

September 9, 2019  
Onondaga CSD  
King + King Project #19-44-6686  
Meeting Minutes - #04

<b>Attending:</b>	<b>Affiliation:</b>
Rob Price	OCS
Jennifer Woody	OCS
Michael Aiken	OCS
Maggie Mahoney	BOE
<del>Michael Kobasa</del>	BOE
Robin Larkin	OCS
Lisa White	DO/Community Member
Joe Campbell	Community Member
<del>Warren Smith</del>	OCS
<del>Trina DeCilles</del>	OCS
<del>Jason Czarny</del>	OCS
Rob Cormier	OCS/Community Member
Patty Cormier	OCS/Community Member
David Koslowsky	OCS/Community Member
Michael DiPerna	C&S
J.D. Pabis	C&S
<del>Bernie Martin</del>	Appel Osborne
Liz Fisher	F S Engineering
Frank Reid	F S Engineering
Frank Walczak	K+K
Jason Benedict	K+K

**Long Range Planning Process:**

**I. Purpose:**

To continue the District’s Long Range Planning (LRP) process and discuss potential scope of work items regarding the next Capital Improvement Project (CIP).

**II. Overview of Long Range Plan:**

**A. Updates:**

1. Since the last committee meeting on 8/21/19, the Architect/Engineering (A/E) team met with the District and Day Automation to review locations of existing security cameras and proposed new camera locations. Plans for camera additions via the yearly \$35k incentive program were also discussed and considered when revising the LRP/CIP scope. Overall result was a decreased security camera scope/estimate for the LRP/CIP.

Also discussed at the Day Automation meeting were Door Access/Security Upgrades. It was agreed that the LRP/CIP scope would focus primarily on adding door contacts at each exterior door to enhance door status monitoring and improve security.

2. Since the last meeting the A/E team addressed comments from the committee and applied the A/B/C rating to the reviewed scope items at the JR/SR High School and Wheeler ES buildings. Associated cost for items not receiving an ‘A’ rating were removed from the project estimate total, these values were moved to the scope description for tracking purposes. *(Note: These cost estimates are preliminary and based on conceptual design ideas. Further estimating will be required once a more specific scope of work is identified.)*

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**B. Review of LRP:**

1. The committee continued the task of reviewing and prioritizing the proposed scope of work (A = High; B = Medium; C = Low; D = District Self Perform). See attached LRP with edits & prioritization.
  - i. **MS/HS:** (reviewed 8/21/19)
  - ii. **Wheeler:** (reviewed 8/21/19)
  - iii. **Rockwell:** Reviewed 9/9/19.
  - iv. **Industrial Arts:** Reviewed 9/9/19.
  - v. **Transportation:** Discussed 9/9/19. Agreed scope would be limited to Emergency/Exit Lighting upgrades.
  - vi. **District Office:** Discussed 9/9/19. Agreed scope would be limited to Emergency/Exit Lighting upgrades.
  - vii. **IT Building:** Discussed 9/9/19. Agreed scope would be limited to Emergency/Exit Lighting upgrades.

**III. Other Items of Discussion:**

- A. K+K presented two options for Proposed Post-Vote Timeline which could have significant impact on overall project cost:
  1. Option #1: Vote – Feb 2020 / Closeout – Dec 2022 (less costly)
  2. Option #2: Vote – Dec 2020 / Closeout – Dec 2023 (more costly)
  3. Rob Price expressed the need for firmer estimates and presentation materials prior to vote regardless of timeline. Earlier timeline will require info ASAP.
- B. K+K also presented a DRAFT Pre-Referendum Schedule w/ Tasks document outlining the next steps towards a February 2020 vote.
- C. Scope Items/Extent of Work:
  1. Trimming scope items to 'bare bones' to make budget and allow for inclusion in the project is not the only approach. District may want to consider all aspects of needed renovations to a particular space, as these same areas may not get revisited for some time.
  2. District should consider 'future' CIP to complete work that may not fit within the budget of the currently planned CIP. What gets cut this time, moves to the top of the list next time. The 10-year approach, instead of the 5-year approach.
- D. Classroom Toilet Rooms:
  1. SED's position has varied. They occasionally have allowed renovations without ADA upgrades, and other times require ADA upgrades if the space is touched.
  2. Committee had thoughts that if we are renovating classrooms, and toilet room fixtures/finishes are original & requiring replacement, the work should be done even if ADA upgrades are required. Thoughts on possibly sharing ADA toilet rooms between classrooms to save space was discussed. Costs for these renovations should be allowed for in the estimates.
  3. Jason will reach out to SED to get further direction on this matter.

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E. Track & Tennis Courts:

1. These items were originally discussed as part of the LRP scope but inadvertently left off the current working documents. K+K will review with Appel Osborne and include on the scope/estimate update with associated cost.

**IV. Action Items:**

- A. **K+K:** Will update the Long Range Plan and associated estimates based on comments stated at the meeting.
- B. **K+K:** Will contact SED regarding classroom/toilet room ADA requirements.
- C. **District:** Will review with the BOE the option of an early 2020 (Feb) Referendum Vote in lieu of late 2020 (Nov-Dec), with the purpose of reducing escalation and overall project cost.

**V. Next Meeting:**

- A. **September 30, 2019 (6:00pm) – High School Library.**

These notes are being taken on the Owner's behalf and written additions or corrections are invited. If no comments are received within 5 days after receipt of these notes, they will be considered correct. Meeting minutes are distributed electronically via email.

King + King Architects LLP

Frank Walczak  
Project Manager