



**Capital Project Committee Meeting Minutes**  
**Wednesday, April 15, 2015 – 6:00 p.m.**  
**HS Library**

➤ **Attendees**

Michael Bennett (Student)  
Jessica Byers (Bus Driver)  
Brian Culver (Community Member)  
Marilyn Henry (Community Member)  
Dave Johnson (HCSD)  
Mike James (Architect)  
Kevin Killmeier (Community Member)  
Steve Knapp (Community Member)

Tammarra Kutz (HCSD Project Management)  
Joe McLaughlin (HCSD)  
Mary Niles (Bus Driver)  
Josh Quick (HCSD)  
Fred Riordan (HCSD Project Management)  
Bernie Scott (Bus Driver)  
Dave Warpus (Community Member)  
Kathy Wood (HCSD)

➤ **Agenda (6:00 – 8:00 p.m.)**

- ✓ Welcome!
- ✓ Introductions – Roundtable
- ✓ Key Contacts – For our group
- ✓ Meeting Schedule:
  - ✓ April 15<sup>th</sup> at 6:00 p.m.
  - ✓ May 13<sup>th</sup> at 6:00 p.m.
  - ✓ June 17<sup>th</sup> at 12:00 p.m.
  - ✓ July 15<sup>th</sup> at 6:00 p.m.
  - ✓ August 5<sup>th</sup> at 12:00 p.m.
  - ✓ September 21<sup>st</sup> – Time?
- ✓ Purpose of Our Team
  - ✓ Overall Mission
  - ✓ Communication } Discuss
- ✓ Feb. 23<sup>rd</sup> Public Meeting & March 9<sup>th</sup> B.O.E. Meeting
  - ✓ Review forty (40) or so questions from Feb. 23<sup>rd</sup> meeting (attached)
  - ✓ Review ten (10) additional questions from March 9<sup>th</sup> meeting (attached)
  - ✓ Team:
    - Did we receive all the input?
    - Other/additional questions
- ✓ Discuss/Prioritize the Input
  - Brainstorm primary issues (attached)
- ✓ Discuss Action Plan to Address Priority Items
  - ✓ May 13<sup>th</sup> meeting – Discuss in detail proposed main campus site plan
  - ✓ June 17<sup>th</sup> meeting – Discuss in detail new bus garage and related site plan
  - ✓ July 15<sup>th</sup> meeting – Discuss capital improvements within our Elementary & Jr/Sr High buildings
  - ✓ August 5<sup>th</sup> meeting:
    - Summarize/draft our improved/updated plans
    - Develop agenda for public hearing and newsletter roll-out
  - ✓ September 21<sup>st</sup> – Public information meeting
- ✓ Next Steps
- ✓ Our Next Meeting – May 13<sup>th</sup> at 6:00 p.m. See you then!

- Primary Issues/Committee Input:
  - ✓ Housing buses outside: Mary Niles
    - Buses are currently inside. Don't want to move them outside. It is a backward move. Doing away with something good.
  - ✓ Traffic Congestion: Brian Culver
    - Overall project net gain of 24 parking spaces. Parking and buses do not mix well. 24 spots will not relieve those issues.
  - ✓ Traffic Congestion, Student Safety: Josh Quick
    - OES traffic congestion, student safety, drop off.
  - ✓ Communication Improvements: Josh Quick
    - Use social media. Allow people the opportunity to have feedback.
  - ✓ Off-Site Transportation Facility: Steve Knapp
    - How many more people need to be hired for maintenance, snow removal? What equipment would need to be purchased? Who is going to clean snow off the buses? Security of the facility is a concern being that it is 2 miles off campus.
  - ✓ Communication Improvements: Marilyn Henry
    - Communication needs to increase. One-to-one communication.
  - ✓ Safety Concerns: Marilyn Henry
  - ✓ Tax Impact: Marilyn Henry
    - Tired of hearing about \$1/thousand tax base. Taxes have exponentially increased. Significant to the fixed income community. Want to make sure that what is paid for is actually implemented.
  - ✓ Traffic Congestion, Student Safety: Fred Riordan
    - 42 Main St property will help with getting the drop off closer to the building.
  - ✓ Student Safety, Long-Term Investment: Mike James
    - ✓ Mike – Student safety while spending the taxpayer dollars wisely.
  - ✓ Additional Items that are not Related to Site Work: Mike James
    - There are also items beyond the site work that are important.
  - ✓ Housing buses outside: Kevin Killmeier
    - Having the buses only partially covered may increase the corrosion issue.
  - ✓ Traffic Congestion, Student Safety: Kevin Killmeier
    - Student drop off and bus loading should be separated. Maybe we lose the tennis courts...
  - ✓ Off-Site Transportation Facility: Kevin Killmeier
    - Will pulling the bus garage offsite conquer the other issues?
  - ✓ Long-Term Investment: Kevin Killmeier
    - Want to make sure what we do today makes sense 20 years from now. Don't want to have to loose the spaces gained with an addition if enrolment goes up. Continued forward growth.
  - ✓ Long-Term Investment: Dave Warpus
    - The District is seeing declining enrollment. Fiscal responsibility.
  - ✓ Off-Site Transportation Facility: Dave Warpus
    - Put bus garage where the tennis courts are. Doesn't want SED to tell us that the bus garage has to be off site. Can't believe NYS won't let the buses be covered. Thinks that there must be a way around this rule. Perhaps a special exception.
  - ✓ Current Bus Garage Condition: Dave Johnson
    - Fire Inspector asks every year when the bus garage will be gone... cracks in block, foundation, no fire alarm, etc. It is out of compliance.

- ✓ Current Bus Garage Security: Jessica Byers
  - Bernie Scott went to different schools to find out what type of facilities they have. Bus break-ins and vandalism are a major concern. Would like buses fenced in. Other schools have badge readers for gates.
- ✓ Traffic Congestion, Student Safety: Mary Niles
  - Parents don't think they have to stop when the bus lights are on. Separating traffic flow would help this.
- ✓ Current Bus Garage Condition: Michael Bennett
  - A new bus garage is needed. Will take money and time. It is in poor shape. Creating a safety hazard. We spent considerable capital on athletic stadium. We should be able to spend money on a new bus garage. Michael provided stats on close calls between buses and other traffic. 123 in the last 5 years?
- ✓ Off-Site Transportation Facility: Michael Bennett
  - The cost of fixing the garage is not well spent. There isn't enough land on the main campus. Insurance to build in the flood plain would out way the cost of purchasing the new land.
- ✓ Communication Improvements: Kathy Wood
  - Communicate the process that goes into developing a project. Started planning this project 3 years ago. During a future meeting let's discuss the entire NYSED process.
- ✓ Housing buses outside: Mary Niles
  - Hydraulic/electric breaks freeze on buses left outside. At the last board meeting Joe McLaughlin quoted that they budget \$45,000 for electric in the current bus garage. The bus garage does not need to be heated. Currently kept at 70 degrees.
- ✓ Traffic Congestion, Student Safety: Brian Culver
  - Separation of loading and drop off.
- ✓ Traffic Congestion: Josh Quick
  - Cars line up in front of the bus garage causing congestion and delays.
- ✓ Current Bus Garage Security: Josh Quick
  - Not all the buses are housed inside right now. This leads to vandalism. Off campus would help with that.
- ✓ Traffic Congestion, Student Safety: Steve Knapp
  - Drop offs. Is the current plan 2 drop offs? Stops need to be closer to the entrances. Close off road when buses are loading.
- ✓ Taking Advantage of Solar Power Opportunities: Marilyn Henry
- ✓ Traffic Congestion, Student Safety: Marilyn Henry
  - Issues safety wise out front as well. A student almost got hit because there was snow in front of the sidewalk and was going into the street to get out of the car. Trouble with unloading on Main St. Years ago a student was hit in the road.
- ✓ Traffic Congestion, Student Safety: Kevin Killmeier
  - Drop off is too far as is. Parents want to walk in. Drop off time is now later than buses unloading time which helps. Clear understanding for parents of how the system works. Even an interim plan should be communicated to parents. Signage would help. Perhaps give up the tennis court area. Unatego has a separate entry. Two of his employees over the last two years that have hit car doors when dropping off. Drop off out front of HS? Challenges with student flow. How to use underutilized space?
- ✓ Off-Site Transportation Facility: Kevin Killmeier
  - Security is an issue being off site. Is too hard to keep track of people if there are two facilities. But vandalism may be less off site. A lot of things to consider if it is off campus.

- ✓ Off-Site Transportation Facility Design: Dave Warpus
  - This is a plowing nightmare. Where does the snow go? Not criticizing the drawing. But if he were to plow the snow, they would have to charge a lot to do it.
- ✓ Main Campus Site Design:
  - Main courtyard is the biggest waste of space. Is there anything that can be done? Kathy Wood – This area is used for some assemblies and lunch to get the kids outside. Mike James – We are pulling vehicle traffic out of that area for safety reasons (several fire exit doors that go to courtyard).
- ✓ Main Campus Site Design: Mike James
  - We see value in the input and will talk about the issues with the site designer.
- ✓ Traffic Congestion, Student Safety: Josh Quick
  - Drop off at the double doors by the music room. Would clearly separate buses from student drop off. Parents are always saying parking is the issue.
- ✓ Taking Advantage of Solar Power Opportunities: Dave Johnson
  - Dave has been looking for a few months. Filled out NYSEDA grants 3 months ago. This is in process. Attended a solar power seminar in Ithaca. Need to be some of the first people on board to be first come/best served. District also registered for K-Solar. NYS is only going to let so many people put up a solar farm. The percentage drops in tiers. Need to move quickly to get the best advantage of solar farm.
- ✓ Housing buses outside: Jessica Byers
  - Canopy to the windshield vs Full cover. Wash bay doesn't work in Windsor. There is someone who gets paid to wash buses now. This person would be put out of work. Would rather put money into full canopy or garage. Mike - The Windsor system is significantly different than what is specified for this project.
- ✓ Bus Garage Design Details: Mary Niles
  - Mary – Mechanic is not happy with the lift specified. They prefer the lift that picks the entire bus up in order to be able to pull wheels off. Talk to the mechanic to find out what lift they prefer. Mike – Equipment is open to discussion. Fred – We have budgeted sufficiently for various lifts. This will be researched a little later in the process with benchmarking visits to obtain correct lift.
- ✓ Main Campus Site Design: Michael Bennett
  - Would be good to have bus loop in front of building and some parking in front of District Office, Baseball field, or near playground. Basketball court doesn't get much use. Additional parking there? Community room on the bus garage may be too large. If it were reduced it would pay for a full garage.
- ✓ Main Campus Site Design: Dave Johnson
  - There are fuel oil tanks out front. A drop off can't go there.
- ✓ Traffic Congestion: Tammarra Kutz
  - Parking spaces will be increased by another 24 spaces during the day due to bus drivers parking at the new facility.
- ✓ Main Campus Site Design: Marilyn Henry
  - Move the softball field. Put bus garage where the softball field is. She has heard this in the community.
- ✓ Communication Improvements: Marilyn Henry
  - Marilyn talks to a lot of people. Need to get people excited about the project. The website is too hard to navigate. Not interactive.

- ✓ Main Campus Site Design: Marilyn Henry
  - Use 42 Main St. for drop off consideration. Deliveries should be controlled and not allowed during drop off. People should not be parking on the street.
- ✓ Off-Site Transportation Facility: Mary Niles
  - NYSDOT property - Informed that DOT was going to put a garage there at one time. They did test cuts and then pulled out. Fred – At one point they were going to build a maintenance facility there. The idea was abandoned. Had nothing to do with test cuts, but rather not a good location for DOT. Her husband would be willing to run some grade over there. Is going to cost a lot of money to dig. Mike – Borings would be made based on the proposed plan. Would happen a little more down the road.
- ✓ Main Campus Site Design: Kevin Killmeier
  - Railroad bed property? Has that ever been looked into for purchase? Dave Johnson – It has been purchased. Kevin – This might be helpful and keep everything on campus. It will take a lot of money to develop the land near 88. A lot of excavation.
- ✓ Current Bus Garage Security: Mary Niles
  - Currently buses do fit in the garage.
- ✓ Off-Site Transportation Facility: Dave Warpus
  - Is the bus garage focus to be on campus or off? Group – Off Campus.
- ✓ Main Campus Site Design: Kathy Wood
  - 42 Main St. action proposed on Monday night? Fred – We have been looking at the property as an important piece of property that wasn't available during the pre-planning. Would help in dedicating a service driveway that doesn't interfere with student drop off. Mike – Ed K. has started reviewing and will share a preliminary layout at the next meeting. Fred – The board will consider an option to purchase to hold the property until after the September 29 vote. Appraisal, survey, and phase 1 environmental assessment in process.
- ✓ Long-Term Investment: Mike James
  - How does budget play into the proposed changes? Fred – We want to make sure that we do due diligence and ensure the impact to the tax payers is minimal.
- ✓ Main Campus Site Design: Kevin Killmeier
  - Is there a ceiling on the engineering cost? Are we running out of budget on design fees? Mike – There will be costs associated to revisions, they are fairly reasonable and they would be rolled into the costs of the future project.
- ✓ Long-Term Investment: Mary Niles
  - ✓ Taxpayers would be more willing to accept an increase if they were happier with the project. So many people didn't like what they saw the first time. If they liked it they would be more willing to pay. Good decisions on long-term investing.
- ✓ Communication Improvements: Kathy Wood
  - ✓ When will this evening's meeting notes be turned around? Have the notes reviewed quickly before they are made public. RMG will get them out in the next day or two.
- ✓ Communication Improvements: Michael Bennett
  - ✓ Facebook page is updated weekly. Pictures up once or twice a week. HCS Capital Project Updates. Michael picks what he thinks is important from the nightly pass down.
- ✓ Communication Improvements: Marilyn Henry
  - ✓ Dates and topics of future meetings. Wouldn't mind having her number or email published in order to answer questions.
- ✓ Off-Site Transportation Facility: Jessica Byers
  - ✓ Would like the fueling station near facility. People cannot be on the bus when fueling. So they have to drop off monitors before fueling. No light or canopy at the current fueling station.