

RHINEBECK CENTRAL SCHOOL DISTRICT/FACILITIES COMMITTEE

Minutes of Meeting of February 4, 2015

Present: Mark Fleischhauer, Deirdre D'Albertis, Lisa Rosenthal, Joe Phelan, Tom Burnell, Sheldon Tieder.

The Committee discussed the following topics: (1) an update on the RFP for architectural and engineering services in connection with the Building Condition Survey; (2) an update on fuel oil and electricity costs; and (3) an update on the process for developing a potential referendum for approval of a capital project.

1. **RFP:** Tom handed out a draft RFP for the district to seek services of an architectural/engineering firm in connection with the Building Condition Survey ("BCS") the district is required to submit by the end of January 2016. The district had originally joined with Dutchess BOCES and several other districts in the BOCES RFP for these services, but ultimately most of the other districts dropped out and BOCES chose a firm that the administration does not wish to use due to prior experience with that firm. This requires the district to issue its own RFP. The proposed RFP would require submission of proposals by March 13th, and Tom and Sheldon believe they would be in a position to recommend a firm to do the BCS by the Committee's April 8th meeting. The Committee should then be in a position to make a recommendation to the full Board soon thereafter. In addition, although the BCS does not have to be submitted to the State until January 2016, it was decided that the RFP should require submission to the district by August 31st, so the Board can receive a report shortly after school starts again. Because of the anticipated capital project (see further discussion below), Tom and Sheldon believe it would be preferable to accelerate the BCS process so as to allow them to gain experience with the architects retained for the BCS, which would give them valuable experience with the firm that could inform whether that firm should be a candidate for the architectural and engineering services for the project. The Committee approved the draft as revised and Tom said he expected it to go out for publication by the end of next week.

2. **Fuel Oil and Electricity:** Tom reported that the district has saved substantial monies this year over the budgeted amount for this item, due to the unexpected but substantial drop in fuel oil prices (from \$3.15/gal. budgeted to \$1.78/gal. currently charged), and he and Sheldon both commented on how lucky the district was not to have locked in fuel oil prices last year when the price was much higher (as some other districts have done). Regarding electricity prices, these too have declined below the budgeted amount, though not as substantially as fuel oil prices. Tom noted, however, that usage appears likely to increase, particularly with the increase in tech uses throughout the district and that may wind up costing the district more over time for electricity. He suggested that the district keep an eye on usage and consider locking in the price at some point in the not-too-distant future. The Committee asked Tom and Sheldon to look into the details of locking in the electrical rate, as well as to follow up with the vendor who approached the district last year about adding solar panels to the middle school/high school building's roof.

3. Potential Referendum Development: Tom distributed a document from the NYS Education Department’s Office of Facilities Planning, which outlines in “nitty gritty” detail the process of planning and engaging in a capital project, including the timeline and steps involved in developing a referendum for public approval of the project. The Committee will review the document and discuss it further at its next meeting. At that time, Tom also anticipates being able to have Bernard Donegan, the district’s bond counsel, brief the Committee on the funding process for the project. Tom also will review the requirements of the tax levy cap rules so he clearly understands what, if any, impact the project would have on the district’s levy. Tom and Sheldon pointed out that the Letter of Intent drafted for the project – which will be developed in conjunction with the architect ultimately chosen for the project – should be as broad as possible to allow the district latitude for using the funds raised in the bond for the full panoply of capital needs the district requires.

Next Regular Meeting: Wednesday, March 4, 2015

Dated: February 5, 2015

Respectfully submitted,

Lisa Rosenthal