

## **FACILITIES COMMITTEE MEETING MINUTES**

Date: April 11, 2025

Location: Virtual

Time: 4:00 pm (Virtual)

Members: Meghan Brown, Mathew Nelson, Meghan Pelizza

Staff: Marie Digirolamo, Michael Brennan, Steven Marotta, Lucas Christensen

Guests: CSArch

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### **1. Proposed 2025 Referendum**

CSArch presented the proposed pre-referendum Timeline beginning with a committee kick-off meeting (present meeting). The timeline outlined the steps to be taken in the planning and preparation for project referendum vote proposal of February 2025. Timeline highlights include:

- Facility Facility Evaluations May 2024
- Programming Meetings w/ Stakeholders May-June 2024
- Scope and Concept Development June-August 2024
- Stakeholder follow-up as required September 2024
- Construction Manager added to team September 2024 (early)
- Budget and Financial Impact Development September – October 2024
- Committee Finalize Scope and Budget November 2024
- Recommendation to BOE November 2024 (BOE Mtg?)
- Facility Planning Committee Meetings May-November (monthly-dates?)
- Review – Scope, Program, Concept Design, Estimate, Tax Impact
- State Environmental Quality Review (SEQR) September-December 2024
- BOE Resolutions to hold a Referendum Vote December 2024
- Board approval for SEQR; Board approval to establish final scope, budget and vote date
- Develop Communications Package November-December 2024
- Public Information Period (min. 45 days) December – February 2025
- PROJECT REFERENDUM VOTE February 2025

Mathew noted the benefits of bringing a construction manager such as Turner on board early in the planning process to help with the development of the budget. CSArch noted that the committee would need to discuss the potential environmental impact with a SEQR (State Environmental Quality Review). The committee also briefly discussed stakeholders and what stakeholder meetings may look like as it relates to the timeline presented. Furthermore; the committee discussed collaboration between Mackenzie Rigg our Communications Specialist and CSArch in developing promotional materials that would be distributed to the public to include print and digital graphics to be both mailed and distributed through school social media accounts and webpages.

### **2. Post Referendum Timeline**

As part of the post referendum the committee discussed the following:

- Final Programming / Schematic Design March-April 2025
- Design Development + Detailed Estimate May – July 2025
- Construction Documents August – October 2025
- NYS Education Dept. Submission & Review (est.) November 2025 – April 2026\*\*
- Bid (Phase 1 -limited scope due to timing) April - May 2026\*\*\*
- Award Phase 1 Contracts for Construction May – June 2026
- Construction Phase 1 July - December 2026 (est.)
- Bid (Phase 2 – remaining scope) September - October 2026
- Award Phase 2 Contracts for Construction October – November 2026
- Construction Phase 2 December 2026 – December 2027
- Closeout Phase January 2028- March 2028

### 3. 2025 Pre-Referendum Preliminary Scope List

CSArch presented a pre-referendum preliminary scope list to help in the planning of our next project. This list included items identified in the BCS, items left over from the last capital project planning, and items from the Capital Project 2.0 planning. CSArch did an amazing job at creating a scope list that identified priority of items needing the greatest attention based on the sources of need. For example, some of the items listed as priority include replacing windows in the 100 wing courtyard side of the high-school. This is an item that was identified in the BCS, tabled from the 2018 project, and identified as a district as needing to be replaced.

### 4. Next Steps

The committee will be looking to schedule monthly meetings to continue to discuss items on the timeline. The Board will also be looking to make contact with Turner construction to secure a construction manager.

Next Meeting will be in May.