 18, 2007 the Board received additional information from the architect on the prioritization of potential construction needs and costs.

All of the recommendations of the original Facilities Review Committee have been addressed with the creation of the Capital Construction Committee on July 9, 2007.

CAPITAL CONSTRUCTION COMMITTEE CHARGE

The Capital Construction committee was charged to review the documents that have been created by the District's architect, review the recommendations of the previous committee, and to develop a recommendation that would move the district forward toward a capital project referendum.

COMMITTEE PROCESS

The committee met six times, July 17, 2007, July 26, 2007, August 6, 2007, August 30, 2007, September 11, 2007, and on October 4, 2007.

The committee received all prior reports, and was apprised of the work of the previous Facilities Review Committee. The District's architect and construction manager reviewed the findings and cost estimates of the Facilities Review Report prepared by the Architect and Construction Manager and provided to the Board the previous March. At the request of the Capital Construction Committee the architect merged the prioritization of the Facilities Review Committee with the March 26, 2007 report. At the committee's recommendation the district hired a consultant to prepare an evaluation of the swimming pool. The Capital Construction Committee reviewed the scope of work suggested by the previous Facilities Committee, and the Architect, and developed a scope of work which is attached to this report and recommended to the Board of Education for consideration.

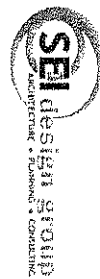
The Committee was informed of the legal requirements to submit a referendum to the community. It was explained that the Board of Education would review and adopt the construction scope in October 2007, address the requirements of the State Environmental Quality Review Act in November 2007, conduct public meetings in December and January providing information about the referendum to the community, and conducting a public vote in late January 2008.

The potential financial impact of a referendum was reviewed by the committee noting that the initial cost of a facilities project would impact tax payers approximately one year after the community approval of a referendum, or the 2009-2010 school year. The delay in the financial impact is due to the time it will take the architect to prepare all construction documents, receive approval from the State Education Department, and then publicly bid the construction work. Further, the committee was informed that while the entire construction project could be completed in approximately three years, the repayment of the bonds sold to finance the project would occur over the next twenty years, similar to the way a mortgage is repaid.

RECOMMENDATIONS

Due to the age of the Pocantico Hills Central School District infrastructure and need for repair of a variety of systems, the Capital Construction Committee recommends that the Board of Education review the attached scope of work on. The committee also recommends that the District conduct public informational meetings on the scope of work to be performed, and to submit a single referendum to the community for approval.

**POCANTICO HILLS CENTRAL SCHOOL DISTRICT
PROPOSED CAPITAL PROJECT SCHEDULE**



| ID# | Task Description | Start | Finish | Days | 2007 | | | | | | 2008 | | |
|--------------------------------|---------------------------|----------|----------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| | | | | | Jun-07 | Jul-07 | Aug-07 | Sep-07 | Oct-07 | Nov-07 | Dec-07 | Jan-08 | Feb-08 |
| Pre-Referendum Planning | | | | | | | | | | | | | |
| 01 | Design Options | 07/17/07 | 09/29/07 | 28 | | | | | | | | | |
| 02 | Budget Analysis | 09/19/07 | 10/09/07 | 20 | | | | | | | | | |
| 03 | Financial Analysis | 09/19/07 | 10/22/07 | 33 | | | | | | | | | |
| 04 | Final Plan Review | 10/10/07 | 10/22/07 | 12 | | | | | | | | | |
| 05 | BOE Approval/Declare Lead | | 10/22/07 | 0 | | | | | | | | | |
| 06 | SEQR Review, Unlisted | 10/23/07 | 11/27/07 | 35 | | | | | | | | | |
| 07 | Final Plan Consolidation | 11/22/07 | 11/29/07 | 7 | | | | | | | | | |
| Referendum | | | | | | | | | | | | | |
| 08 | BOE SEQR Dec./Resolution | | 12/03/07 | 0 | | | | | | | | | |
| 09 | Communications | 12/04/07 | 01/22/08 | 49 | | | | | | | | | |
| 10 | Proposed Vote | | 01/23/08 | 1 | | | | | | | | | |

* Timeline based on Unlisted SEQR Action with no comments



| Description | Area |
|---|--|
| ALTERATIONS | |
| General Building Items | \$24,747 |
| In the 1953 wing, correct window support above cubbies. | 1953 Building |
| Add fire separation from storage areas to attic space. | Attic |
| Windows | \$178,797 |
| Restoration of glass panels in the corridor doors. | 1931 Building |
| Restoration of stain glass window panels on buildings exterior. | 1931 Building |
| Refinish entrance doors in the 1931 building. Add electronic lock release device and camera on main entry door for enhanced security. | 1931 Building |
| Replace 14 doors on the 1953 building. | 1953 Building |
| Replace the pool pump room doors. | Pool |
| Replace seals on shop room exterior doors. | Shop Area |
| Exterior Envelope | \$1,941,403 |
| The slate roof repair allowance. | 1931 Building |
| Gutters and downspout repair/replacements on 1931 building. | 1931 Building |
| Replace Roofing material over the 1953 and 1971 buildings. Appx 77,000 SF. | General |
| Accessibility | \$388,528 |
| Install an elevator in the 1953 wing, affecting room 216 or 217, and lowering into the lower lobby space. This will provide accessibility to the first and second floors of the 1953 addition. | 1953 Building |
| Add a stair lift to the 1971 building outside of the kitchen area. Integrate with shop area renovations. | 1971 Building |
| Program | \$3,352,601 |
| Remodel of the library area, support spaces and storage rooms. Integrate of technology, services, and meeting spaces. | Library |
| Integrated computer lab. | Library |
| Integrate a separate server room. | Library |
| Update window system. | Library |
| Remodel of the shop, dark room, and art storage areas to accommodate an integrated design and implementation studio. | Shop Area |
| Remodel Home Economics space to provide updated equipment and lab components, as well as gaining better utilization of the adjacent functions. | Home Economics |
| Replace the skylight units to reduce heat gain into the space. | Gymnasium |
| Replace the bleachers along the west wall with new electric operated units. | Gymnasium |
| Refinish the gymnasium floor. | Gymnasium |
| Replace lockers in Boys and Girls locker rooms. | Locker Rooms |
| Boys and Girls locker rooms; general repaint of entire room. | Locker Rooms |
| Add projection screen and associated computer equipment for large group instruction functions. | Auditorium |
| Add new stage lighting and control board. | Auditorium |
| Renovate front area of Nurses room for new accessible bathroom facilities and enhance ADA compliance. | Nurses Office |
| Add fill in space at guidance area | Guidance |
| Renovate space at guidance area | Guidance |
| Mechanical Items | \$3,287,640 |
| Replace current steam boilers with new hot water units and pumping system. Unit ventilators would need to be done in conjunction with this option. | 1931 Steam Boiler Room |
| Replace current steam boilers with new hot water units and pumping system. Unit ventilators would need to be done in conjunction with this option. | 1971 Hot Water Boiler Plant |
| Replace the H&V units serving the Music room, Media Center, Stage and Auditorium. | General |
| Replace unit ventilators in the 1931 building. | 1931 Building |
| Replace unit ventilators in the 1971 building. | 1971 Building |
| Replace outside air intake louvers in the 1931 building. OAI louvers should be installed in the 1971 addition. | General |
| Relief air should be installed in both buildings. | |
| Provide a new air handling system in the 1953 addition. | 1953 Building |
| Replace the air conditioning units in the administrative offices. | Administrative offices |
| Provide air conditioning with remote condensing units or heat pumps. Approximately: Media Center - 15 tons, Cafeteria - 15 tons, Auditorium - 12 tons, and the Music rooms - 7 1/2 tons. | Media Center, Cafeteria, Auditorium, Music |
| Provide air conditioning to the offices located on the second floor of the 1953 wing with a 7 1/2 ton split system air conditioning unit. | Offices |
| Provide a dedicated ductless split system A/C unit to serve the file server in the Media Center. This unit would be approximately 2 tons. | Server Room |
| Provide a DDC control system through out the building for energy management. The system could be designed to schedule HVAC equipment running hours and perform night set back control. | General |
| Electrical/Communications | \$539,485 |
| Replace outdated panel and distribution boards in the 1931 building, approximate number of panel boards that would need to be replaced are 7 - 200A, 208Y/120V, 3 phase, 4 wire, 422 pole panel boards. | General |
| Replace the emergency generator in boiler room #1. Estimated size of a replacement generator is 30KW. | Emergency Power |

Pocantico Hills Central
Pocantico Hills Central School District



10/14/07 04 0:00:00

| Description | Area | |
|---|---------|------------------|
| Install new emergency light units to bring the system up to code. Approximately 120 units would be needed to for a complete building replacement project. A minimum of approximately 70 units would be needed to cover areas not currently covered. | General | |
| Replace the current building Public Address systems installed in 1971 | General | |
| Fire Protection | | \$210,350 |
| Install a dry-type sprinkler system in the attic area. | Attic | |
| Lightning Protection at Roof | Attic | |
| Interior Plumbing Distribution Piping | | \$12,374 |
| Replace missing pipe insulation. (Allowance) | General | |
| Environmental Items | | \$247,470 |
| There is notation as to pipe insulation and pipe fittings containing asbestos material. Additional survey will need to be done to quantify the material better prior to any heating system replacements. (Allowance value) | General | |

SITework

| | | |
|---|------|--------------------|
| Site Items | | \$4,208,605 |
| Replace Pool Structure with updated one in same location, per Consultant | Pool | |
| Repair/reset stones and re-grout retaining wall structures. Assume approximately 1000 SF. | Pool | |

| | |
|--------------------|---------------------|
| CONSTRUCTION TOTAL | \$14,391,999 |
| INCIDENTAL COSTS | \$3,598,000 |
| PROJECT TOTAL | \$17,989,999 |

**Pocantico Hills Central School District
Capital Project Committee Planning Committee Meeting
August 30, 2007**

Present: Tom Elliott (Superintendent), Jay Scotto-Friedman (Asst. Superintendent), David Wilens (Board Trustee), Rachel Gumina (PTA President), Brian Cieslinski (Architect), Joe Tola, Gail Perogine (Construction Management).

Purpose of this evening's meeting: to review ranking of items and to identify what might be included in potential bond/what might be saleable.

- Spreadsheet of all items included on original list developed by the committee (prepared by the architect) was distributed.
- Items ranked 1 – 3 as this was consistent with how committee initially ranked the items: 1 being must do; 2 – should do; 3 – would be nice to do.
- Spreadsheet lists estimated construction costs only.
- A separate summary of total estimated costs includes incidental costs and 2 years escalation was prepared by architect but not distributed. Costs are approx. 25% higher than those that appear on spreadsheet.
 - Jay Scotto-Friedman asked that escalation costs be extended beyond 2 years.
 - David Wilens asked for clarification of escalation costs: 0% year 1; 3% year 2; 4% years 3 and 4; 5% year 5.

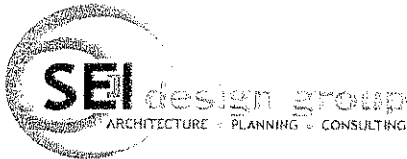
Overview of changes presented by architect:

- **Roof** study completed. Copy available for district. JSF requested copy in PDF format.
 - Report shows PVC roof is degraded, eroded due to ponding; cracked: needs to be replaced. Architect recommends replacing with modified bituminous roof (approx. cost \$1.7 million) or built-up roofing system (approx. cost \$1.8 million). Cost does not include money for asbestos abatement as survey has not been done. Should not be a major containment issue therefore cost would be minimal.
 - No difference in impact on installing either system. Can keep color of new roof same as current roof (white) with either system. Life of roof system varies: can get with 20, 25, or 30-year warranty (most likely 25-year warranty).
 - Option of replacing roof in stages (i.e. 1953 section, 1971 section) was discussed. Architect recommends replacing all roofs at the same time. Roof can be replaced over the summer.
 - TE asked if "green" roofs should be considered. BC stated that steel frame would need to be completely re-done to accommodate the load required for a "green" roof, which would increase the cost substantially.
- **Library**
 - Renovation does not include replacement of windows. Windows are included as part of the 1971 windows as a priority 3 ranking.
 - Decision was made to include windows as part of library renovation; priority 1.
 - Decision also made to include air-conditioning for library as part of priority 1 renovation (moving this item out of mechanical category). Cost of line item is \$300,000 which include AC for library, cafeteria, auditorium and music.
- **Accessibility:** will have to address in some fashion.
 - BC suggesting adding elevator at 1953 section, wheelchair lift at stairs by the kitchen that go up to MS. Lift at this location would make MS entirely accessible. Elevator and lift would provide handicap access to all classrooms and most building areas.
 - Administration area, instrumental and vocal music would not be accessible. However, consensus was that proposed changes would be a huge step forward in ADA compliance and accessibility.

- **Nurse's Room:** The recommendation was made to have the entire area brought up to ADA standards, as opposed to initial option of just renovating toilet room to ADA-standards. JT to confirm cost for ADA upgrades to entire Nurses's area.
 - Option of changing upgrading boys and girls toilet rooms across from library/auditorium from a priority 2 to a priority 1 was discussed. Consensus was that because renovations at Nurse's Room will address this issue; this could remain a priority 2.
 - Architect to allocate funds for reconfiguration of nurse's office, principal's office, and corridor office to maximize utilization of these areas.
- **Guidance:** A requested that architect look at option of adding-on to Guidance area. This issue has not been addressed in the proposed plan.
- **Shop area and Home Ec** to be priority 1 program items.
- **Gym skylights** changed to priority 1. Rationale is that if we are doing the roof/flashings, should do the all together. Also an energy issue (heat gain).
- **Gym floor** replacement changed to priority 1. Suggestion was that this be a capital project shared with PTA and the Foundation.
- **Auditorium:** BC left all items previously identified. JSF advised that a new sound system was installed and therefore should be removed from the list. Because rear door was a ventilation issue (that will be addressed by AC in auditorium), this item was changed to priority 3.
- **Mechanical systems:** All items priority 1. BC changed one item that was previously listed as a priority 2 ranking.
- **Environmental:** Line item for this (which would include asbestos abatement) was increased to \$200,000 (initially \$100,000). Encapsulating VAT floor tiles was discussed as an option, but BC does not recommend doing this: prefer abatement of VAT. Recommendation was made to increase this allowance to include monies for abatement of floor and ceiling tiles.
- **Electrical switchgear:** BC assigned a ranking to this item; committee did not do so previously.
- **PA and Clock System:** Ranked as priority 2. TE and JSF expressed opinion that this should be priority 1. BC concurred that district is on borrowed time with the PA system. Item changed to priority 1.
- **Attic:** installing a sprinkler system in this area is problematic as there is no water available in the attic area; could install a dray system. Installing a lightening protection system was discussed. Cost if installed on all buildings could be \$50,000 to \$100,000; less if only installed on main building.
- **Plumbing:** no priority 1 items/issues.
- **Pool:** Report completed; indicates gutter system leading, piping decayed/leaking; wading pool pipe has burst and is undergoing temporary repair; code issues. Replacement of pool included as a line item (cost includes diving boards).
 - BC to verify what type of SEQR action this might require as it could impact district's ability to hold a referendum in December 2007.

Cost of priority 1 items is currently \$16 million (this does not include modifications/additional associated costs decided upon at this meeting nor any financial values). Consensus was that although this would be a hard sell (since district budget is \$20 million), they need to move forward with this recommendation to the BOE.

Next meeting: Tues, Sept. 11, 2007 at 6:15 p.m. JSF to notify all committee members via e-mail. *



MEETING RECORD

DATE: August 6, 2007
PROJECT: Pocantico Hills Central School District
SEI PROJECT NO.: 06-2110

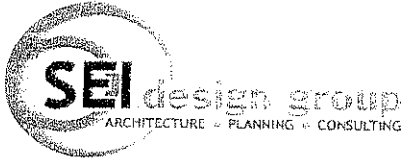
RE: Prioritization of the Scope of Work and Long Range Planning

ATTENDEES:

| | |
|-----------------------|--|
| David Wilens | Board Trustee |
| Dr. Thomas C. Elliott | Pocantico Hills Superintendent |
| Jay Scotto-Friedman | Pocantico Hills Assist. Superintendent |
| Stephen Davey | Community Member |
| John Conrad | Community Member |
| Udo A. Ammon | SEI Design |
| Brian Cieslinski | SEI Design |
| Gail Perogine | Savin/JMOA |

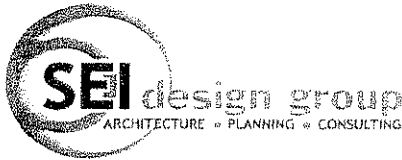
CC: Rachel Gumina, Patricia White, Nick Greto, Joe Tola (Absent)

1. Agenda discussion. The purpose for today's meeting is to continue discussions on, and develop priorities of the work that will benefit the school and community.
2. Review of the meeting minutes.
3. The committee would like to be in a position to make recommendations for the work that is critical to be done during the next two to three years. The original intent of the committee is to review the documents prepared by SEI, review the recommendations of the previous committee and provide a recommendation that would progress into a capital project.
4. Understanding that the committee's recommendation for this referendum may not include all of the work to be done, discussion occurred around Long Range planning.
 - a. SED requires a five year capital plan to be filed with the State.
 - b. It was also noted a ten year plan should be looked at, keeping in mind the programmatic issues would possibly change and the costs would escalate over time.



MEETING RECORD

5. The committee would like to have SEI prepare a cost opinion for items that did not have values associated with them prior. SEI is also to assess the scope of work that should be done during the next five years. JOMA/Savin to review and confirm SEI cost opinion.
 - a. Some of the work that should be updated includes the pool rehabilitation. SEI has sought proposals from pool experts, Counsilman - Hunsaker and Dvirka and Bartilucci Consulting Engineers. SEI will forward proposals to the school district for approval to proceed. The committee would like to see the pool as part of the capital project.
6. The previous committee prioritized the work as critical, must do and desirable. It is the intent of this committee to use these recommendations as a base line going forward.
7. The committee reviewed the proposed capital project schedule and noted the final plan has to be completed by the mid part of October if the referendum will be voted on in the early part of December.
8. The next meeting will be held August 30th, 2007 at 6:15 p.m. in the conference room adjacent to the main lobby.



7/26

MEETING RECORD

DATE: July 26, 2007
PROJECT: Pocantico Hills Central School District
SEI PROJECT NO.: 06-2110

RE: Prioritization of the Scope of Work and Long Range Planning
ATTENDEES:

| | |
|---|--|
| David Wilens | Board Trustee |
| Dr. Thomas C. Elliott | Pocantico Hills Superintendent |
| Jay Scotto-Friedman | Pocantico Hills Assist. Superintendent |
| Rachel Gumina | PTA President |
| Stephen Davey | Community Member |
| John Conrad | Community Member |
| Patricia White | Community Member |
| Udo Allain Ammon R.A. | SEI Design |
| Brian Cieslinski (Telephone Conference) | SEI Design |
| Joe Toia | Savin/JMOA |
| Gail Perogine | Savin/JMOA |

CC: Nick Greto(Absent)

1. Introductions and agenda discussion for the aforementioned project. The purpose for today's meeting is to begin discussions on and develop priorities of the work that will benefit the school and community.
2. Jay distributed to the group "The Impact of Borrowing Illustration" based on Amount Borrowed \$1,000,000.00 and \$10,000,000.00. Also attached is the Key to Moody's Bond Rating.
3. The borrowing presumes 85% bond ratio. The debt service over time is incremental and will vary slightly from year to year. As illustrated on the chart, for a \$10,000,000.00 project the incremental tax rate impact will increase approximately ten times that of a \$1,000,000.00 borrowing value.
4. One percentage point is worth \$150,000.00. Until the scope has been determined the borrowing would not occur for approximately two years.
5. The bond rating for the school district is AA3 which is very good and potentially has less borrowing costs associated with a good credit standing.



MEETING RECORD

6. The State Aid is based on an average of 5.5%
7. The discussion on how to present scope items to the community was briefly touched upon. The main question is, what will the community support? There seemed to be no consensus at this time what the community may provide support for.
8. The school district has had to deal with the recent certiorari claims.
9. It is important to remember that much of the proposed work for this referendum is to replace, repair or renovate the existing building systems that are near or at the end of their useful life. Programmatic improvements have not been discussed as of yet.
10. It might help to get the community support if they have a component of the project with some visual or noticeable appeal. The surrounding school districts have been upgrading and renovating their facilities, and it generally felt if the school district where to do any work it should enhance the appearance of the facility.
11. It has been noted several times, once the water treatment plant is operational, the school district will receive additional funding up to 70% tax generated revenue to what it has lost beforehand. The total budget that is being considered at this time is \$22,000,000.00.
12. The rate of the tax increase based on this project will be directly proportional to the scope of work.
13. Dr. Elliot indicated by simply sprucing up the corridors and other spaces with some new finishes will make a substantial difference in perception. Some of the work does not have to be costly in nature.
14. Furthermore the impacts of other expenses are to be included into the regular operating expenses.
15. The long range plan or "master plan" is being considered. SED does require a five year plan for funding purposes. In addition any programmatic planning should be discussed.
16. Some of the long range plans that could be considered are as follows:
 - a. Swimming pool improvements with amenities.



MEETING RECORD

- b. Tennis Court Rehabilitation
 - c. Improve vehicle access and circulation.
 - d. Traffic Study
 - e. Additional Parking for increased student, staff and faculty population.
 - f. Energy efficiency improvements to the facilities. Incorporating sustainable design features, not necessarily a LEED certified building.
 - g. Geothermal use for cooling and heating.
17. It has also been reiterated the school is a focal point of community activities. The school day camp and summer programs have been very successful, and the pool and tennis courts are open to all school district residents. There is no confirmed number of residents who take advantage of the school facilities.
18. The school property is landlocked and the ability to utilize the site for future additions and parking maybe limited.
19. The pool project does not receive state aid, as commented by Jay, since it is located outdoors. Outdoor projects generally don't receive state aid unless they are programmatic.
20. The financial threshold for this endeavor has to be established by ranking and priority. The report identified approximately \$18,000,000 of scope, but did not include values for everything. The committee members should review the information provided by Bernard P. Donegan.
21. Handicap accessibility is an issue that requires resolution. If the school is going to be making limited modifications to the spaces, it should designate one area of the building for an elevator that would serve most if not all of the requirements for a handicap student. That would be considered reasonable accommodations. If the entire facility were to be renovated, then all the components would be required to be accessible. Although any proposed work that may alter the historic building would have to be reviewed by the New York State Office of Historic Preservation.
22. The bond process is a two step process. Create the authority and sell serial bonds as the work is being done. The statute of limitations for bonds is possibly ten years.
23. The construction of a new school would far exceed the costs of renovating the existing school.
24. It was agreed that a long range plan would help to begin the overall understanding of need, tied together with financial capacity of the District.



MEETING RECORD

- 25. It was agreed that a long range plan would be required. This would help align financial capacity along with needs to generate an overall plan for referendums on a regular basis. Doing so would help with the overall understanding of building maintenance and provide a plan going forward.
- 26. The ranking of the scope work as indicated in the table below is based on the report, reviewed and the following was noted:

| <u>Scope of Work</u> | <u>Alternatives</u> | <u>Priority</u> |
|--|---|---|
| Page 1 | | |
| Acoustics | | Can wait |
| Fire Separation Hallway | | Critical |
| Cubbies repair and or renovation | | Critical |
| Page 2 | | |
| Leaded Glass Windows Repairs and Repair Historic Windows | | |
| Geothermal Wells | (Could be incorporated into a future energy project. Long range plan?) Internal Storm Window Inserts. | TBD |
| Page 3 | (Possibly part of the long range plan.) | TBD |
| Window Blinds | | |
| Exterior Doors 1953 Building | | Must Do |
| Page 4 | | Critical (To be part of the maintenance of the building.) |
| Master Keying (The accountability to have keys is not known. Discussion of electronic access | | |



MEETING RECORD

| | | |
|---|--|----------|
| throughout has been discussed with no formal decision at this time.) | | |
| SEI to briefly look at the doors again at Building 71 to see if they are deteriorated more since the last site visit. | | TBD |
| Repoint Brick and Repair Wood Trim | | TBD |
| Page 5 | | Critical |
| Slate Roof Assessment is going to be performed before the next meeting by a local contractor and provide findings to the CM. | | TBD |
| Gutters and downspouts | | Critical |
| EPDM and Modified Bituminous Sheet Roof (SEI is having core samples taken for evaluation.) Roofs are nearing the end of the expected life span. Possibly establish a program to replace the roofs in segments rather than all of it to balance cost impact of scope and balance out funding over the long term. | | TBD |



MEETING RECORD

27. For the next meeting it was asked that all the committee members review the report and continue with the exercise of prioritization and start thinking about long range goals.
28. The next meeting will be held August 6th, 2007 at 6:15 p.m. in the conference room adjacent to the main lobby.



7/17/07

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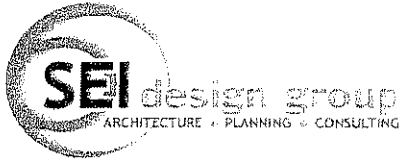
DATE: August 3, 2007
PROJECT: Potanico Hills School District
SEI PROJECT NO.: 06-1118

RE: Kick Off Meeting
ATTENDEES:

| | |
|-----------------------|--|
| David Wilens | Board Trustee |
| Jay Scotto-Friedman | Potanico Hills Assist. Superintendent |
| Stephen Davey | Community Member |
| John Conrad | Community Member |
| Udo Allain Ammon R.A. | SEI Design |
| Brian Cieslinski | SEI Design |
| Joe Tola | Savin/JMOA |

CC: Dr. Thomas C. Elliott, Rachel Gumina, Nick Greto and Patricia White (Absent)

1. Introductions and agenda discussion for the kick off meeting.
2. A binder with the following information was distributed to the attendees.
 - a. Agenda
 - b. Proposed Capital Project Schedule
 - c. Review and Analysis Report, Recommended Priority items. June 18, 2007
 - d. Review and Analysis Report March 26, 2007
 - e. Facilities Review Committee Report
3. The process for SED was reviewed along with the Proposed Capital Project Schedule.
4. No debt would be coming off soon. It is expected the current debt to be relieved in sixteen years. The School District receives 10% aid from the State of New York.
5. The general conditions of the facilities were reviewed and discussed.
6. The existing windows and replacement or repair would require SHPO review.
7. SEI is seeking Aquatic experts to provide professional services to examine the condition of the existing pool and make recommendations that would include



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items that need immediate attention, rehabilitation of pool system that are not critical and recommendations for improving the current facility.

8. ADA compliance and reasonable accommodations was discussed and will continue at the next meeting.
9. A long range plan should be reviewed. It is almost certain 18 million dollars worth of work cannot be done in one year.
10. The next meetings are on July 26th, 2007 at 6:15 p.m. and August 6th, 2007 at 6:15 p.m.

**Pocantico Hills Central School District
Capital Project Committee Planning Committee Meeting
September 11, 2007**

Present: Jay Scotto-Friedman (Asst. Superintendent), David Wilens (Board Trustee), Rachel Gumina (PTA President), John Conrad (Community Member), Mark (Community Member), Brian Cieslinski (Architect), Gail Perogine (Construction Management).

Architect distributed/reviewed tentative schedule for December 11, 2007 bond vote. Schedule is based on "unlisted" or Type II SEQR action. BC believes work qualifies as such because pool will disturb less than five acres and will be re-built in same location as existing pool; therefore there should not be any adverse environmental impact.

Schedule indicates adoption of SEQR determination must occur on or before October 22, 2007. JSF advised that district will file SEQR and declare lead agency status on September 12, 2007.

JSF also advised that he and Tom Elliott have met with financial advisor, Chuck Bastion of Bernard Donnegan Associates regarding financial impact of proposed bond. Financial advisor will make presentation to the Board of Education on October 9, 2007.

Architect distributed revised scope of all priority 1 items only, which total approximately \$17 million. Cost does not include escalation for additional year (only represents 2 years of escalation; feeling is projects will extend into 3 years). BC will revise costs to add escalation for year 3.

As decided at the August meeting, work at the Nurse's area and Guidance area were added to the scope. Cost for replacing the pool, as opposed to repairing the existing pool, has also been added to the scope.

BC will create final report of scope with less detailed descriptions for October 9th presentation and for posting on the district's website. Program items will be broken out, where possible (i.e. separate library and server room). BC will e-mail draft to all committee members for comments.

Committee will present recommendation for proposed bond and scope to the Board of Education and the public on October 9, 2007. Steve Davey, John Conrad, and Mark will facilitate the presentation. A walk through of the building will be arranged prior to this meeting so presenters are familiar with the locations and conditions as cited in the report.

Consensus was that committee would present scope as prepared with all priority 1 items. Committee will also recommend one proposition for infrastructure work and the pool.

Postcard will be sent to community residents inviting them to attend this meeting. GP to design postcard and e-mail to JSF ASAP.

Discussion regarding how to "sell" the proposed project to the community was a concern. Concern is not the \$17 million price tag, but what the increase in taxes will be. There was also concern about the high cost of what some might consider to be "cosmetic" items (the library and shop were cited as examples). It was emphasized that district will need to educate the community that these are program – not cosmetic.

Walkthrough of building will be scheduled for board of education members (and other interested parties) on September 27, 2007 at 6:00 p.m.

Walkthrough for committee members will take place on Thursday, October 4, 2007 at 5:30 p. m. This will be followed by a practice run by the individuals who will be presenting on October 9th.