



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

**BOND STEERING COMMITTEE**

Pelham HS–Library  
18 Franklin Place  
Pelham, NY 10803

Wednesday, May 1, 2019  
5:00 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 Asst Supt for Business	Y	John Condon Director of Facilities	Y	John Sebalos Director of Technology	Y
Jeannine Clark HS Principal	Y	Lynn Sabia MS Principal	Y	Trisha Fitzgerald Hutchinson ES Prin.	N	Jeannine Carr Prospect Hill ES Prin.	N
Steve Luciana Director of Athletics	N	Alex Wolff Public Information Off	Y	Jackie Vigil District Treasurer	Y		
Community Members							
David Brown	Y	Bryan Diffley	N	Justin Preftakes	N	Matt Maron	N
Peter Romano	Y	Lisa Gomez	Y	Madeline Smith	Y	James Smithmeyer	Y
Other Attendees							
Russ Davidson (left 6:01pm) KG&D Architects	Y	Walter Houser KG&D Architects	N	Susan Davidson KG&D Architects	N	Teresa May KG&D Architects	N
Sarah Dirsas KG&D Architects	N	Kevin Sawyer Triton Construction	Y	Chris Pearson Triton Construction	N		

**5:10 pm: Call to order**

- John Brice called the meeting to order.
- The minutes from the 3.20.19 BSC meeting were approved without amendment.
- Hutchinson School Project
  - Kevin Sawyer opened the meeting with a discussion of the results from the Hutchinson site preparation bid.
    - Nine (9) bidders submitted proposals with Tony Casale, Inc. submitting the lowest bid at \$2,242,000.
    - The Committee was given a Site Prep Estimate and Review document prepared by KG&D which showed the bid results.
    - Subsequent to the bid opening on 4.23.19, representatives from Triton and the District met with the three lowest bidders for a scope review meeting to ensure that the vendors clearly understood the bid specifications, including the timeline, and had correctly included all specification provisions in the calculation of their bid amounts.
    - Earlier today (5.1.19), representatives from Triton and KG&D met with representatives from Tony Casale, Inc. for a second scope review meeting to ensure that no errors or misunderstandings were made in preparing the bid response.

- Kevin Sawyer noted that the vendor had provided a detailed work plan that they reviewed in detail together. Further, Kevin satisfactorily checked references and reviewed the vendor's financial statements, among other vetting measures.
  - Based on these meetings and follow up work, both Triton and KG&D are comfortable recommending award of the bid to John Casale, Inc.
    - A resolution will be included on the 5.7.19 BOE meeting agenda for the Board's consideration. Kevin Sawyer will be present to discuss the bid results and vetting process.
- The Committee briefly discussed traffic flow and logistics issues related to the construction at the Hutchinson School site.
- The District's masonry consultant continues to monitor the existing Hutchinson School building.
- The District's monitoring vendor continues to perform neighborhood outreach
  - Approximately 50% of the community members with homes in the monitoring zone have responded to the vendor's survey. Additional outreach efforts are ongoing through June 1, with monitoring measures planned throughout duration of the project.
  - The latest update report from the vendor will be sent to the Committee.
- Value Engineering Summary
  - The Committee reviewed the Value Engineering Summary prepared by Jim Hricay based on data from Triton and KD&D.
  - All parties seemed comfortable with the current value-engineering plan and related bidding strategies.
  - After some discussion, the Committee agreed that KG&D should complete their design development work on Prospect Hill School.
    - The strategy would be to finish the full design, submit the plans to SED, and, once approved, bid the second floor addition and some of the toilet rooms as alternates.
- High School/Middle School Restoration
  - The HS/MS third party review process was completed and submitted to SED for a quality review.
    - SED asked for several clarifications that will require several days in order for KG&D to investigate and respond.
    - One item of note on the Glover Field project: SED is requesting a flood plain letter from the Village of Pelham Manor in addition to the one provided by the District's consultant.
    - KG&D expects final SED approval within about a week. Subsequently, bid packages will be issued.
    - Several bidding strategies related to the turf field were discussed.
- New Business
  - The designated project manager from Triton recently retired.
    - A suitable replacement within the firm is being considered. Members of the Committee who were involved in the initial recommendation to appoint Triton as construction manager will meet with the proposed candidates to make a replacement recommendation to the full Committee.
  - The Committee briefly discussed the timing and strategy for issuing the upcoming bond anticipation note.

**6:17 pm: Adjournment**

Respectfully submitted,  
Jackie Vigil

Att: Memo from J. Hricay, Capital Project Value Engineering Summary, 4.4.19  
Site Prep Estimate and Bid Review, KG&D, 4.24.19