

## Capital Project Committee Meeting Minutes

Monday, May 7, 2018

**Members present:** David Barber, Michelle Barber, Kelly Beitz, Doug Ewert, Norbert Fuest, Brian Fugle, Candy George, Donna Kozlowski, John Libroch, Ralph Marvin, Meaghan Matuszak, Eric Romesser, Jodi Rudgers, Becky Sphar, Melanie Toland, **Also in attendance:** Paul Hedin (CPL), Kory Hunsinger (CPL), Karen Moon (BDP), Steve Dechert (BCC), Joe Manarino (BCC), Mark Wendling (BCC)

- Mr. Barber started the meeting at 6:00 pm.
- The meeting began with Mr. Barber introducing the team from Buffalo Construction Consultants (BCC). In March, a Request for Proposal was sent out for response on the project and four firms submitted proposals. The interview committee met with three of the companies. Mr. Barber and Mrs. Matuszak held a second interview with the top two companies. The committee recommended the Board of Education to enter into a contract for construction management services with Buffalo Construction Consultants for the Capital Project.
  - Steve Dechert, Joe Manarino, and Mark Wendling from BCC introduced themselves and spoke about their work on many local school projects. They also expressed their desire to work towards a successful Capital Project here with our district by providing support and cost estimating as well as communicating the project to the tax payers pre-referendum. During pre-construction they will do scheduling and work with the district and architect to manage logistics including scheduling and safety. Once in the construction phase, they will manage all the work start to finish ensuring the safety and budget needs are met.
- The next topic discussed was the proposed budgets and finalized scope.
  - The committee reviewed every line item on the budget and determined what would stay in the scope of work or be considered for a future project. The committee agreed to stay under a \$20 million project and ensure that aid is maximized and has no local tax impact.
    - At the Jr/Sr High School, the committee agreed to remove item 1.4a for all classrooms to be air conditioned. They also agreed to modify item 1.33 which, originally included air conditioning all three gyms and will now just include the High School Gym
    - At the Elementary School, the committee did not make any changes to the scope presented.

- The non-aidable items include the Maintenance storage building and renovations to the concession stand, lavatories, team rooms, & athletic storage.
- Mr. Barber shared with the committee that an alternate location for Maintenance storage has been presented to the district. Mr. Barber, Mrs. Matuszak, and Mr. Thompson met with the owner of the building that was previously the Laidlaw Bus Company. They toured the facility and discussed the option of leasing the space for storage. The size is sufficient and the cost is reasonable. The committee discussed and agreed to move forward with this option and remove item 1.32 for the non-aidable Maintenance storage building.
- In an effort to meet the budget for the project, the committee discussed the site development items and agreed to remove the additional parking lot by the Middle School and the MS/HS lot modifications and consider for a future capital project.
- In the last meeting the committee was provided with the timeline schedules for three different vote dates: October 2018, November 2018, or December 2018. The committee agreed to set an October date and the proposed date is now October 23, 2018. In order to meet our deadline and keep this date, we need to have the scope completed by May 21, 2018 to submit to the Board of Education for approval in June.
- The committee discussed ideas on ways to best communicate the project to the community. Some ideas were to utilize the Stream Team and go live with information via Facebook, continued posts online, and presenting the project at highly attended school events. The committee agrees that the message needs to be clearly explained and shared openly.
- The committee's next steps are to review the Tax Rate Impact Report based on the finalized scope and costs and to make a recommendation to the Board of Education.
- Next (and final) meeting is May 21, 2018 in the HS Library.
- Meeting concluded