



**Board of Education  
Pelham Public Schools  
Pelham, New York**

**BOND STEERING COMMITTEE**

Pelham HS–Library Seminar Room  
18 Franklin Place  
Pelham, NY 10803

Tuesday, August 28, 2018  
4:00 pm

**DRAFT MINUTES**

Committee Members in attendance (Y=Yes; N=No)							
Board of Education - Committee Members							
Jessica Young Committee Chair	Y	Sue Childs BOE President	Y	John Brice	Y		
Administration							
Cheryl Champ Superintendent	Y	James F. Hricay Asst Supt for Business	Y	John Condon Director of Facilities	Y	John Sebalos Director of Technology	Y
Jeannine Clark HS Principal	Y	Lynn Sabia MS Principal	Y	Trisha Fitzgerald Hutchinson ES Prin.	Y	Jeannine Carr Prospect Hill ES Prin.	Y
Steve Luciana Director of Athletics	Y	Alex Wolff Public Information Off	Y	Jackie Vigil District Treasurer	Y		
Community Members							
David Brown-via phone	Y	Bryan Diffley	Y	Richard Ellenbogen	N	Matt Maron	N
Peter Romano	N						
Other Attendees							
Russ Davidson KG&D Architects	Y	Kevin Sawyer Triton Construction	Y				

**4:07 pm: Call to order**

- The meeting was called to order and turned over to Russ Davidson.
- KG&D has prepared a preliminary Bond Project Master Schedule which categorizes the projects into four groupings and shows projected timelines for each grouping. **The schedule was developed predicated on expedited review by SED.** KG&D will distribute the schedule to the Committee.
- The four proposed groupings include:
  - New Hutchinson School site preparation
  - New Hutchinson School building
  - HS/MS alterations
  - Prospect Hill addition and alterations
- KG&D will seek Board of Education (BOE) approval at key stages of each project’s work timeline:
  - Approval of scope of design documents at completion of schematic design, design development and construction documents
  - Awarding of contractor bids
  - Approval of change orders
- Timely BOE action will be critical to maintaining the project timelines. KG&D will make every effort to bring needed information to the BOE in a timely manner before asking for required approvals so that the BOE has adequate time to consider the matter.
- In general, Bond Steering Committee (BSC) meetings will be scheduled a week in advance of BOE meetings so that the Committee can discuss matters appropriately and make educated recommendations to the full BOE.

- KG&D will seek BOE approval for the schematic designs for the New Hutchinson School and HS/MS renovations at the 9.25.18 BOE meeting.
  - Russ will be in attendance to present the schematic designs including 3D images.
  - Cost updates will follow within about a month. Triton will prepare updated cost estimates after approval of design at each phase (schematic, design and construction).
- The proposed timeline indicates that rock removal and commencement of the HS/MS renovations will begin in summer 2019. These projects will continue during the school year, with due consideration for student usage and safety.
- The HS/MS projects will involve 7 contractors: 4 primes, masonry, roofing, field work.
- The New Hutchinson School has the longest timeline, with opening projected for September 2021. The Old Hutchinson School will be demolished and field restoration will take place in Fall 2021.
  
- KG&D met with the New Hutchinson School community members on two recent occasions, and with a group of administrators regarding the HS/MS renovations earlier today.
  
- KG&D shared the latest site plan with the BSC and reviewed several updates:
  - The courtyard originally proposed has been changed to 2-story atrium that is fully code-compliant. The courtyard design resulted in a small, largely unusable space; whereas, the atrium provides additional, usable open space within the building. SED sometimes objects to atriums so this design, if chosen by the district, may require some discussion with SED; however, KG&D feels that it is a proposal fully worth pursuing.
  - The cafeteria wall has been flared to provide the auditorium with preferable shape.
  - Access from the “pocket park” to the playing field has been redesigned with one new stair and keeping the retaining wall along the street.
  - The overall height of the building has been raised about 16” which saves on underlying rock removal. The playing field and cafeteria are being maintained on the same level
  - Synthetic turf is being proposed for the playing field area to save on rock removal and result in a better end product.
  - The service entrance routing is being reconsidered, possibly alleviating the need to route through Second Avenue. This matter is pending updated geological surveys expected shortly.
  - The large gymnasium is still included in the current design. There has been a small addition to the footprint in this area which adds utility space and decrease rock removal.
  - A single toilet room with exterior access at the ground level has been included in the design.
  
- KG&D is ready to meet with the Town government in order to initiate conversations with local utility companies and the fire department about electric service, water/waste service and fire access.
  
- HS/MS Renovations were discussed.
  - The original proposal involved locating the orchestra room in the existing business office space. A proposal was made to locate the room in two existing art rooms in the MS annex area, adjacent to the current band room. This scope change could cost an additional \$400,000. KG&D seeks BOE direction on this matter as soon as possible.
  - The Science & Physics rooms on the top floor of the High School will undergo renovation.
  
- The concept of a Project Labor Agreement (PLA) was discussed.
  - A PLA involves exclusive use of unionized firms and eliminates the provisions of the Wicks Law requiring four prime contractors for public works.
  - In KG&D’s opinion, a PLA results in higher quality contractors bidding for the project and a higher level of attention from “A List” firms, as well as a single point of contact in construction matters.
  - The district was advised to consult legal counsel on this concept as soon as possible to determine if there are any fundamental objections to entering into a PLA.
  - If the district decided to pursue a PLA, a decision would be needed by mid-November to December in order to allow for the process to unfold in a timely manner.
  
- The issue of sustainability was discussed.
  - At the previous BSC meeting, the group discussed whether to pursue LEED certification or perhaps build to a LEED standard without seeking formal certification.
  - KG&D will provide further information to the BOE in order to evaluate this matter.
  - The BOE may be asked to declare their intention at the 9.25.18 BOE meeting.
  - No school districts in Westchester County have pursued a LEED certification.

**5:13 pm: Adjournment**

Respectfully submitted,  
Jackie Vigil