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## STEERING COMMITTEE MEETING REPORT NO. 3 — February 24, 2020

Williamsport Area School District
District Wide Facility Study
CRA Project No. 3340

On the above date a meeting was held at the Stevens Elementary School for the purpose of reviewing the district wide facility study. The below represents the writers understanding of the pertinent issues and items of discussion at the Design Conference.

1. Prior to the meeting, a building tour of Stevens Primary School was conducted.
2. CRA presented the existing condition assessment for each building and outlined the items needed to bring the building up to today's standards. This assessment evaluated the existing components of each facility including the site, exterior building, interior building, and building systems. Criteria for evaluation include code deficiencies, life expectancy of materials and components, performance of systems, and comparison of today's construction standards.
3. CRA presented the estimated cost to upgrade. These costs do not include soft costs if the upgrades were done as part of a larger project. The costs also do not include escalation. Ongoing typical maintenance should be budgeted yearly in addition to these costs.
4. CRA presented educational and functional deficiencies. These deficiencies are not included in the costs to upgrade.
5. The following were questions & responses during the presentation:
    - When do you need to perform code upgrades? Typically, current code deficiencies are 'grandfathered' and do not need to be addressed unless a building project is undertaken. In that circumstance, some deficiencies may still not be required to be upgraded depending on the specific issue. Instances where code upgrades should be addressed regardless are when they affect safety or ADA.
    - Can a variance be made to waive the requirements of the code deficiency? Variance requests can be made in specific instances, although granting of them is not common. It is not recommended when it sacrifices the safety of the building occupants. Variances should not be expected to resolve all code deficiencies.
    - What is the estimated payback for replacing lighting with LED fixtures? The estimated payback is 8-11 years.
    - What is the timing and decision process for establishing options? Once the information gathering and needs assessment portion of the study is complete, the development of options can begin. The one remaining piece to be completed is the projected enrollment.

The preceding constitutes the authors understanding of the pertinent items discussed at the meeting. Any meeting attendees who take exception to any statement in this report shall notify the writer, within seven (7) days from the date of receipt of this report for modification and re-issuance.

Respectfully submitted,

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