

**District Office Advisory Committee
October 4, 2018
SIS Library**

Members present:

Nicholas Dyno, Tara Godfrey, Larrilee Jemiola, Mark Hannan, John Healey, Anastasia Karloutsos, Jean Mingot, Alan Pearson, Steve Phillips, Stuart Sklar, SunHe Dudley, Marcus DaSilva, Jennifer Bockhaus, Jim McKenna, James Weydig (BBS), Kevin Walsh (BBS)

Opening/Introductions:

-Meeting began [at 6:02PM](#)

-As a courtesy to the presenters, everyone introduced themselves.

-In consideration of BBS's time, we moved right into the architect's presentation by Kevin Walsh and Jim Weydig.

Architects Report on Onsite Options:

Kevin Walsh presented the five options that were previously presented during other meetings of the school board. Estimate of building expenses is \$600 per square foot. Marcus mentioned that the architectural reports, engineering work and NYSED approval, bidding process can take approximately 18 months and then construction lasts an additional 18 months.

On Site Option 1:

This DO would adjoin to the south side of the SIS. There would be an obvious cost saving as it would connect to the existing structure and the elevator could be incorporated. However varsity softball field would likely have to be reconfigured.

On Site Option 2:

This would be a DO located on the northern side of the SIS, between the parking lot and main entrance. The addition would be on the sloped hill and would have no basement.

On Site Option 3:

This free standing DO could be located on the north eastern corner of the school district property closest to the firehouse and Narrow Lane.

On Site Option 4:

This freestanding DO could be located on the north side of the property just beyond the current Grounds' equipment garage.

On Site Option 5:

This freestanding DO would be located in the same spot where the current district office is located, with the option to connect to the SIS (near weight room).

The architects stated there is no viable space to build a DO on top of or at the HS.

The architects addressed several questions by the committee members.

Committee norms and decisions:

Communication and reaching decisions was discussed. All present agreed to limit group communications to the larger committee meetings so that conversations could take place face to face as opposed to e-mails going back and forth. All those present discussed the committee decisions should be made by consensus (“I can live with the group’s decision”) as opposed to a simple majority decision.

Onsite Options Discussion and Vote:

The committee then moved into discussion of the pros and cons of each option. Committee narrowed their choices to Option 5 (current site of DO) and Option 1 (south side of SIS). It was agreed by a consensus vote of all those present that Option 5 would be recommended to the Board of Education.

Previous Meeting Notes:

All present reviewed the previous meeting notes and it was agreed that meeting notes are not posted on the website until approved by the committee and that the following changes would be made:

1. To protect the confidentiality of the owners and tenants in the property visited, it was decided that properties would be listed as sequential numbers and not addresses.
2. The dollar amounts listed for a three-year lease and five-year lease are transposed and should be switched.

Action items:

In a previous meeting, a request was made for a list of recent expenses for the DO. Shared info from a Freedom of Information request that was prepared in May of 2018: Security cameras, alarm system, septic/cesspool, electric service repairs, exterminator, custodial and security personnel. Total for 2018: \$76,500.

Leasing Subcommittee report: During the past week, several other properties were visited by the subcommittee members.

Lease Option Property 3: A very attractive and historic building, not practicable for a DO and significant parking concerns.

Lease Option Property 4: Also a very attractive building and would need significant work to make a DO. No basement.

Lease Option Property 5: A good possible sight. Price is higher than earlier options and build out will likely be more expensive.

Lease Option Property 6: Only the basement level is available. Not ADA compliant and ventilation is a concern.

Update on Lease Option Property 2:

Some of the subcommittee members visited this location again and were able to provide revised terms by the owner: This would include student–pupil services would now be located on the first

floor, storage would be provided at no cost in the basement level and an updated negotiated price:

5 year lease: \$216,669 or \$18,055/ month. (no build-out costs)

3 year lease: \$235,914 or \$19,659/ month (additional build-out costs)

Temporary On Site Leasing Option for DO:

Jen Bockhaus presented information on temporary leasing options that could be placed on district property that could house the DO staff in the event the DO was closed and while a new DO was being constructed or researched. Jen reported that this was significantly less expensive than other options presented. These structures are similar to those used during the recent US Open. The information contained a floor plan and breakdown of expenses. Questions were raised about design, any additional expenses for sewage, water, fire suppression, storage and terms. Jen indicated that this info was preliminary and it was agreed that Jen would gather additional information and report back to the committee.

The next meeting will be Thursday, October 11th, same time and location. Marcus will assist in arranging an earlier meeting with SCC and the subcommittee. After this meeting, the subcommittee will be able to report back on modular construction.

The meeting concluded at approximately 8:30pm.

Revised 10-15-18