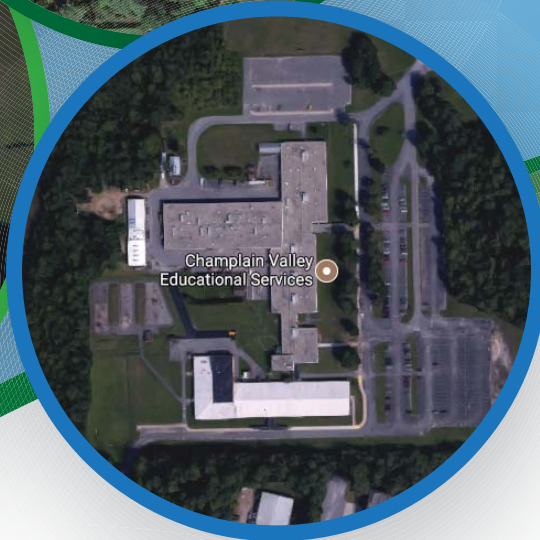


Summer 2018



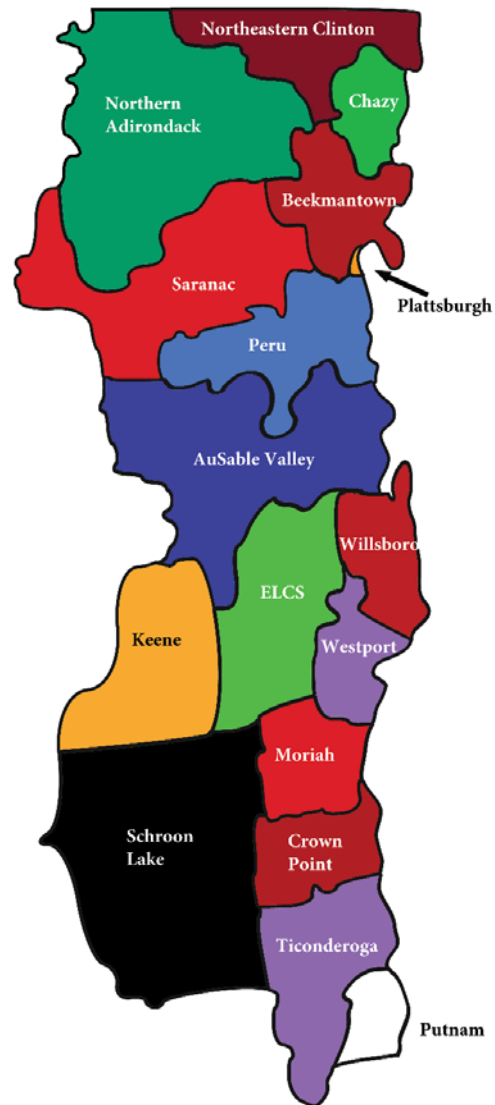
# CVES Capital Project Planning Overview

*Building Upon Excellence*

[www.cves.org/capitalproject](http://www.cves.org/capitalproject)

## CVES Component School Districts

- AuSable Valley Central School District
- Beekmantown Central School District
- Chazy Central Rural School District
- Crown Point Central School District
- Elizabethtown-Lewis Central School District
- Keene Central School District
- Moriah Central School District
- Northeastern Clinton Central School District
- Northern Adirondack Central School District
- Peru Central School District
- Plattsburgh City School District
- Putnam Central School District
- Saranac Central School District
- Schroon Lake Central School District
- Ticonderoga Central School District
- Westport Central School District
- Willsboro Central School District



### Public Non-Discrimination Notice:

Clinton-Essex-Warren-Washington BOCES a/k/a/ Champlain Valley Educational Services does not discriminate on the basis of race, color, national origin, sex, disability, age or any other legally protected status in its programs, activities, employment and admissions; and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding this nondiscrimination policy may be directed to:

James McCartney – Civil Rights Compliance Officer  
Cathy Snow – Civil Rights Compliance Officer  
1585 Military Turnpike  
P.O. Box 455, Plattsburgh, NY 12901  
Phone: 518-536-7340

Bonnie Berry  
Section 504 Compliance Officer  
1585 Military Turnpike  
P.O. Box 455, Plattsburgh, NY 12901  
Phone: 518-561-0100 Ext. 299

# **Facilities Advisory Committee Members:**

## **Committee Chairperson**

Dr. Mark Davey – District Superintendent/CEO

## **Administrators/Supervisors**

Teri Calabrese-Gray – Assistant Superintendent for Instruction & 21st Century Learning

Eric Bell – Assistant Superintendent of Management Services

Dr. Hollis Palmer – Interim Assistant Superintendent of Management Services

Michele Friedman – CV-TEC Director

Reggie McDonald – Special Education Director

Jim McCartney – CV-TEC Plattsburgh Principal

Dr. Grace Stay – Mineville Campus Principal

Adam Facticeau – CV-TEC Plattsburgh Principal

Christine Myers – CVES Treasurer

Jerry Brooks – Director of Facilities

## **CVES Board Members**

Leisa Boise – Plattsburgh CSD

Richard Harriman, Sr. – Northern Adirondack CSD

Mark Henry – Chazy Central Rural School (until March 2018)

Bruce Murdock – Board Deputy VP – Schroon Lake CSD

## **Instructional/Non-Instructional Staff**

Julie Ashline

Tom Aubin

Anthony Biasini

Donald Cogswell

Kenny Kezar

Tedi Politano

Kevin Shaw

Jeff Sisson

Matt Smith

Alex St. Pierre

Tom Tedford

Stephanie Trombly

Jessica Willette

Kim Wimett

Stacey Yelle

## **Advisory Members**

Garrett Hamlin, Tetra Tech

James Bouffard, Tetra Tech

Lynn Ellsworth, Sano-Rubin

Dave Whitford, AES Northeast

Mark Allen, AES Northeast

## **2017-18 FAC Meeting Dates - Focus of Discussion - Meeting Location**

- Oct. 30, 2017 - Initial Meeting (ISC)
- Nov 28, 2017 - CVES Main Campus: CV-TEC & WAF (Culinary Arts Lab)
- Dec. 18, 2018 – Mineville - Yandon Dillon Campus (Conference Room)
- Jan. 30, 2018 – Satellite Campus, ISC & OneWorkSource - (South Hangar Aviation Library)
- Mar. 7, 2018 - CVES Main Campus - CV-TEC & WAF (Culinary Art Lab)
- March 28, 2018 – Summarize and Draft FAC Recommendations (ISC)
- April 23, 2018 – Finalize FAC Recommendation (ISC)
- May 9, 2018 – CVES Board Meeting FAC Presentation (Mineville – Conference Room)
- May 22, 2018 – Final meeting with recommendations issued (ISC)

## **CVES Board Actions**

- March 22, 2018 - Appointed Financial Advisor & Construction Manager
- May 9, 2018 - Approved NYS required SEQRA (State Environmental Quality Review Act) application to go forward
- August 22, 2018 - CVES Board final approval of Capital Project
- December 11, 2018 - Public vote date



## Introduction to the CVES Facilities Advisory Committee

During the 2017-18 school year, CVES formed a Facilities Advisory Committee (FAC), comprised of CVES administrators, teachers, staff, union representatives, and CVES Board members, that met throughout the year to consider and make recommendations for repairs and upgrades based on our 5-Year NY State Education Dept. Building Condition Survey and the FAC's extensive review of CVES facilities.

Most school districts have capital projects every few years as specific items (roof, furnace/boiler, windows, doors, pavement, etc.) reach the end of their expected lifespan. This allows school districts to better meet the needs of their students by keeping their facilities in good repair, address safety concerns, and upgrade necessary infrastructure such as technology and phone systems.

The last major CVES Capital Project was in 1985, and consequently, there are many needed repairs to CVES facilities. For example, the roof at the Plattsburgh Main Campus on Military Turnpike has undergone numerous repairs over the past few decades, and now needs a total replacement, as does the HVAC (Heating, Ventilation and Air Conditioning) system.

We want to ensure that our facilities will maintain the high quality that you have come to expect from CVES, and that we will continue to be a regional economic resource, providing career training and college readiness to our students. This Capital Project will support and strengthen our North Country's educational programs for all 13, 700 K-12 students and our component districts for the foreseeable future.



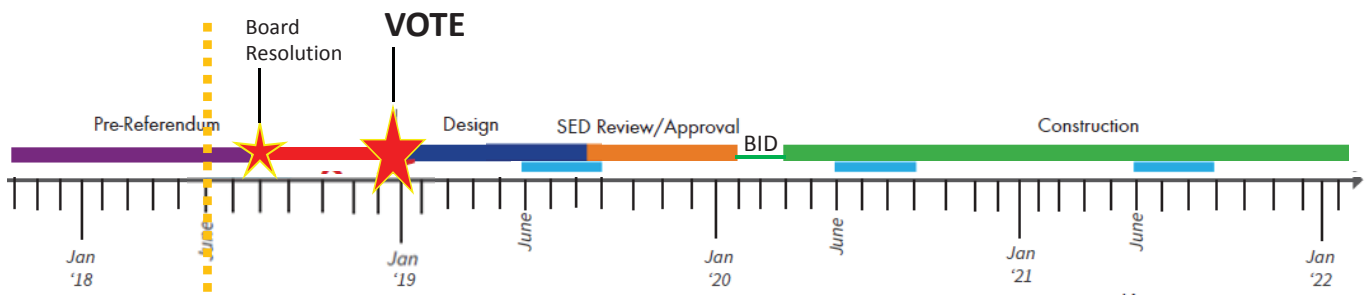
## Facilities Advisory Committee Recommendations Executive Summary:

1. Make Security Improvements at all CVES Campuses
2. Provide Needed Capital Improvements at Plattsburgh Main, Mineville, and Plattsburgh Satellite Campuses
3. Purchase Satellite Campus and Relocate Instructional Services Center (ISC)
4. Evaluate Work To Be Performed By CVES In-house Staff and Long-Range Time-line

\* Detailed list of recommendations on inside back cover

# Capital Project Timeline

Board Resolution	Summer 2018
Voter Referendum	December 2018
Design	January 2019 - August 2019
SED Approval*	Winter/Spring 2020
Bid/Award	Spring 2020
Construction	2020, 2021 (and 2022?)



**CVES MISSION**

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*

## **CVES Facilities Advisory Committee (FAC) Recommendations**

### **CVES BOCES Board**

### **4-23-18**

#### **1. Make Security Improvements at all CVES Campuses**

- Secure main entrances at Plattsburgh Main Campus (Special Education and CV-TEC) and Mineville Campus
- Enhance security at Satellite Campus

#### **2. Provide Needed Capital Improvements at Plattsburgh Main, Mineville, and Plattsburgh Satellite Campuses**

- Roof at Plattsburgh Main Campus
- HVAC at Plattsburgh Main Campus
- Select bathrooms at Plattsburgh Main Campus
- Windows at Plattsburgh Main Campus
- Traffic Safety Improvements at Plattsburgh Main Campus
- Select Special Education classroom renovations at Plattsburgh Main Campus
- Emergency Generator at Plattsburgh Main Campus
- Windows at Mineville Campus
- HVAC at Mineville Campus
- Select bathrooms at Mineville Campus
- Special Education Outdoor Learning Center at Mineville Campus
- Other items including doors, ceilings, lights, floors, pool upgrades, etc.
- Hazardous Material Abatement (all campuses as required)
- Viability of Energy Performance Contract (EPC)

#### **3. Purchase Satellite Campus and Relocate Instructional Services Center (ISC)**

- North and South Hangar renovations (District Office, ISC, CV-TEC)
- Exterior improvements in keeping with professional/educational facilities
- Safe traffic flow and adequate parking
- Additional land purchase at Satellite Campus (17, + acres)
- Expand conference room capacity
- Flexible learning space for adults and students

#### **4. Evaluate Work to be Performed by CVES In-house Staff and Long-Range Timeline**

- Future funding budgeted annually
- Immediate security improvements: emergency response buttons, door hardware/contacts, card access, cameras, etc.

## Existing Conditions at CVES Campuses



Plattsburgh Main Campus roof



WAF Special Education Pool





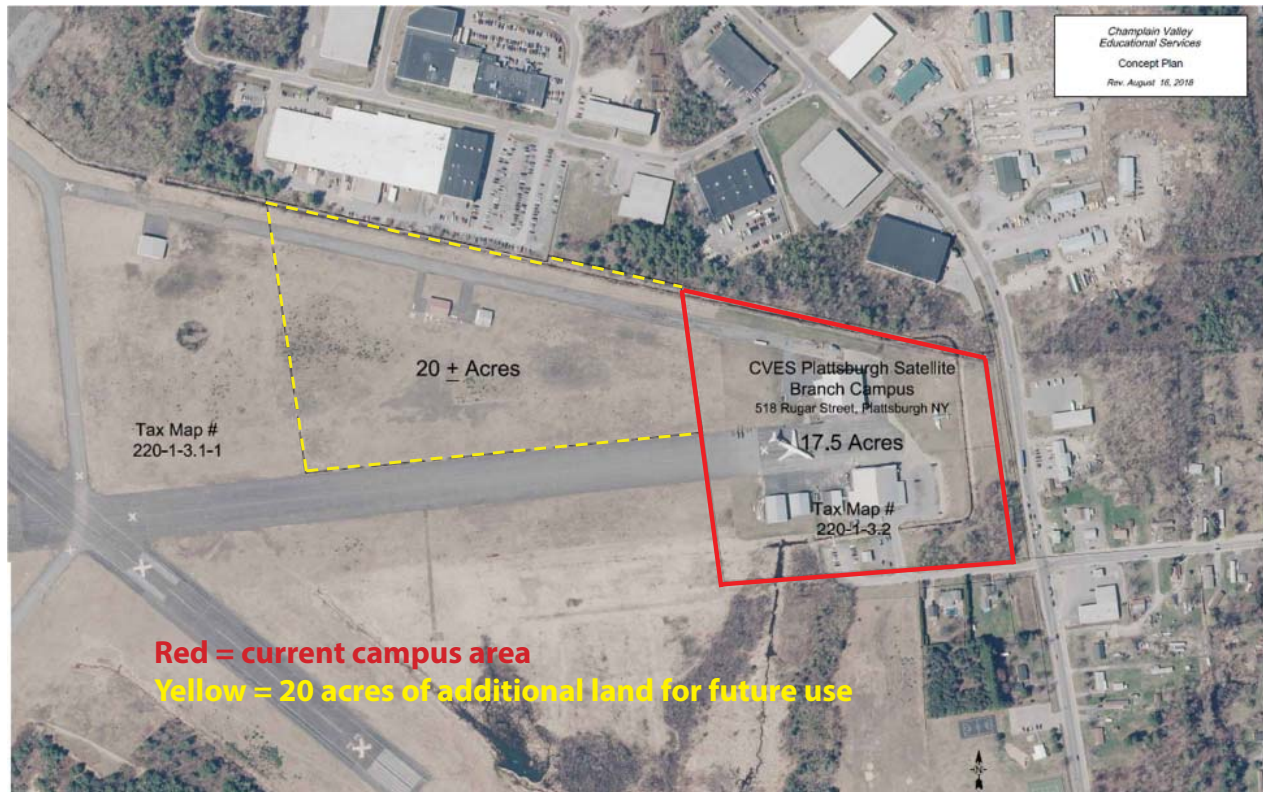
Plattsburgh Main Campus 1970s  
era bathroom



Windows throughout CVES  
campuses.



# Satellite Campus Acquisition



- Purchase the Satellite Campus from Clinton County and additional land
- Allow for state aid on construction work
- Eliminate recurring annual lease costs for ISC and Satellite Campus
- Future Uses
  - Transportation
  - Renewable Energy (Solar)
  - Educational Programming
  - Other ...

Location	Lease Costs
CV-TEC Plattsburgh Satellite Campus Lease	\$158,412
ISC Lease & Associated Costs	\$100,901
<b>Total Annual Lease Costs:</b>	<b>\$259,313</b>
<b>Savings realized from eliminating lease costs over 10 years: \$2,593,310</b>	

By purchasing the CVES Satellite Campus land and buildings, construction on the facility will be eligible for State Aid up to maximum cost allowances. By moving ISC to the Satellite Campus, CVES will see significant savings in lease costs as shown in the chart at left.





WAF Campus



CV-TEC Main Campus



CV-TEC Satellite Campus



Mineville Campus



CV-TEC OWS Campus



ISC Campus

Initial Meeting – Oct. 30, 2017 - 26 FAC members and Garrett Hamlin, Principal Architect from Tetra Tech attended.

The FAC's purpose is to make recommendations to the CVES Board and administration about facilities and programmatic needs/options at CVES and to advise on setting priorities for a potential Capital Project. The Committee's recommendations will be presented to the CVES Board at the May 2018 Board meeting.

Dr. Davey charged the FAC, who represent various CVES stakeholder groups, to be active members and act as points of contact for their colleagues, facilitate two-way communication and relay ideas and questions from staff back to the FAC.

Teri Calabrese-Gray, Dr. Hollis Palmer, and Jerry Brooks will meet with employees regarding instructional, programmatic and infrastructure-related opinions/issues, to gather additional feedback and to answer questions about the proposed Capital Project.

CVES Board members present (Mark Henry, Bruce Murdock, Leisa Boise, and Richard Harriman, Sr.) stressed that any potential Capital Project must not only meet current requirements, but anticipate future facilities and programmatic needs projecting out at least 10 years. CVES' last Capital Project was in 1985.

Dr. Davey and the CVES Board members reiterated the importance of keeping in mind that CVES and the component districts are symbiotic entities, saying: "They are us, and we are them." We share the same goals, and any improvements made to CVES facilities and programs must benefit component districts' students and staff by maintaining/improving CVES facilities for both current and future use.

Garrett Hamlin of Tetra Tech discussed his firm's knowledge of SED building project regulations, saying that it takes eight months for SED to approve school building/renovation plans. Surveyors must be engaged to determine the current extent of each CVES campus property. The possibility of some CVES land being designated as wetlands should also be investigated.

Mr. Hamlin stated that the CVES Building Condition Survey (BCS), conducted in 2015, does not include references to potential hazardous materials and abatement requirements, environmental concerns or unanticipated construction costs that can add 45% to a construction budget. Some construction can be planned for the summer, but some must be conducted during the school year while students are present, such as interior renovations or construction.

The FAC needs to consider whether to renovate existing buildings or build new facilities, and Dr. Davey detailed the cost of current leases for the Satellite Campus and the Instructional Services Center.

The ISC Communications service will keep the community informed through Facebook, the CVES website, TV/radio, newspaper editorials and social media. FAC minutes and documents will be posted on the internal CVES SharePoint website for staff.

The next FAC meeting is scheduled for Monday, November 27, 2017 at 4:30 pm in the Culinary Arts Lab of the CV-TEC Plattsburgh Main Campus.

#### CVES MISSION

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WAF Campus



CV-TEC Main Campus



CV-TEC Satellite Campus



Mineville Campus



CV-TEC OWS Campus



ISC Campus

Second Meeting – Nov. 28, 2017 @ CV-TEC Culinary Arts Lab - 25 FAC members and Garrett Hamlin, Principal Architect from Tetra Tech attended. The meeting focused on identifying the needs at the Plattsburgh Main Campus facilities, including the parking lot, bus lanes, playground and lot size.

### 2017-18 CVES Mini-Capital Project Recommendations & Discussion

Dr. Davey reviewed the “Mini Capital Projects” (upgrades and repairs conducted with existing CVES funds and O&M personnel), that were done on the Mineville Campus as examples of what we could do outside of the Capital Project. This year we hope to utilize money in the capital fund for fire alarm system upgrades on the Plattsburgh Main and Mineville campuses. Kevin Shaw asked if fire suppression systems were required. Garrett Hamlin indicated they are only required in kitchens and on stages, but not required throughout buildings.

Other O&M repairs/upgrades that have been completed or are in progress include parking lot lighting, sidewalk upgrades (approximately 50% complete), and installation of ADA-consistent door hardware (80% complete). Dr. Davey expressed kudos for the work performed by Jerry Brooks and the O & M staff this past summer on the new Marine Technology classroom. Projects completed by O&M will reduce or eliminate the need for them in the Capital Project.

### FAC Timeline & Action Planning Steps Update

Dr. Davey indicated that he will be recommending three resolutions during the December meeting: 1) a SEQRA (State Environmental Quality Review Act) resolution; 2) a resolution to approve the proposed Capital Project; and 3) an agreement/proposal for Pre-Referendum and Capital Project Architectural services. The goal is to request a CVES Board vote by Fall 2018. Throughout the process, the Board has the authority to approve or to modify our proposals.

Members questioned whether repairing/upgrading the current facilities would result in an attractive, functional facility 10 years into the future, or would we be better off to design and build a new facility that would serve the needs of the organization and our future students.

Dr. Davey said we would consider all options. Garrett Hamlin indicated that our current Main Campus facility is approximately 128,000 square feet, and that a very rough estimate for building a new similar sized facility would be approximately \$55 million. The feasibility of adding a second floor was raised. Garrett Hamlin said it would be a very expensive option and that it was far better to add on.

### Main Campus (CV-TEC & WAF) Facilities Review & Feedback Discussion

Teri Gray reported on the Facilities Feedback Forums conducted to date, thanking all parties involved in soliciting FAC input and completing our online survey. Fifty responses have been received to date, indicating the following priorities for the Main Campus: bathrooms/plumbing, heating/air conditioning, roof, security improvements for WAF, size of WAF classrooms and the WAF pool. The survey remains open and respondents may submit multiple surveys. Committee members confirmed that ventilation issues were CTE-specific, and an overall change in lighting fixtures is advisable.



Garrett Hamlin indicated that while a land survey was forthcoming, the size of the main campus is about 38 acres. If needed, additions to the main campus should be feasible without posing any SED acreage-related issues, though potential wetlands issues cannot be determined until spring 2018.

Committee members discussed the current traffic problems, bus lane patterns, parking lot egress, playground function and safety. Reggie McDonald will research playground and ADA compliance needs.

A subcommittee composed of Dr. Palmer, Christine Myers, Jerry Brooks, and other FAC members will review the Campus Building Condition Survey and identify items that could be repaired/replaced internally through our regular capital budget.

Bruce Murdock stated the importance of identifying new technical education programs that could be offered through CVES as part of the Capital Project.

The next FAC meeting is scheduled for Monday, December 18, 2017 at 4:30 pm in the Conference Room at the Mineville Campus.



*Garrett Hamlin of Tetra Tech presenting at the Nov. 28 FAC meeting - photo by Dr. Davey*



WAF Campus

Third Meeting – @ the Mineville Campus - 17 FAC members and Garrett Hamlin, Principal Architect from Tetra Tech attended. The meeting focused on identifying the needs at the Mineville Campus facilities, including the parking lot, playground and outbuildings.

### 2017-18 CVES Mini-Capital Project Recommendations & Discussion

Dr. Palmer distributed a list of mini-projects compiled by Jerry Brooks. In the previous week's FAC meeting with teachers, interest was shown in playground improvements.

### FAC Time Line & Action Planning Steps Update

Mr. Hamlin provided an update on the Fire Alarm Upgrade Capital Project. We hope to send the project to SED for review in January 2018 and to get approval by June 2018. However, the present SED proposal review period is 8 months.



CV-TEC Main Campus

Mr. Hamlin said we should plan on 2-3 years of construction, especially if we run into any abatement issues. If we obtained SED approval in 2020 and confirmed a bid award by the Spring of 2020, construction could begin during 2020-21 with the possibility of extending through 2022, possibly longer if a land purchase is required.

CVES Board member Bruce Murdock cautioned that we should not separate land acquisition from construction planning, as we would run a risk if approval was required for two separate projects.



CV-TEC Satellite Campus

### Mineville Campus Facilities Review & Feedback Discussion

Feedback received from Mineville faculty requested: improved lighting in the parking lot, increased playground capacity, installation of surveillance cameras, new windows, AC for the computer lab, and wheelchair accessibility between floors.

Michele Friedman expressed the need to evaluate the functionality of the CTE shop areas to make them more flexible for future use. Don Cogswell (Auto Tech) and Kevin Shaw (Construction Trades) made specific recommendations to improve/update their classrooms.



Mineville Campus

Members discussed the construction of an outbuilding that could house machinery, and vehicles, or possibly eliminate all current outbuildings and constructing a large, multi-purpose building to free up space in the main building currently used for storage.

Dr. Stay stated the need for an OT/PT/"Wiggle Room" and upgraded bathroom fixtures.

An appropriately sized playground would be twice as large as the current playground, and would feature more age-appropriate options for older students and a fence. There is a current safety problem with community residents passing through the playground area and school property on snowmobiles and 4-wheelers.



CV-TEC OWS Campus

### Portions of Identified Needs Potentially Completed by O&M

A list of proposed "In-House Projects" was distributed to FAC committee members as a cross reference to various items cited in the Mineville Campus Building Condition Survey Overview. Prioritization of the "In-House Projects" list was based on safety and that construction schedules may need to avoid CVES' summer school program dates.



ISC Campus

### CVES MISSION

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# FACILITIES ADVISORY COMMITTEE

## EXECUTIVE SUMMARY page 2

Dec. 18, 2017

Since the Campus Building Condition Survey Overview in 2015, various carpet removal projects had occurred. Mr. Hamlin said we need to factor in potential asbestos removal costs. The Overview calls for 12,000 sq. ft. of classroom space (16-17 rooms) to receive new flooring and for 15,000 sq. ft. to receive new ceiling tile (including corridors).

Jerry Brooks indicated that the windows on the Mineville campus were ¼" glass, were not sealed, and contained asbestos glazing. Operational windows no longer had screens. CVES Board member Mark Henry pointed out that the savings related to window replacement were often minimal.

Members asked if the Mineville campus had a septic system or is served by a public water system. Research will be done to verify. Jeff Sisson questioned the age and condition of the current water/sewer main line infrastructure.

Alex St. Pierre indicated that the Mineville campus had IT needs that could not wait until the completion of the Capital Project. Over the next 3 summers, the IT department would be upgrading the IT infrastructure, and a video surveillance system will be installed on the Mineville campus. Jerry Brooks indicated LED lights will be installed in various locations along the building to light the parking lot. He indicated the need to remove the old wooden poles.

### **Time Permitting: Continue Discussion Regarding Main Campus**

The CV-TEC division will need new rooftop HVAC units following the installation of a new roof.

Due to past power outages, CVES needs a back-up power generator to serve the main campus' lighting, heating, and IT/network needs. Burying power and IT cables would diminish the likelihood of future power outages due to squirrels and falling branches. We should also consider the condition of our water mains in light of the recent water main failure.

Mr. Hamlin concluded his presentation by referring to possible wetlands featured on a government database. A wetlands study will need to be performed in the Spring.

### **Next Meeting**

January 30, 2018 – 4:30 p.m. – Plattsburgh Satellite Campus (South Hangar Aviation Library)

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WAF Campus



CV-TEC Main Campus



CV-TEC Satellite Campus



Mineville Campus



CV-TEC OWS Campus



ISC Campus

**4th FAC Meeting, held at the Plattsburgh Satellite Campus** - the meeting focused on space-related decisions relative to the Satellite Campus and the Instructional Services Center (ISC).

The RFPs (Requests for Proposals) for the Capital Project's Financial Planner and Construction Manager positions have been issued. This is a recommended step to help provide guidance for advance planning. The RFP for Wetlands Delineation is still under development - interviews in February.

Tetra Tech architect Mr. Hamlin distributed a "Preliminary CVES Capital Project Schedule (Draft 1-30-18)" to FAC committee members. He indicated that the FAC is currently on track to make a Board recommendation in May 2018.

Dr. Davey reiterated the importance of FAC conversations and that the committee was charged with maintaining transparency, i.e. work was not being done in isolation. He noted that our committee must remember that CVES will have to prioritize well - being "good stewards" for our component districts - as resources are finite. CVES Board Deputy Vice President Bruce Murdock emphasized that no one individual is in the position to make decisions; the FAC process does not permit a single individual to make project decisions.

It is hoped that we will receive project authorization in the Fall of 2018. It is further hoped that construction can begin during the summer of 2020 and continue through 2021, or 2022, depending upon the project's scope. Abatement issues are anticipated to determine summer activity and facility availability.

Among the facilities location options for the Capital Project are:

1. Buy the Satellite Campus Property (currently 17 acres are leased);
2. Buy open land elsewhere;
3. Build on the existing Plattsburgh Main Campus;
4. Buy an existing structure elsewhere;
5. Maintain the status quo (i.e., keep leasing the ISC building and the Satellite Campus);
6. Purchase additional land in addition to the 17 acres that are currently being leased at the Satellite Campus.

The Satellite property is currently leased for \$159,000 annually and the ISC property is leased for \$90,000. Elimination of these leases would result in approximately \$250,000 savings annually. Over a 10-year period, this would result in a \$2.5 million savings or in a 20-year period, up to \$5 million dollars savings to CVES & our component districts.

Mr. McCartney proposed that we consider adding two stories within the current south hangar. He noted that the previous owners had offices on top of the existing mezzanines and that a second and third story would triple the space available to the ISC. This could be accomplished by utilize the existing infrastructure. Code requirements for separating the shop spaces from offices above would need to be considered.

Ms. Friedman suggested that we should decide whether to purchase or to lease the Satellite property first, as we are no longer able to house all CVES programs on the Plattsburgh Main Campus. Once decided, we could then move forward and decide how we wish to retrofit the property. She stated that we have already made a considerable



investment in the Satellite Campus property over the past 10 years. We should decide whether we wish to occupy the property, then decide how to move forward.

In the event that we purchase the campus, CVES Board member Mark Henry asked if we were sure that we could do everything we wanted to accomplish within the 17 acres. Dr. Palmer confirmed that the County would consider allowing us to purchase additional land adjacent to our existing property. Currently, CVES leases the Satellite Campus for \$158,412 per year, and just over 87% of that can be applied to the purchase of that property. Since CVES has already paid rent for 2 years, if we elected not to purchase the campus, we would lose a significant amount of money that could be applied to the purchase price.

CVES Board member Richard Harriman, Sr. asked about the cost per acre at the former airport. Dr. Davey said that the price per acre varies greatly depending on many factors, but has ranged as high as \$27,000 per acre. Dr. Davey confirmed that the additional property discussed was adjacent to our current property line. Acquiring the Satellite Campus would involve taxpayers buying the land from a public entity and that such a transaction would not take the property off existing tax rolls.

Dr. Davey indicated that per SED regulations, such a land acquisition would require CVES to initiate a public referendum. This could be approached in several ways, such as setting up centralized polling places or potentially setting up voting booths in each district.

Dr. Davey stated that our Plattsburgh Main Campus property boundary along Airport Road was larger than previously thought. Mr. Hamlin stated the need to study traffic flow and that a new entrance on the Military Turnpike made sense.

Dr. Davey shared that CVES and Tetra Tech had started initial conversations regarding the Jefferson-Lewis BOCES model regarding their district-wide solar farm. Their business approach involved districts coming together and sharing the economic investment. We have to consider whether this is a viable option or should CVES go it alone.

Bruce Murdock suggested that we identify our square footage needs first, consider our options, and then determine the amount of acreage needed relative to future projects.



Teri Calabrese-Gray stated that any joint space should appear professional and appealing to our school districts and to our clientele. ISC needs a conference space able to host larger professional development workshops, regional SED meetinds, and one that could be reconfigured/subdivided with movable walls to accomodate CVES staff on Opening Day, Superintendent's Conference Days, and regional events and meetings.

**Next Meeting: February 28, 2018 – 4:30 p.m. – CVES Main Campus CV-TEC & WAF (Culinary Arts Lab)**



WAF Campus

### 5th FAC Meeting, held at the Plattsburgh Main Campus

#### Recap Satellite Campus Options and Develop Recommendations

During the previous meeting, there was strong support for acquiring the Satellite Campus land and buildings, and possibly additional vacant land. Creating exterior improvements to the South Hangar that are functional and improve the appearance are likewise supported.

Certain tasks, such as reroofing the Main Campus, are necessities regardless of a successful referendum vote. The FAC must establish priorities for what CVES must do vs. what it should do.



CV-TEC Main Campus

#### Review Plattsburgh Satellite Campus Action Items and Financial Purchasing Options, Including Consolidation of District Office

ISC is facing traffic and parking challenges in their current location and no longer meets the needs of CVES. Its required space is close to the limit of available land at the Main Campus. CVES needs enough property to provide the organization with an appropriate increase in square footage. ISC's offices, conference rooms and technical facilities are about 12,500 sq. ft. and the current District Office uses 3,500 sq. ft.

The issue was raised that if CVES purchased private land/facilities it would remove them from the tax rolls; this is not the case with the Satellite Campus as it is already publicly owned. By the time CVES fully implements the Capital Project, it will have accumulated an additional 2 years of principle payments reducing the purchase price for the Satellite Campus to approximately \$1 million. The cost per acre of land at the Satellite Campus is in the range of \$27,000, which is estimated to be at market value.



CV-TEC Satellite Campus

#### Draft Committee Recommendations and Consideration of Next Steps

CVES is using building size calculations based on square footage requirements by the State regarding student enrollment within a facility. Special Education Director Reggie McDonald indicated that current Special Education guidelines provide for room sizes based on square footage per occupant.

A common strategy for gaining extra classroom space involves combining three smaller classrooms into two larger spaces. Although this results in a gain of space per classroom, it has the net effect of reducing the overall number of classrooms. Reggie McDonald expressed the need to add classroom space at CVES' Special Education building, as we are at capacity.

Teri Calabrese-Gray, Assistant Superintendent for Instruction and 21st Century Learning proposed eliminating the Special Education walkway and extend the area in the front of the building as part of a building addition, and Reggie McDonald confirmed that the location of the current main entry way was not obvious/easily visible to visitors.



Mineville Campus



CV-TEC OWS Campus

#### Facilities Evaluation Breakdown and Scope of Review – What are the Essentials, Must Dos and Nice to Do Items?

Tetra Tech's architect Garrett Hamlin shared a draft Project Budget Schedule featuring a Fall 2018 Board authorization to proceed with a public referendum, submission of the design documents to SED, and an estimated 8 months thereafter for SED approval at



ISC Campus

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their current rate of review. This would mean that we would have project approval in early spring 2020 and we would offer bid awards in 2020. CVES Board member Richard Harriman, Sr. sought confirmation that school districts would not see Capital Project expenses until the 2020-21 school year, noting the possibility of emergency repairs. Garrett Hamlin confirmed this, pointed out that some component school districts may wish to set aside funds now in advance to avoid bonding later. Dr. Davey pointed out that this was the part of the rationale for appointing a Financial Manager (FM) for the Capital Project.

Many districts receive capital project aid, but with some limitations. Some districts, however, receive no capital project aid. If a project is considered aidable (e.g., renovations), districts receive a percentage based on their existing aid ratio. Districts do not receive aid on the construction of new office space, and some districts do not receive any money for building aid depending on their aid ratio from the State. Referring to the Main Campus floor plan, architect Garrett Hamlin cautioned to be careful when considering constructing additions for non-aidable, non-student occupied spaces such as offices, storage, etc. to maximize available funding.

CVES will also be hiring a Construction Manager (CM) to assist in Capital Project planning. The CM will need to confirm construction budgets and will closely scrutinized all details of the project. The architect provides general budgets, but the CM will drill down into the specific numbers. Dr. Davey confirmed that we hope to have the CM and FM appointed and invited to the March 28 meeting. Component districts are being kept well-informed and there are plans to provide districts with cost projections to help them with their financial planning for a potential capital project.

The preliminary prioritization identifies a generator on the Main Campus as a Level 2 priority item. Dr. Davey advocated to move a generator to a Level 1 priority to provide power continuity during a power outage. CVES Board Vice-President Bruce Murdock emphasized that it would be a means of keeping the building running in terms of ensuring that the building is heated, the phones will operate, and the educational programs continue without disruption..

**Next Meeting: March 28, 2018 – 4:30 p.m. at the Instructional Services Center**





WAF Campus



CV-TEC Main Campus



CV-TEC Satellite Campus



Mineville Campus



CV-TEC OWS Campus



ISC Campus

### 6th Facilities Advisory Committee (FAC) Meeting, held at the Instructional Services Center

**Also in attendance:** Garrett Hamlin [Tetra Tech]. Dave Whitford [AES]. Lynn Ellsworth [Sano-Rubin]

#### Welcome & Highlights Review (3/7/18 Meeting)

CVES District Superintendent Dr. Davey relayed that our component school district Superintendents and Boards of Education found the executive summaries very helpful in keeping them abreast of the FAC's progress. We are also pleased that the staff and community are likewise informed through the CVES website.

#### Financial Advisor (FA) and Construction Manager (CM) Appointments

CVES had finalized the CM and FA appointments at the March CVES Board meeting. The FA's job will be to assist with the overall financing of the Capital Project, the bonding process, and to maximize the amount of state aid available to our school districts.

#### Building Aid Considerations – Purchase of Satellite Campus

CVES Board member Mark Henry emphasized the importance of reaching a decision regarding the purchase of the Satellite Campus property during the current meeting. CVES Board Deputy VP Bruce Murdock advocated that now might be the best time to purchase an additional 20 acres of land adjacent to the Satellite Campus, for future use. The North Hangar would be designated as 100% student occupied and this would lend itself to additional state aid.

The South Hangar is planned to be used to house the Instructional Services Center (ISC). When combined with space designated for student use, it would help maximize the amount of state aid available to our districts. There was a consensus of all FAC members present for the purchase of the Satellite Campus.



#### Timelines for Pre-Referendum and Capital Project

CVES's original timeline will need to be adjusted based on voting regulations governing the use of voting booths following an election. We now anticipate a public vote on a potential Capital Project the second week of December 2018. CVES's proposal will seek to maximize the state aid available to our districts that we may consider taking advantage of a Revenue Anticipation Note (RAN) to purchase the Satellite Campus immediately after the public vote, if it is advantageous. Dr. Davey stated that a RAN could save our districts money by eliminating the cost of renting the Satellite Campus.



### Review Status and Cost of Priorities

The New York State Education Department (SED) determines the amount of Building Aid that is allocated based on the Rated Capacity (capacity of a given educational space in relation to the number of students) that SED assigns to an educational facility.

SED has implemented a pre-screening process to ensure that projects being submitted to SED are complete and reviewable. SED has contracted with the Oswego BOCES to provide a new "Third Party" review process for certain capital projects. The Third Party review process is an option available for Districts and BOCES, and is intended to accelerate project approvals.

Garrett Hamlin provided a PowerPoint page featuring identified "Critical Need Items," including: 1) Roof at Main Campus; 2) HVAC at Main Campus; 3) Traffic Safety at Main Campus; 4) Bathrooms at Main Campus; 5) Windows at Main Campus; 6) Windows at Mineville; 7) HVAC at Mineville; 8) Playground at Mineville; 9) Bathrooms at Mineville. The total estimated budget for these items is between \$14-15 million.



There was a consensus by committee that security enhancements are an important facet of the Capital Project. Many schools are creating secure vestibules at all building main entrances. These spaces feature doors that electronically allow visitors into an office. All committee members present indicated their support for such security provisions.

### District Office and ISC Relocation Concepts

Garrett Hamlin outlined Tetra Tech's methodology for creating the architectural designs. Tetra Tech considered our student and educational needs, square footage required, the types of space required, functionality, security, our need for a conference space, the efficiency of proposed changes, and aidability.

CVES Board member Richard Harriman, Sr. underscored the significant manner in which the proposed designs did not require the construction of an addition to the facility, and suggested the importance of including instructional space for state aid eligibility.

Dr. Davey indicated that a space comparable to the West Side Ballroom would be required to accommodate a large scale organizational event, such as the CVES Opening Day events, regional events and multi-use spaces. Ideally, we would be able to offer a 300+ person capacity space.

Regarding the current access to the Satellite Campus, Dr. Davey indicated that the Capital Project should take into consideration the cost of crossing the wetlands that exist on the former airport land adjacent to the Satellite Campus. Assistant Superintendent for Instruction and 21st Century Learning Teri Calabrese-Gray stated the importance of somehow re-facing the existing hangar facility in order to provide a professional appearance.

**Next Meeting: April 23, 2018 – 4:30 p.m. at the Instructional Services Center**



WAF Campus



CV-TEC Main Campus



CV-TEC Satellite Campus



Mineville Campus



CV-TEC OWS Campus



ISC Campus

**7th Facilities Advisory Committee (FAC) Meeting, held at the Instructional Services Center**

**Also in attendance: Garrett Hamlin & Jim Bouffard [Tetra Tech]. Dave Whitford [AES]. Lynn Ellsworth [Sano-Rubin]**

**FAC Recommendations to the CVES Board for May 9, 2018 Meeting**

The objective was to create an initial Capital Project list of recommendations to present to the CVES Board at their May 9 meeting. This list illustrates the project rationale of needed capital work that provides a "no frills" approach that is responsible, and maximizes building aid.

Dr. Davey shared an overview of the Capital Project's Fiscal Advisors' presentation to the CSOs and business officials. They were appreciative for receiving executive summaries of FAC meetings but want to receive more information regarding the project's scope. The presentation also provided preliminary estimates about the funding structure for each district. There is a proposal in the NYS Legislature that would exempt cost of BOCES capital projects from counting against a school district's tax cap, but its status is currently unknown.

The Committee agreed that security is a paramount consideration for all campus locations. Though some security-related items might be considered "In House" improvements, the majority would fall under the scope of the proposed Capital Project.

The FAC Committee was unanimous in its recommendation to include the following improvements: the Plattsburgh Main Campus roof, bathrooms; windows; improvements related to traffic safety; renovation of select Special Education classrooms, including the creation of a new improved visitor's entrance that would funnel parents and visitors through a secure entryway, a backup generator, doors, ceilings, lights, floors, Special Education pool; at the Mineville Campus - windows, HVAC system, bathrooms, the Outdoor Learning Center.



To create a more secure entry to the William A Fritz Special Education Center, the proposal is to move the office to the exterior facing ITSP classrooms and the ITSP classrooms to the main office area. Special Education Director Reggie McDonald confirmed that it is recommended that we combine two 6:1:1 classrooms and create one 12:1:1 classroom for greater efficiency and programming improvements or enhancements.

Dr. Davey emphasized that a backup generator system is needed to ensure building safety, security, maintain essential services to our special education/CTE students and

staff, along with all administrative functions.

Alex St. Pierre confirmed that the IT structure on all campuses is in good shape, as the IT Department has been making regular incremental improvements - the best approach as IT changes so quickly that today's new technology can become outdated soon after installation.

### Energy Performance Contract (EPC)

The committee discussed the potential inclusion of an EPC in the proposed Capital Project. Dr. Davey and Garrett Hamlin of Tetra Tech stated that the energy savings from more efficient lighting and heating could help pay for the work. This topic deserves further exploration.

### Satellite Campus Purchase and Relocation of ISC

The FAC Committee was unanimous in its recommendation to purchase the Plattsburgh Satellite Campus and to renovate the South Hangar and parts of the existing District Office to accommodate moving ISC there. The renovations should include exterior improvements to the South Hangar, a lobby with a secure entrance, safe traffic flow and adequate parking.

One option among the many proposed by Tetra Tech involves the creation of a two-story office space, and conference facilities (on a 1st or 2nd floor) that can accommodate up to 350 people. Adding a second floor would necessitate the addition of elevators and stairs.

The Committee discussed the possible incorporation of a second floor model for the South Hangar that utilized space more efficiently and maintains instructional classrooms. Dr. Davey noted that this additional instructional space could someday accommodate innovative programs that would meet the needs of our component districts and business partners in the future, such as an advanced manufacturing classroom.

### Next Meetings:

May 9, 2018 – 7:30 p.m. – CVES Board Meeting FAC Presentation (Mineville Conference Room)

May 22, 2018 – 4:30 p.m. FAC Wrap-up Meeting and Follow-up (ISC)







WAF Campus



CV-TEC Main Campus



CV-TEC Satellite Campus



Mineville Campus



CV-TEC OWS Campus



ISC Campus

### 8th Facilities Advisory Committee (FAC) Meeting, @ CV-TEC Culinary Arts Lab

**Also in attendance:** Garrett Hamlin & Jim Bouffard [Tetra Tech]. Dave Whitford [AES]. Lynn Ellsworth [Sano-Rubin]

### Board Meeting FAC Presentation Review and Update

Dr. Davey read the formal Board resolution that enabled the Committee to continue moving forward with the proposed capital project study and noted the importance of the SEQRA process required for all capital projects. CVES Board Deputy VP Bruce Murdock inquired about which agencies CVES would work with during the implementation process. Tetra Tech architect Garrett Hamlin estimates six agencies/entities, including the DEC, NYSED, and Clinton County. The Plattsburgh Campuses would not fall under the jurisdiction of the APA, but the Mineville Campus would.

The "next steps" involve creating a resolution for the August 22, 2018 Board meeting seeking a December vote, during which time Board members would review project scopes and budgets.

### Proposed site layouts and traffic flow options for Plattsburgh Satellite Campus

Options feature a 1-way entrance in from Military Turnpike. The proposal would have traffic enter on the north side, run parallel with the hangar facilities, and exit back onto Military Turnpike. The challenge is to coordinate safe traffic flow and the need to accommodate ISC and educational parking. There would be a need to expand the existing parking lot. CVES would need to approach the County for permission to undertake a "curb cut" for the new entrance. CVES may consider introducing a new culvert, or relocate the drainage ditch from its current location to the west side of the property to allow for the new entrance.

CVES Board Member Richard Harriman Sr. inquired whether trucks would be required to loop around the two pole barns. Garrett Hamlin indicated that this was a good option, but that we would need to study the possible scenarios, and the geotechnical borings of the soil will inform those conversations. Garrett Hamlin confirmed that improving site access traffic patterns and safety could cost approximately \$1 million.



May 22 FAC meeting

### Central Administration/Instructional Services Center Satellite Campus Plan

ISC's current four conference rooms are approximately 2,500 sq. ft. in area. Considering the goal of creating a space that could accommodate larger gatherings than are currently possible - up to 350 people (the West Side Ballroom has 5,000 sq. ft.), Tetra Tech's conference room analysis indicated that CVES could accommodate all CVES staff, or 350 people, through a 3,400 sq. ft. floor plan.

### CVES MISSION

*Champlain Valley Educational Services empowers students, schools and communities by providing exemplary education, training, support and shared services.*



Dr. Davey indicated that the benefits of being able to accommodate 350 guests is that CVES can hold its own Opening Day meetings, large regional professional development workshops, and CVES, component school district or regional student-related activities and events. Garrett Hamlin noted that it might be possible to garner some building aid if we were able to demonstrate some degree of student use, such as for student assemblies, large lectures, and other presentations. Dr. Davey listed other student groups that could be served by a conference center, for example, Model UN, the CVES Regional Spelling Bee, and the Youth Empowerment Summit.

Garrett Hamlin stated that current plans provide office/work space in the current business office area for the mailroom, print shop, music/computer repair. The renovations would serve to centralize ISC offices, business offices, and HR offices together on one site in a two-floor re-design of the South Hangar.

High-traffic offices such as health insurance, payroll, and human resources should be placed together, as close to the main public entrance as possible to improve public, staff or retiree access. Conference space should be located on the first floor, as should space for staff who serve conference participants. CVES could make the conference space available through a Cooperative Service to our local districts.

### Plattsburgh Main Campus Site Traffic Safety Plan

Traffic safety on the Plattsburgh Main Campus, entrances and exits on Military Turnpike near Kinney Drugs are a major concern. Tetra Tech proposes creating a 1-way entrance, with the possibility of creating a new exit onto Military Turnpike further to the south that would create an intersection with Area Development Drive, pending a study on the impact a potential "curb cut" would have on existing wetlands in that area. CVES can't afford to do all the paving that was initially planned (re-pave parking lots, etc.). There is a need to conform with school bus parking regulations, which takes precedence over student/faculty parking lots.



### Scope of Project & Budget Updates

Construction Manager Sano-Rubin was working on updating the cost estimates, reconciling priorities and costs, and adding expenses for things we had not previously accounted for. Based on Tetra-Tech's spreadsheets, to complete the highest priority work will cost approximately \$18 million, with an estimate to \$35 million to complete all repairs and upgrades discussed by the FAC. This includes an abatement projection lump sum cost of \$750,000 and a cost escalation factor of 12%. Incidentals were calculated at 25%. The cost of the Satellite Campus acquisition would cost approximately \$1 million and it would cost approximately \$500,000 to acquire 20 acres of additional land.

Eric Bell stated that the project would count against the component districts' tax caps, possibly requiring some districts to obtain super majorities from their voters. He emphasized the importance of aidability in the equation, the ultimate costs to the component districts and the costs after the application of aid. Dr. Davey shared that CVES has been sharing updates with the component districts' Boards of Education and superintendents that we anticipate being under the \$30 million cap, and that we have received favorable feedback for that financial threshold.

Garrett Hamlin estimated a \$1.1 million savings if CVES deferred replacing the ceilings and windows, fixing only those that needed repair. Dr. Davey stated that the windows- especially those containing asbestos- were a safety issue, and are high-priority items. Delaying re-paving and eliminating traffic safety infrastructure upgrades would also reduce the budget.

Dave Whitford of AES suggested checking CVES' eligibility for any NYSERDA-related energy rebates. He also stated that, in his experience as an AVCS Board of Education member, the average taxpayer/voter will be ultimately

### CVES MISSION

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# FACILITIES ADVISORY COMMITTEE

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interested in how the capital project will affect their individual yearly tax payments.

Dr. Davey shared that efforts to exempt BOCES capital projects from component districts' tax caps were under way in Albany, in both the State Assembly and the Senate. It is expected that if the legislation passes both houses, the Governor would consider it.

## **FAC & Next Steps**

CVES Administration plans to present a Capital Project resolution to the CVES Board for their approval during the August 22, 2018 Board meeting. A December 2018 public vote on the Capital Project is planned. A public vote needs to pass by a simple majority.

Dr. Davey indicated that FAC committee members are now charged with the task of informing the public about the proposed project, and to provide feedback to the design team during the design phase.

Assistant Superintendent for Instruction and 21st Century Learning Teri Calabrese-Gray noted the importance of providing voters with evidence of the existing conditions at all campuses that are in need of renewal.

Dr. Palmer noted that when we prepare the proposed project informational effort, CVES needs to communicate that it is using a "no-frills" approach to maintaining our facilities and program offerings, and maximizing aidability wherever possible.

# Voter Information/FAQ

## What will I vote on?

The taxpayers are being asked to authorize CVES BOCES to spend up to \$29,850,000 on a capital construction project to improve educational environments, health, safety, and energy efficiency in the CVES BOCES. The impact on the individual component districts is indicated on the chart on page 2 of this newsletter.

## Who is eligible to vote?

Voters must be 18 years old by December 11, 2018 (the date of the vote), a U.S. citizen, and a resident of one of the Champlain Valley Educational Services BOCES component school districts for at least 30 days prior to the vote. You do not have to be a registered voter to vote in this referendum. Voters will be asked to show proof of residency (driver's license, passport, utility bill, etc.)

## What if I can't vote in person?

Absentee ballots are available. For an application, call the CVES District Clerk Meaghan Rabideau at 518-561-0100.

## Who decided what to include in the 2018 Capital Project?

The process of identifying a scope of work began in 2015, with state-mandated updates to the CVES Building Conditions Survey and facilities plan. The scope was then refined through architectural and engineering reviews, Facilities Advisory Committee meetings, and input from the 15-member CVES Board, representing 13 of the 17 CVES component districts. The CVES Board has the sole authority to approve the Capital Project plans.

CVES has also been in constant communication with the Boards of Education and administration of all 17 component school districts throughout the process, providing updates and receiving feedback from our 17 partners in education.

## When will the work be completed?

If the Capital Project is approved by the voters on December 11, it is anticipated that the construction will start by the summer of 2020 and would be completed by the of summer 2022.

## What happens if the Capital Project is not approved?

The proposed Capital Project requires approval from a majority of voters in our BOCES districts. If the project is not approved, BOCES would have to address the health, safety and aging infrastructure needs, on a case-by-case basis via component district Board approval.

All costs for that work would have to be paid for from our BOCES capital fund with annual assessment to component districts. If the work has to be done on an emergency basis, it could also disrupt the educational environment. CVES would also lose the opportunity to eliminate lease costs of over \$250,000 per year.

# Capital Project Public Presentations

Date	Time	Location
Wednesday, August 29, 2018	7:30 A.M.	Chamber of Commerce
Tuesday, September 11, 2018	6:00 P.M.	Chazy CRS
Wednesday, September 12, 2018	8:45 P.M.	Elizabethtown-Lewis CSD
Monday, September 17, 2018	6:30 P.M.	Northern Adirondack CSD
Tuesday, September 18, 2018	6:30 P.M.	Keene CSD
Wednesday, September 19, 2018	6:00 P.M.	AuSable Valley CSD
Tuesday, October 9, 2018	7:00 P.M.	Peru CSD
Thursday, October 11, 2018	7:00 P.M.	Plattsburgh City SD
Monday, October 15, 2018	6:30 P.M.	Saranac CSD
Tuesday, October 16, 2018	6:00 P.M.	Moriah CSD
Tuesday, October 16, 2018	7:00 P.M.	Crown Point CSD
Tuesday, October 16, 2018	8:15 P.M.	Ticonderoga CSD
Tuesday, October 23, 2018	6:00 P.M.	Willsboro CSD
Thursday, October 25, 2018	7:00 P.M.	Schroon Lake CSD
Wednesday, November 7, 2018	6:00 P.M.	Northeastern Clinton CSD
Thursday, November 8, 2018	6:00 P.M.	Westport CSD
Friday, November 9, 2018	8:30 A.M.	Workforce Development Board ADK Educational Center, Saranac Lake
Tuesday, November 13, 2018	6:15 P.M.	Beekmantown CSD
Wednesday, November 14, 2018	6:30 P.M.	Putnam CSD

## CAPITAL PROJECT VOTE Tuesday, December 11, 2018 Noon - 8pm

## Where do I go to vote on December 11?

Voters can cast their ballot at any one of the following locations:

<b>AUSABLE VALLEY CSD</b> AVCS Middle High School Cafeteria 1490 Route 9N Clintonville, NY 12924	<b>MORIAH CSD</b> Central Office Lobby 39 Viking Lane Port Henry, NY 12974	<b>PUTNAM CSD</b> Gymnasium 126 County Route 2 Putnam Station, NY 12861
<b>BEEKMANTOWN CSD</b> High School Auditorium 37 Eagle Way West Chazy, NY 12992	<b>NORTHEASTERN CLINTON CSD</b> Cafeteria Across from the District Office 103 Route 276 Champlain, NY 12919	<b>SCHROON LAKE CSD</b> Auditorium Hallway 1125 U.S. Route 9 Schroon Lake, NY 12870
<b>CHAZY CRS</b> Auditorium 609 Miner Farm Road Chazy, NY 12921	<b>NORTHERN ADIRONDACK CSD</b> District Office 5572 Route 11 Ellenburg, NY 12933	<b>TICONDEROGA CSD</b> High School Lobby 5 Calkins Place Ticonderoga, NY 12883
<b>CROWN POINT CSD</b> Cafeteria 758 Main Street Crown Point, NY 12928	<b>PERU CSD</b> Community Room 17 School Street Peru, NY 12972	<b>WESTPORT CSD</b> Auditorium Hallway 25 Sisco Street Westport, NY 12993
<b>ELIZABETHTOWN-LEWIS CSD</b> Conference Room - Main Lobby 7530 Court Street Elizabethtown, NY 12932	<b>PLATTSBURGH CITY SD</b> Duken Building - Gymnasium 49 Broad Street Plattsburgh, NY 12901	<b>WILLSBORO CSD</b> Auditorium 29 School Lane Willsboro, NY 12996
<b>KEENE CSD</b> Commons Area at the Main Entrance 33 Market St Keene Valley, NY 12943	<b>SARANAC CSD</b> HS-Large Group Instruction Room 60 Picketts Corners Road Saranac, NY 12981	<b>*Voting will be by paper ballot.</b>





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Clinton · Essex · Warren · Washington  
Board of Cooperative Educational Services

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*CVES / CEWW BOCES is a proud member of the statewide BOCES Network since 1949.*