



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

**BOND STEERING COMMITTEE**

Pelham HS–Library  
18 Franklin Place  
Pelham, NY 10803

Tuesday, December 4, 2018  
3:15 pm

**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 (left 5pm) Asst Supt for Business	Y	John Condon Director of Facilities	Y	John Sebalos Director of Technology	N
Jeannine Clark HS Principal	N	Lynn Sabia (attended for short period) MS Principal	Y	Trisha Fitzgerald Hutchinson ES Prin.	N	Jeannine Carr Prospect Hill ES Prin.	N
Steve Luciana (attended for short period) 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	Justin Preftakes-via phone	Y	Matt Maron	N
Peter Romano	Y	Lisa Gomez-via phone	Y	Madeline Smith	N	James Smithmeyer	Y
Other Attendees							
Russ Davidson KG&D Architects	Y	Susan Davidson KG&D Architects	N	Sarah Dirsra KG&D Architects	N	Kevin Sawyer Triton Construction	Y
Walter Houser KG&D Architects	Y	Teresa May KG&D Architects	N	Stephanie Burns Keane & Beane (attended for discussion of PLA)	Y		

**3:15 Pm: Call to order**

- Jessica Young called the meeting to order.
- The Committee approved the 11.16.18 meeting minutes, with minor amendment.
- Project Labor Agreement (PLA) Discussion
  - Stephanie Burns, an attorney with Keane & Beane, the District's legal counsel, led a discussion regarding PLAs, including background on the history of PLAs and Labor Law Section 222, which governs PLAs.
  - Ms. Burns pointed out that a school BOE must make certain determinations before authorizing the use of a PLA and that the PLA must be part of the bid specifications.
  - While a PLA removes the Wicks Law requirement for separate trade contracts, prevailing wage must still be paid and payment performance bonds are still required. A PLA must still serve the purpose of competitive bidding including avoiding favoritism, corruption and fraud, and obtaining the best work at the lowest cost.
  - A detailed cost-benefit analysis is required to demonstrate the advantage of entering into a PLA. The BOE cannot take this action on its own.
    - Arace & Company Consulting LLC has provided a quote to perform a PLA feasibility study at a cost of \$22,500.

- The study would take approximately 8 weeks. To avoid potential delay to the projects, the Committee agreed that a consultant should be hired promptly to perform a feasibility study to better inform the BOE's decision in this matter.
  - The District will obtain additional quotes in order to determine that the proposed cost and services are reasonable.
- Project Schedule Discussion
    - The KG&D project schedule dated 11.27.18 was discussed.
    - The new Hutchinson School design development (DD) phase has been lengthened to early January 2019; however, there was an offsetting reduction in the anticipated SED review time. Thus, no impact on the start of construction is currently anticipated.
      - KG&D feels the SED review time is adequate, especially given the District's likely choice to elect third party review (TPR) at SED.
      - Recent experience with TPR has resulted in review times of about 120 days.
      - In its submittal to SED, KG&D will "pre-argue" any anticipated code issues, such as may be raised with the current atrium design.
    - The Middle School/High School project timeline has been slightly adjusted.
    - The DD for Prospect Hill, originally slated for mid-December, should be ready in a few days.
    - The timeline for site work at Hutchinson School has been lengthened into early January as various options are explored to reduce rock removal.
    - In response to questions on the DD for new Hutchinson School, KG&D will provide further detail of the current DD plans to the Committee chair.
    - Building management systems will be reviewed with the Facilities staff to ensure that they are operationally practical and responsive to sustainability issues.
    - KG&D has been in contact with SED regarding the Hutchinson site preparation package. Currently, SED does not anticipate any issues that could interfere with the currently proposed timeline.
  - Schematic Design (SD) Cost Estimate
    - Kevin Sawyer presented a Master Budget Summary as of 11.29.18 for the SD phase of the work.
    - Variances in cost estimates were discussed, with the largest variances currently noted in the rock removal and old Hutchinson School demolition.
    - The Committee discussed how design contingencies and escalation are reflected in the Summary.
      - Some format changes were requested including additional detail on contingency and reflecting the Hutchinson School site work as a separate line item.
    - KG&D and Triton stressed that the SD cost estimates are quite preliminary and that the more critical estimates are those done at the end of the DD phase.
      - At that time, if cost overruns are anticipated, KG&D and Triton will work with the District to bring the overall project cost estimates in line with the budget through scope reduction or bidding strategies (line item bids).
      - The Committee emphasized its desire to meet its fiduciary responsibility by not committing to any final design decisions until the full financial picture is more fully understood.
      - KG&D will begin developing a list of recommendations for reducing costs.
      - The currently proposed staging of the projects per the Master Schedule will be reconsidered in light of the budgetary concerns.
    - Once DD plans are complete, Triton will produce another cost estimate within 3 weeks.

**5:15 pm: Adjournment**

Respectfully submitted,  
Jackie Vigil

Attachments:

- Agenda
- Proposal for Project Labor Agreement Feasibility Study from Arace & Company Consulting LLC
- 2018 Bond Project Master Schedule, 11.27.18, KG&D
- Master Budget Summary, 11.29.18, Triton