



April 5, 2016

Tonawanda City SD
TONA2020 Capital Project
OACM Kick-Off Meeting
Meeting Minutes

1. Establish Communication Procedures:

- The Team discussed that it makes sense to organize an OACM Steering Committee meeting on a monthly basis and should take place one week prior to the Capital Project Meeting.
- Initially, Board Members will not be present but may have a need during later stages of the Pre-Referendum Phase but not during Pre-Construction or Construction.
- Team roles and responsibilities will be worked out as we progress in the project.
- CCMG will provide estimates and schedules
- It needs to be decided who will lead prior to Pre-Ref/Design/Construction

2. Pre-Referendum phase administrative procedures:

- No Tona2020 monthly meetings have been established to date. Monthly meetings will be established by the Tona2020 committee. Next meeting April 12.
- CCMG will issue OACM Meeting Minutes.
- Currently the Superintendent issues weekly notes to the Board of Education. Dr. Newton will inform the Board of all change orders.

3. TONA2020 Project Committee:

- The committee is comprised of approximately 20 members including 2 BoE members, teachers, parents and community members.
- The committee has been actively involved throughout the process and is very supportive of the project. Community seems ok; issue is what/how to repurpose closed facilities.
- It was discussed that design is very important. The community needs to see that what they voted on is included in the project in order for the consolidation to happen.
- After the Superintendent's/Trautman's visit to SED it is noted that preliminary approval is still required.
- SED commitment is \$32M. After running calculations, Debbie Johnson advised that SED will aid. The District's State Aid Ratio is 85%.
- Discussion was had on the community approving a project \$30M/\$35M/\$40M. According to a study done by Rick Ganci, there would be a large tax crease associated with project over the SED aided \$32M.
- Rubie to forward report complete by Capital Marketing.
- Need to finalize what work must be completed from the BCS and District requests.
- Currently scope of work to include renovations at Fletcher and closing Riverview and Mullen.

- SED wants to know what the plan will be for Fletcher and Mullen if they are closed.
- The District debt at Mullen is \$850K and \$35K at Fletcher.
- The District to complete a project for \$500K for Technology Infrastructure. This project is for all 3 schools and is just waiting on SED approval.
- The District would like to include a Smart Schools Bond project in conjunction with the Tona2020 Capital Project. About \$1.5M allocated, will be used at all District Buildings.
- CCMG to present at the 4/12/16 Tona2020 meeting at 4:31PM. The focus will be on Pre-Ref Services. John Ticco and John Robinson from CCMG and Tim Rider from Trautman Associates will attend.

4. Establish project timeline:

- There are plan revisions; Campus will adjust the Pre-Ref Master Schedule.
- CCMG will develop a 40-50 item Pre-Referendum Master Schedule by May 2016

5. Budget:

- The District has an existing Capital Reserve account of \$1.5M, has \$750K available to fund.
- There are currently 3 elementary buildings with approximately 280 students per building.
- The District will save about \$1M annually by closing buildings with decrease in staffing and district efficiencies.
- There are Finance and Curriculum/Programming Sub Committees established by the Committee. Mary Beth and Rubie head these committees.
- Currently, it seems the District needs more time to build a solid financial plan. May need more in capital reserves.
- Trautman will review SEQR and SHPO requirements.

6. New business items:

- **Next OACM Steering Meeting – 5/11/16 @ 9:01 AM**
- **Next Tona2020 Meeting – 5/24/16 @ 4:31 PM**