

Feasibility Study

Lowville Shared Regional Transportation Facility

Lowville, New York

February 24, 2010

This report was prepared with funds provided by the New York State Department of State under the Shared Municipal Services Incentive Grant Program.

Mosaic Associates Architects

Formerly Dodge Chamberlin Luzine Weber Associates Architects
www.mosaicaa.com

Main Office 73 Troy Road, East Greenbush, NY 12061
T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901
T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753
T 516.935.6620 F 516.935.6620

The Lowville Academy and Central School District in conjunction with the Village of Lowville, the Town of Lowville and the County of Lewis agreed to explore the potential cost saving and viability of a shared regional transportation facility. The New York State Department of Transportation participated as a consulting party and provided input but was not part of the agreement.

Two types of group meetings were scheduled, steering group and working group meeting. The steering group involved the land and facility analysis and needs assessment. The working group examined the staffing requirements and potential to share services between agencies.

Each agency was interviewed individually to allow for a candid conversation to take place regarding any current interaction between agencies and the state of their facilities. Mosaic toured all of the facilities and discussed the current and future needs of the municipality.

Building sites of municipally and privately owned land in the immediate area were identified in our steering group meeting for the landscape architects to investigate. The report served several purposes, to determine if any of the identified sites would be appropriate for the new facility, to determine some preliminary cost estimates associated with site work and to form optimal site characteristics, to enable the identification of other potential sites. The sites reported were a representative selection of large sites available at the time of the report. Other sites may be identified and selected for implementation.

The team traveled to examine a shared maintenance facility operated by the Indian River Central School district. While walking the facility, the team was able to review how the groups were able to interact and how the shared building environment was implemented.

Out of the committee meetings, a concept program was developed for the facility, incorporating the shared needs of the participating municipalities. Additionally, a timeline of next steps has been developed to illustrate the requirements to complete the built project. This new facility would serve as the maintenance and central staffing location for all municipalities. Only the school district may be using the site for long-term vehicle storage.

The New York State Education Department was contacted to discuss the project and the potential for state aid eligibility. The following correspondence find that the District owned building would be a fully aidable project at the School District's building aid ratio.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Executive Summary

Lowville Regional Transportation Facility



Goals

The primary goal of the study is to examine the feasibility of a new joint transportation facility. Further, we set out to find what that facility would look like, what type of site was appropriate, what the financial implications of such a project would be, and what are the prospects for cost savings for the municipalities.

Funding

Large questions for the group are what would the project cost and what would be the financial impact to individuals and municipalities. The only construction cost for the project will be to the local taxpayers of the Lowville Central School District and not to the other municipalities. The School District will receive NYS Building Aid on the project, approximately 97%, and the remaining 3% would be the responsibility of the District taxpayers. This percentage would then be amortized over 15 to 30 years.

Facility Analysis

Each of the municipalities' existing facilities have been reviewed for location, space, equipment, services, storage and fleet. In addition, data was gathered on their additional current and future needs, staffing and fleet.

Programming

A schematic design and rendering were generated based on the shared needs expressed by the group. The various types of service, vehicles, staffing and individual needs were incorporated into the design.

Site Analysis

Several local sites, both private and municipally owned, were selected to better understand the constraints of the project. Site costs both general for the project and specific to each site were developed.

Cost Savings

The areas of largest savings can be realized through the extended life of the fleets of all the municipalities. Services that are currently being outsourced and/or not done regularly provide opportunities to have a longer useful life and to keep the service local. Each of the four existing buildings requires or will require construction projects to provide these services and to maintain compliance with environmental and building codes. Building one facility for everyone to share avoids many of the future construction projects and upgrades.

Next Steps

Three options exist for the community to consider. The first is to do nothing and keep running the facilities and agreements the way they currently exist. The second is to build a new facility owned by the School District that provides the ability to service all the needs of the participating entities. The third option is a hybrid approach, in which the new facility is built and both the new and existing buildings of the groups are examined together and become a shared resource for storage, equipment, etc. This would cost the same as the second option, and would have to be better defined as the group pursues this option.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Table of Contents

Section 1 Existing Facilities

Section 2 Site Analysis

Section 3 Facility Programming

Section 4 Cost Analysis

Section 5 Next Steps

Section 6 Appendix 1: Communications

Section 7 Appendix 2: Drawings

Existing Facilities



Existing Buildings



Cost avoidance was a topic of discussion as all municipal facilities are in need of repair. Each facility requires upgrades to comply with DEC (washing of vehicles, painting of signs, run-off from site) and DOL (clearances around lifts, repair bays without lifts, exhaust requirements).

While all municipalities are expected to keep their existing buildings, the anticipated use of each of the buildings will change. The buildings will typically shift to cold storage. The impact of this change will be two, first the utility and maintenance for the running of the facility will be reduced. Without the maintenance component being performed at each building, the hours of operation and need for heat will be all but eliminated. In addition, the gained indoor space at the existing maintenance areas will allow more vehicles to be stored indoors and assist in extending the life of the vehicle.

Following is a survey of the existing facilities of each municipality with a brief description of their buildings, comments from facilities, constraints and uses.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Existing Facilities

Lowville Shared Regional Transportation Facility

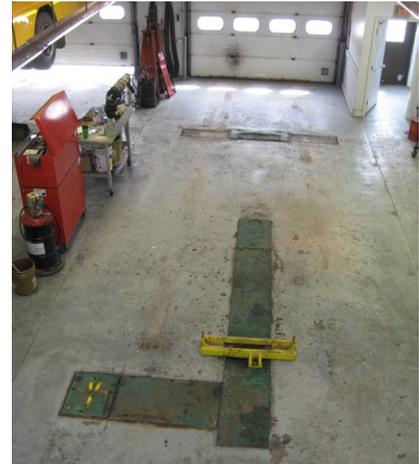


Lowville Academy and Central School District

Lowville, NY

Bus Garage

LACS has an inadequate existing facility that cannot support the needs of the bus fleet either for storage of the buses and other smaller school vehicles that transport students or the maintenance of the vehicles requiring repairs. In addition, the uninsulated building has no land to park the buses or the vehicles of the drivers. Also, the two old in-ground lifts that predate the current larger vehicles are on the verge of failure, and when buses are on these, DOT cannot walk around the vehicles to inspect them as required. Each of the overhead doors is not high enough to allow easy access for buses with roof hatches, and using each bay for two buses bumper to bumper in a single entry requires backing out of vehicles onto a nearby road and no room to walk through the building.



Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Existing Facilities

Lowville Shared Regional Transportation Facility

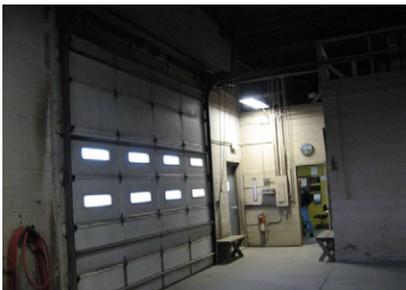


Village of Lowville

Lowville, NY

Garage

The Village of Lowville's facility is iron truss, wood deck, and masonry bearing walls of similar vintage as Lewis County's. An EIFS system and new metal roof were installed 7-8 years ago. The existing heating system is inadequate. The break room and bathroom are in the same room and are inadequate and inaccessible. The facility has no vehicle lifts.



Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Existing Facilities

Lowville Shared Regional Transportation Facility



Town of Lowville

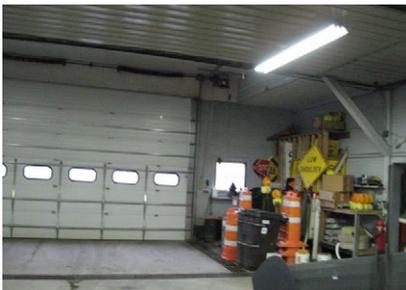
Lowville, NY

Garage

Town of Lowville uses a converted wood-framed barn dating back to the 1800s that has a 1973 masonry addition. The older building cannot be structurally modified easily and it is very difficult to store large equipment in older building. The facility is landlocked and has no drive thru ability. The newer addition heating system is effective

Town currently uses county sign shop.

Town hand washes trucks for visual inspection.



Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Existing Facilities

Lowville Shared Regional Transportation Facility



Lewis County

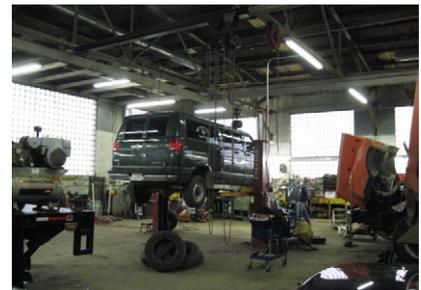
Lowville, NY

Garage

Lewis County has a 1930s un-insulated maintenance garage with inadequate bay doors. On site is a sign shop and paint building. There is a fueling depot is across the street.

Facilities cannot maintain large vehicles. the building does not have a truck lift for large snowplows an overhead door to accommodate bucket truck.

Currently provides fuel depot for School and Town on an adjacent site



Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Existing Facilities

Lowville Shared Regional Transportation Facility



New York State Department of Transportation

Lowville, NY

Maintenance Complex

1960s garage facility with additions, single large vehicle lift. Multiple outbuildings in need of repair, new salt storage shed.

DOT has shared services agreement with County to provide county with salt in exchange for sign shop and equipment usage.

DOT uses County fuel depot under another shared service agreement.



Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Existing Facilities

Lowville Shared Regional Transportation Facility



Indian River Shared Transportation Facility

Philadelphia, NY

Transportation Facility

The committee visited this facility to view a shared maintenance facility in use.

This completed shared facility is owned by the Indian River Central school District. The facility featured physically separated bay area used by each agency, drive through wash bay for buses, training rooms and central offices. A multi vehicle fueling depot was adjacent to the facility.



Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Site Analysis

Consultant Appel Osborne Landscape Architects



Appel Osborne was charged with analyzing the area to identify privately held sites that might be appropriate for the new facility and at the same was given information by the municipalities regarding sites that they each held that could be used as well. Initially six sites were reviewed. It should be noted that these sites are not the only sites that could be considered nor is it assumed that these sites will still be available when the time comes to acquire land.

Along with the site analysis, cost estimates were developed in two respects. First, a generic site cost to develop the land to accommodate the new building, required parking, sidewalk roadways, utilities, etc. based on a schematic site plan. This estimate did not account for any of the features unique to each site.

The second set of costs reflected the unique aspects such as, cost of the land, SHPO studies, specific site requirements (access road, bridges, etc.). The last implication that is not developed at this time is any roadway upgrades that could be required to access a site that is located on a road that is not designed for heavy vehicle traffic. NYSDOT shared that this cost can range from \$2 Million to \$6 Million dollars per centerline mile. The State Education Department will not fund construction off-site, i.e. roadway upgrades.

The variation in total project cost, exclusive of roadway improvements, varied by only 4% from site to site, public to private. This does not seem to have a large impact on the total project cost. It should be noted that this analysis only covers the site construction and features and does not account for additional mileage, tax implications, etc.

The question of moving the existing fueling station was discussed. It was concluded that the existing county facility, which is currently used by all municipalities, is in good condition. Of the sites reviewed to date, many of them did not have enough acreage to accommodate both the transportation facility and a new fueling station. The existing station is centrally located and an analysis of any additional mileage that might be incurred by the relocation would have to be performed.

The next step in this process is to have an Environmental Impact Study performed which would directly investigate some of the questions posed by the committee.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

During the initial meeting with the various parties of interest (School, Village, Town, County and State) numerous sites were identified as those of interest. These were based on size, availability, ownership, and proximity to similar land use types. Four of these identified properties are residential/agricultural and privately owned. The other two sites are County owned and Village owned.

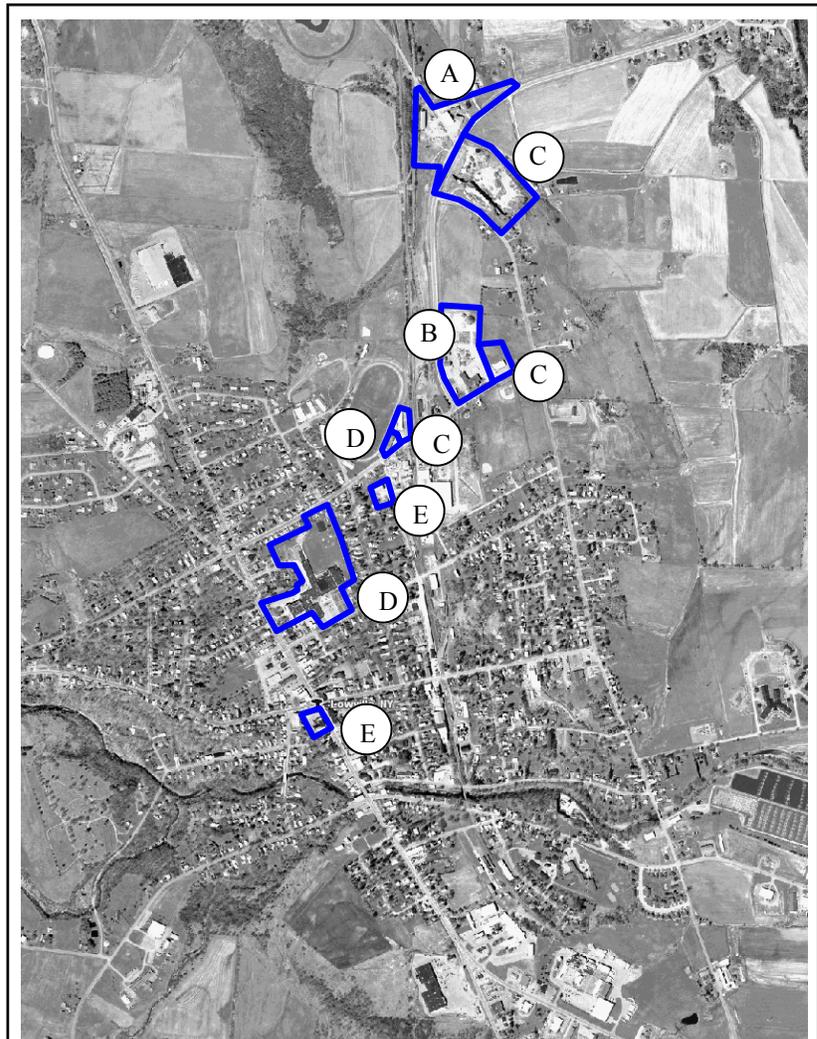
The existing facilities of the various municipalities within the Town/Village of Lowville are spread throughout the area, many of which have separate administration buildings from garages. One of the goals for this project is to create a sole source location for much of the transportation related maintenance that these agencies deal with on a day-to-day basis.

The map to the right illustrates how the existing transportation facilities from the various agencies are dispersed throughout the area.

It is important to note that these facilities are not scheduled to be abandoned; but utilized more for storage, simple repairs and continued administration. With that being the case it was important to locate potential sites that are close to the existing facilities to remain active.

The existing sites are in moderate shape with adequate drainage and circulation. However, these sites lack space for onsite storage of vehicles and equipment and have pavement deterioration at all levels. These are items that may all be addressed through smaller projects taken on by the individual owners.

As noted above two of these properties out of the six potential sites are presently owned by a municipality, either the County or the Village. Locations of these sites are show outlined in orange on the map at the top right of page 2.



- A. Lewis County Facilities
- B. State of New York Facilities
- C. Town of Lowville Facilities
- D. School District Facilities
- E. Village of Lowville Facilities

Map Illustration #1: Existing Transportation Facilities

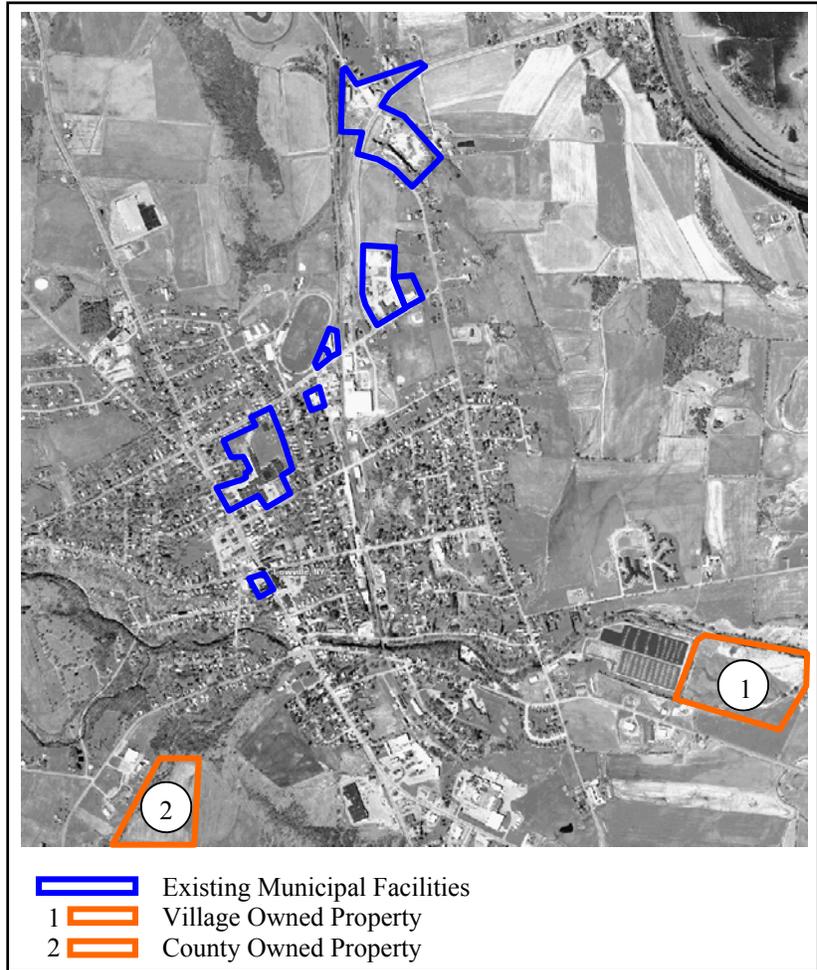
The currently owned and available Village and County properties are located at the south end of the Village of Lowville and not close in proximity to the current facilities. When performing basic environmental analysis of both sites the following constraints were observed:

Location 1: Village Owned Property:

1. Poorly drained soils
2. Occasional to frequent flooding
3. Partially within a Floodplain
4. Significant portion of property would require stream crossing or re-routing to access
5. Proximity to other facilities

Location 2: County Owned Property:

1. Significant portion of property would require stream crossing or re-routing to access
2. Proximity to other facilities
3. Within an area designated by the State Historic Preservation Office as being Archeo-Sensitive. Preliminary feedback from SHPO indicated that a Phase 1a/1b Archeology Study would be probable for this area. Approximate cost \$10,000.



Map Illustration #2: Municipality Owned Properties

Included in the project location site evaluation are also four privately owned properties within the Village/Town of Lowville. These properties are shown outlined and number on the map at the top of page 3. Three of these sites are located in close proximity to the existing facility. When performing basic environmental analysis of the sites the following constraints were observed:

Property 3: Number 4 Road:

1. Moderate to poorly drained soils
2. Adjacent to residential area
3. Proximity to other facilities

Property 4: Across from Bostwick Fields:

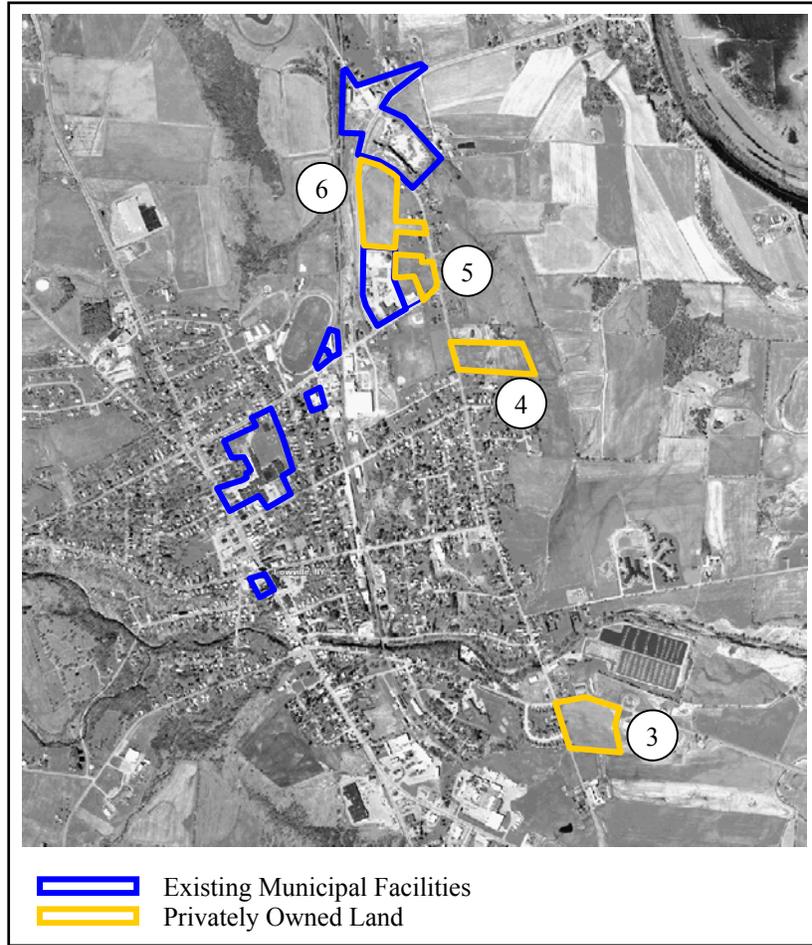
1. Adjacent to residential area

Property 5: Behind Town Administration Building:

1. Partially within an area designated by the State Historic Preservation Office as being Archeo-Sensitive. Preliminary feedback from SHPO indicated that a Phase 1a/1b Archeology Study would be probable for this area. Approximate cost \$10,000
2. Small lot size

Property 6: Behind NYSDOT:

1. Partially within an area designated by the State Historic Preservation Office as being Archeo-Sensitive. Preliminary feedback from SHPO indicated that a Phase 1a/1b Archeology Study would be probable for this area. Approximate cost \$10,000



Potential private sites numbers 3 and 4 abut up to existing

transportation facilities owned by the Town and State Department of Transportation which makes them ideal choices for sharing of facilities. Location 2 is close to these other parcels but is nestled into a residential area making it less desirable for the type of operations that this facility would be utilized for.

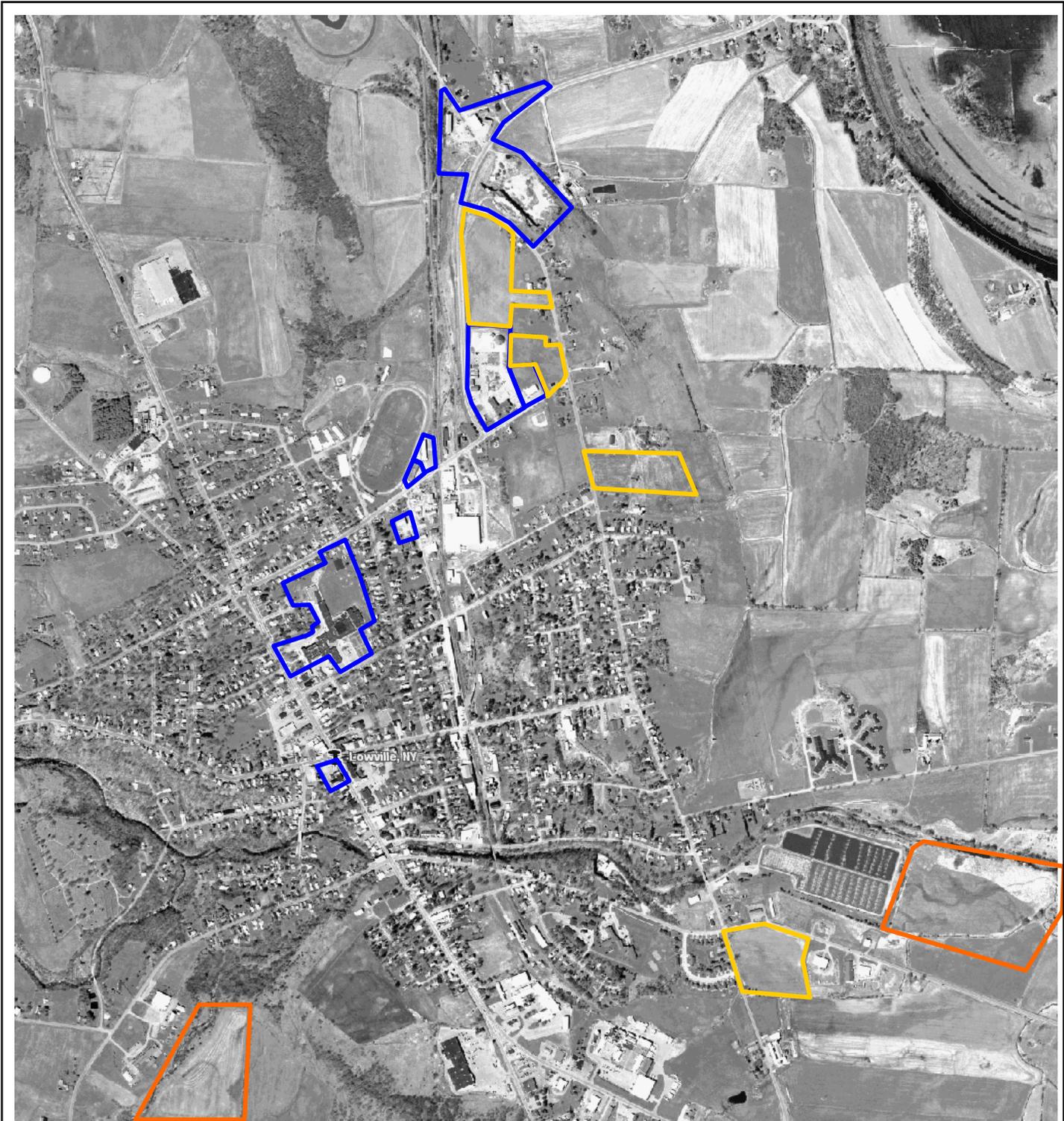
A comparison of the six sites has been prepared for the environmental aspects and is found on the next page. Once a final site is determined a more extensive Environmental Impact Statement will be required. This would include any additional information required by interested agencies, including traffic studies, archaeology studies, etc.

The page following the comparison chart contains an overall map showing the locations of all existing facilities, available municipal facilities and privately owned land that were considered for this study.

Lowville Regional Transportation Facility

Property Evaluation Summary Sheet

Primary Site Characteristics	Municipality Owned			Privately Owned			
	Property 1 - Village	Property 2 - County	Option 1: Number 4 Rd	Option 2: Across Bostwick Fields	Option 3: Behind Town Administration Bldg	Option 4: Behind NYSDOT	
Soil Drainage	Silt Loam, moderate to poorly drained >200 cm	Loam, well draining >77 cm	Silt Loam, moderate to poorly drained >200 cm	Loam, well draining >77 cm	Silt Loam, moderate to well draining >200 cm	Silt Loam, moderate to well draining >200 cm	
Depth to Restrictive Layer	>200 cm	>77 cm	>200 cm	>77 cm	>200 cm	>200 cm	
Hydrologic Group	B and D Soils	B soils	B soils	B soils	B and D Soils	B and D Soils	
Slope	0-5%	0-5%	0-10%	0-12%	0-4%	0-6%	
Depth to Water Table	>31 cm	>69 cm	>61 cm	>69 cm	>31 cm	>31 cm	
Flooding Frequency	Occasional to Frequent	None	None	None	None	None	
Ponding Frequency	None to Frequent	None	None	None	None	None	
Floodplain	Along Mill Creek	No	No	No	No	No	
SHPO Archeo-Sensitive Area	No	Yes	No	No	Partial	Partial	
SHPO Listed or Eligible	No	No	No	No	No	No	
State Wetlands	No	No	No	No	No	No	
Federal Wetlands	No	No	No	No	No	No	
Property Size	20+ acres	25+/- acres	10+/- acres	8.8+/- acres	5+/- acres	14+/- acres	
Current Use	Agricultural	County Office/Agric.	Agricultural	Agricultural	Agricultural	Agricultural	
Site Access	Number 4 Rd (CR 26)	West Martinsburg (CR 31)	Number 4 Rd. (CR 26) & Ross Road	E. State Street	Bostwick & E. State Street (Route 812)	East State Street (Route 812)	
Streams/Lakes/Ponds Onsite	Mill Creek & Unnamed Feeder	Unnamed Feeder	None	None	None	None	
Adjacent Land Use	Industrial/Residential	County Office/Agric.	Residential/Agricultural	Residential	Institutional/Residential	Institutional/Residential	
Public Utilities Available	Yes	Yes	Yes	Yes	Yes	Yes	
Notes	Cross Stream to Access	Cross Stream to Access	NA	Reputed Rock Outcropping Onsite	NA	NA	



-  Existing Municipal Facilities
-  Privately Owned Property
-  Municipality Owned Property

Map Illustration #4: Available Properties

All of these site were chosen to be evaluated for the proposed project and taken to a schematic site plan level. These plans are found on the next few pages followed by an estimate of probably construction costs for the site work. The result of this further study indicated that due to size constraints of the property the area behind the Town Administration Building should not be considered as a sole property. It is of inadequate size to house the main building alone and would not allow for parking or growth potential. However, due to its location abutting to other municipal properties it may be of some interest to pursue for other uses in the future. Another option to consider would be the joining of the Town Administration parcel with this privately owned parcel . If this was done then the current plan could fit, but would not allow space for future growth. Before we began with locating site features it was necessary to come up with a scope and a basic footprint of the elements to use on the sites, with the understanding that slight modifications to locations of these features would be required dependant on the site chosen. We also designed a template with minimum parking stall size, drive lane widths, etc. The scoping items are illustrated below, and the Design Template is illustrated on the next page. Following the Design Template are case studies for the six (6) locations.

Site Scoping Items:

1. Stormwater Management and Treatment Facility as required by NYSDEC
2. Parking for Municipal Vehicles (60 cars minimum)
3. Parking for Administration and Visitors, including handicap spaces
4. Snow Storage
5. Oversize Vehicle Storage/Part Storage
6. Security Fence and Slide Gate
7. Wide Drive Lanes and Turns
8. Heavy Duty Concrete Aprons at Overhead Doors
9. Metal Bollard for Building Protection at Overhead Doors

ESTIMATE OF PROBABLE CONSTRUCTION COSTS		PROJECT: SHARED REGIONAL TRANSPORTATION FACILITY, LOWVILLE			
BASED ON 2009 COSTS		DATE OF DRAWINGS: 1.14.2009		DATE OF ESTIMATE: 1.15.2009	
		PREPARED BY: CJ		CHECKED BY: BA	
No.	Item Description	Quantity		Unit Cost	Subtotal
1	BOND, MOBILIZATION, TESTING AND LAYOUT (7%)	1	LS	7.00%	\$179,068
2	STAGING				
	A GRAVEL STAGING AREA IN FUTURE PARKING LOCATION	1	LS	\$ 10,000.00	\$10,000
	B TEMPORARY FENCE	2930	LF	\$ 5.00	\$14,650
	C TEMPORARY GATES	5	EA	\$ 750.00	\$3,750
3	EROSION CONTROL				
	A SILT FENCE	2930	LF	\$ 1.50	\$4,395
	B STORM STRUCTURE PROTECTION UNITS	12	EA	\$ 125.00	\$1,500
	C OFFSITE TRACKING CONTROLS	2	EA	\$ 5,000.00	\$10,000
	D SEDIMENT FILTER BAGS	2	EA	\$ 750.00	\$1,500
	E TRIANGULAR SILT DIKES	50	EA	\$ 50.00	\$2,500
	F CONCRETE WASHOUT FACILITY	2	EA	\$ 5,000.00	\$10,000
	G SPILL PREVENTION	1	EA	\$ 6,000.00	\$6,000
	H VEGETATION PROTECTION UNITS	1	LS	\$ 2,500.00	\$2,500
	I SUMP PIT	1	EA	\$ 800.00	\$800
	J TRENCHDRAIN PROTECTION (FRONT OF CONCRETE APRON)	500	LF	\$ 2.50	\$1,250
4	SITE PREPARATION WORK				
	A SAWCUT PAVEMENT	100	LF	\$ 2.50	\$250
	B MISCELLANEOUS REMOVALS	1	LS	\$ 5,000.00	\$5,000
5	SITE EARTHWORK				
	A STRIP AND STOCKPILE TOPSOIL, 4" DEPTH	6400	CY	\$ 5.25	\$33,600
	B CUT AND FILL ONSITE (ASSUME 1.5' AVERAGE, BALANCE ON SITE)	29050	CY	\$ 16.00	\$464,800
	C ROCK EXCAVATION AND REMOVAL OFFSITE	100	CY	\$ 225.00	\$22,500
6	STORM DRAINAGE				
	A TRENCH DRAIN (FRONT OF CONCRETE APRONS)	500	LF	\$ 60.00	\$30,000
	B TRENCH DRAIN CATCH BASIN	6	EA	\$ 200.00	\$1,200
	C STORM INLET	10	EA	\$ 1,600.00	\$16,000
	D MANHOLES	2	EA	\$ 2,500.00	\$5,000
	E CONTROL STRUCTURE WITH BORED OUTLET OPENING	1	EA	\$ 3,500.00	\$3,500
	F TIE INTO EXISTING STORM SYSTEM	1	EA	\$ 750.00	\$750
	G PVC STORM - VARIABLE SIZES	1950	LF	\$ 35.00	\$68,250
	H STORMWATER MANAGEMENT/TREATMENT FACILITY (WETLAND OR POND)	1	LS	\$ 350,000.00	\$350,000
	I PVC STORM OUTLET PIPE FROM STORMWATER MANAGEMENT FACILITY	190	LF	\$ 35.00	\$6,650
7	SITE SANITARY				
	A MANHOLES	3	EA	\$ 2,500.00	\$7,500
	B TIE INTO EXISTING SANITARY SYSTEM	1	EA	\$ 750.00	\$750
	C PVC SANITARY - 8" ASSUMED	800	LF	\$ 30.00	\$24,000
8	WATER SERVICE				
	A WATER VALVES	5	EA	\$ 1,000.00	\$5,000
	B FIRE HYDRANT	1	EA	\$ 3,500.00	\$3,500
	C 8" PVC WATER PIPE	800	LF	\$ 65.00	\$52,000
	D TIE INTO EXISTING WATER SERVICE/ TESTING AND STERILIZATION	1	LS	\$ 2,500.00	\$2,500
	E POST INDICATOR VALVE	1	EA	\$ 1,600.00	\$1,600
9	SITE CONCRETE				
	A CONC. SIDEWALK (4" ROB, 4" CONC. W/ MESH)	2950	SF	\$ 8.50	\$25,075
	B HEAVY DUTY CONCRETE APRONS	20180	SF	\$ 10.50	\$211,890
10	PAVEMENTS				
	A HEAVY DUTY ASPHALT (SSF, 12" R.O.B., 6" ASPHALT)	13500	SY	\$ 60.00	\$810,000
11	SITE IMPROVEMENTS				
	A 12' C.L. FENCE	1950	LF	\$ 42.00	\$81,900
	B 3' WIDE, 12' HT. C.L. FENCE GATES	2	EA	\$ 360.00	\$720
	C 36' WIDE, 12' HT. MOTORIZED CANTILEVER GATE	1	EA	\$ 20,000.00	\$20,000
	D TRAFFIC AND DIRECTIONAL SIGNAGE	15	EA	\$ 125.00	\$1,875
	E METAL BOLLARDS	32	EA	\$ 525.00	\$16,800
	F PAVEMENT MARKINGS	1	LS	\$ 20,000.00	\$20,000
	G BOX BEAM GUIDERAIL AT EDGE OF PAVEMENT/DRIVE BY STORMWATER FACILITY	160	LF	\$ 125.00	\$20,000
	H GRANITE CURB	315	LF	\$ 30.00	\$9,450
	I FLAG POLES	2	EA	\$ 3,000.00	\$6,000
	J ENTRANCE SIGN WALL	50	LF	\$ 650.00	\$32,500
	K ENTRANCE SIGN COLUMNS	4	EA	\$ 1,200.00	\$4,800
	L ENTRANCE SIGN LETTERING	1	LS	\$ 8,000.00	\$8,000
12	LAWNS				
	A SPREAD STOCKPILED ONSITE TOPSOIL	6400	CY	\$ 5.25	\$33,600
	B FINE GRADE AND SEED GRASS	32150	SY	\$ 2.25	\$72,338
	C ROUGH GRADE AND SEED WETLAND MIX	6396	SY	\$ 6.00	\$38,376
13	SUBTOTAL				\$2,765,587
14	CONSTRUCTION CONTINGENCY (15%)	1	LS	15%	\$414,838
15	TOTAL ROUNDED UP TO NEAREST \$1000				\$3,181,000

THIS ESTIMATE DOES NOT INCLUDE COSTS FOR DESIGN AND OTHER PROFESSIONAL FEES. THIS ESTIMATE DOES NOT INCLUDE SITE LIGHTING, NEW BUILDING CONSTRUCTION, ELECTRICAL, GAS, COMMUNICATIONS.

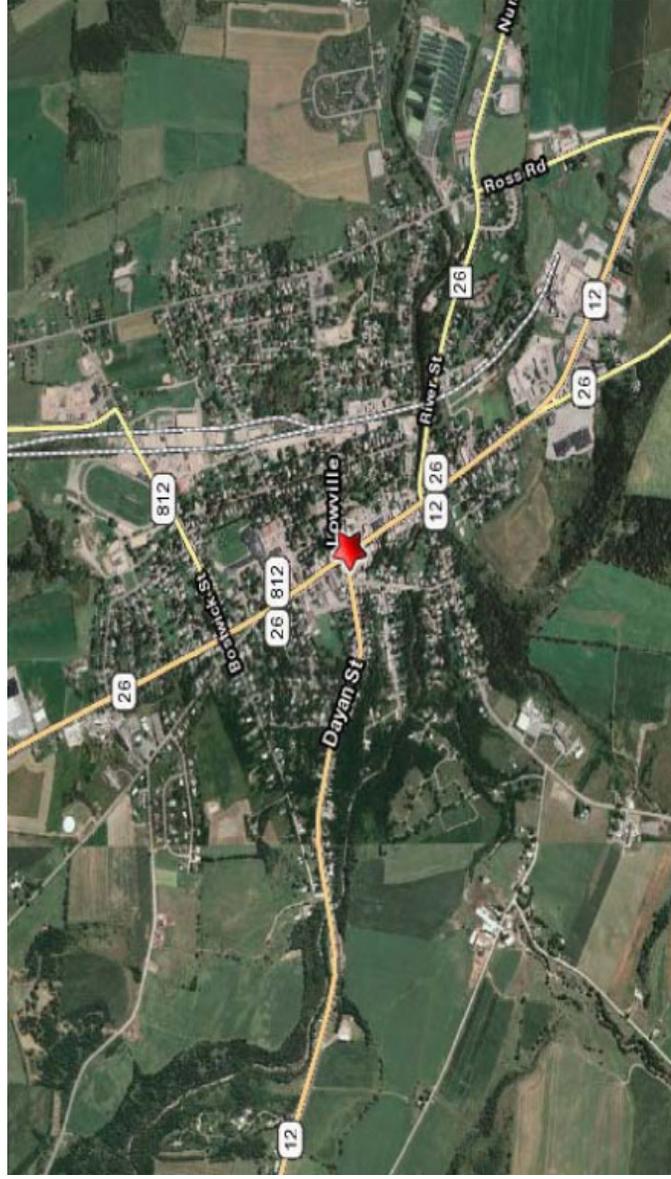
Road Upgrade Costs for Heavy Vehicle Traffic

Location	Approximate distance to State Highway (miles)	Road Reconstruction per mile	Low End Cost	High End Cost	Notes
Village-Owned Property	0.00	\$1-4 million	\$ -	\$ -	Site is located off Route 26
County-Owned Property	0.66	\$1-4 million	\$ 660,000	\$ 2,640,000	Closest road is Route 12/26
Number 4 Road	0.00	\$1-4 million	\$ -	\$ -	Site is located off Route 12
Across From Bostwick Fields	0.35	\$1-4 million	\$ 350,000	\$ 1,400,000	Site is located off Route 812
Behind Administration Building	0.19	\$1-4 million	\$ 190,000	\$ 760,000	Site is located off Route 812
Behind NYS DOT	0.08	\$1-4 million	\$ 80,000	\$ 320,000	Site is located off Route 812

SOLD

Notes

1. Routes 12, 266 and 812 were considered adequate roadways for heavy vehicles
2. The Following map was used. Adequate roadways are highlighted in yellow/orange



Facility Programming



After a thorough discussion of all of the individual requirements of each agency, these requirements were analyzed to identify any overlaps of the needs that could make the facility more efficient. The building will have universal sized bays and be able to accommodate the variety of vehicle sizes and maintenance requirements unique to each agency.

The following components were identified to be incorporated into the proposed design:

- Bus Wash
- Sign Shop
- Lifts, multiple and several sizes
- Universally trained staff
- Communications center
- Central dispatch different bands, radio tower
- Backup generator
- Two classrooms with a movable partition
- Cafeteria/breakroom
- Lockers/toilets/showers
- Ability to have future expansion

Preliminary costs were demonstrated on a spreadsheet to show the possible costs of a new facility. The sheet shows several different size buildings and two different costs per square foot. After the state aid was accounted for, it projected the annual dollar amount of shared services required for each agency based on arbitrary percent usages of the building.

The preliminary concept of the transportation facility has been designed around the guidelines of new York State Education Department (NYSED), in order to maximize state aid for the school district to fund the project. The number of bays shown represents NYSED's guideline of 60% of the fleet housed indoors with a maximum of three lifts. It has been noted that any customizing of the design that is not required by the school district will be ineligible for state aid and will have to be funded fully by the individual municipality.

The facility has 16 bays total. Two bays are a drive through vehicle wash system, one bay is dedicated to welding and another to painting. The remaining twelve bays would be open for storage and work, with lifts as required by the district and municipalities. Separating the bays are storage areas, one for each participating municipality for their individual needs.

The personnel/administrative end of the building has shared areas for drivers, staff, parts storage, and training.

The building has been designed in a modular fashion to allow for future expansion.

During the implementation phase, more specific individual needs can be defined by each participating group.

Included in this section are sample facility costs and preliminary layouts. See Section 4 for a final report on projected costs and Section 6 for final layouts and conceptual renderings.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Sample Cost Analysis

Lowville Shared Regional Transportation Facility



Assumptions:

LACS owns building and rents to other groups without assigned bays*
 20 year mortgage
 98% state aid. This number may change in the future.
 LACS cannot profit from rental of facility
 Groups have simple percentage of facility rental agreement
 Utilities, maintenance and shared labor not included
 Usage percentages are arbitrary.
 Costs include land and soft costs

Size of Facility (s.f.)	Cost of New Facility @ 350/SF	Local Share	Total Annual Costs	Annual Cost to Each Municipality (based on assumed percentage of use)				
				LACS 65%	Lewis County* 15%	NYS DOT* 5%	Town of Lowville* 10%	Village of Lowville* 5%
6,000	\$ 2,100,000	\$ 42,000	\$ 2,100	\$ 1,365	\$ 315	\$ 105	\$ 210	\$ 105
15,000	\$ 5,250,000	\$ 105,000	\$ 5,250	\$ 3,413	\$ 788	\$ 263	\$ 525	\$ 263
30,000	\$ 10,500,000	\$ 210,000	\$ 10,500	\$ 6,825	\$ 1,575	\$ 525	\$ 1,050	\$ 525
60,000	\$ 21,000,000	\$ 420,000	\$ 21,000	\$ 13,650	\$ 3,150	\$ 1,050	\$ 2,100	\$ 1,050

+

Size of Facility (s.f.)	Cost of New Facility @ \$500/SF	Local Share	Total Annual Costs	Annual Cost to Each Municipality (based on assumed percentage of use)				
				LACS 65%	Lewis County* 15%	NYS DOT* 5%	Town of Lowville* 10%	Village of Lowville* 5%
6,000	\$ 3,000,000	\$ 60,000	\$ 3,000	\$ 1,950	\$ 450	\$ 150	\$ 300	\$ 150
15,000	\$ 7,500,000	\$ 150,000	\$ 7,500	\$ 4,875	\$ 1,125	\$ 375	\$ 750	\$ 375
30,000	\$ 15,000,000	\$ 300,000	\$ 15,000	\$ 9,750	\$ 2,250	\$ 750	\$ 1,500	\$ 750
60,000	\$ 30,000,000	\$ 600,000	\$ 30,000	\$ 19,500	\$ 4,500	\$ 1,500	\$ 3,000	\$ 1,500

+

* Any costs to other municipalities would be exchanged through shared service agreements.

+ This line indicates expected size of facility

Staffing was researched through the working group meetings. After looking at their current staffing and pay structure, the committee outlined two alternatives for staffing a shared facility. No immediate decision on staffing could be reached because future savings cannot be determined until a shared model is implemented. One possible benefit of shared staffing is a central office staff. Currently all employees answer phones, handle dispatch, etc.

Option #1: Combined Shared Staffing.

- All entities drawing from a central staffing unit.
- Garage supervisor
- Heavy Equipment mechanics
- Automotive mechanics
- Other staff (Wash shop, paint shop, etc)
- Dispatch and Administrative staff

Option #2: Individual Operations with Central Mechanical staff.

- Each entity keeps its own garage/mechanical staff
- Transportation Center would add certain specialty staff
- Diagnostic mechanic
- Miscellaneous wash staff, paint staff

Outsourcing Mechanical Work

- All entities outsource certain mechanical work.
- LACS: Major repair work on buses.
- County: Major repair work on trucks, plows including heavy diesel work, transmissions, transfer cases, etc. Also, most automobile repairs are outsourced.
- Village: Major truck and equipment repairs.
- Town:

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Working Group Meeting

Lowville Shared Transportation Facility



Current Staffing

Other Expenses

Entity	Staff	# of Employee	Approx FTE	Approx Payroll Expense	Benefits	Facility Utilities	Outsource Mechanic	Other
LACS	Mechanic / Bus driver	2.00	1.50	80,000	24,000		5,000	
Village of Lowville	Mechanic	1.00	0.90	45,000	13,500	11,000	5,000	
Town of Lowville	None specific, work done by staff as needed		0.60	29,000	8,700	10,000	5,000	
County of Lewis	Shop Supervisor	1.00	1.00	160,000	48,000	68,000	?????	
	Mechanic	3.00	2.70					
NYS Dept of Trans	Equip Mechanic	1.00	1.00	40,000	12,000	7,000		5,000
	Mechanic Supervisor	1.00	1.00	40,000	12,000			
	Group Total	9.00	8.70					

Other Information

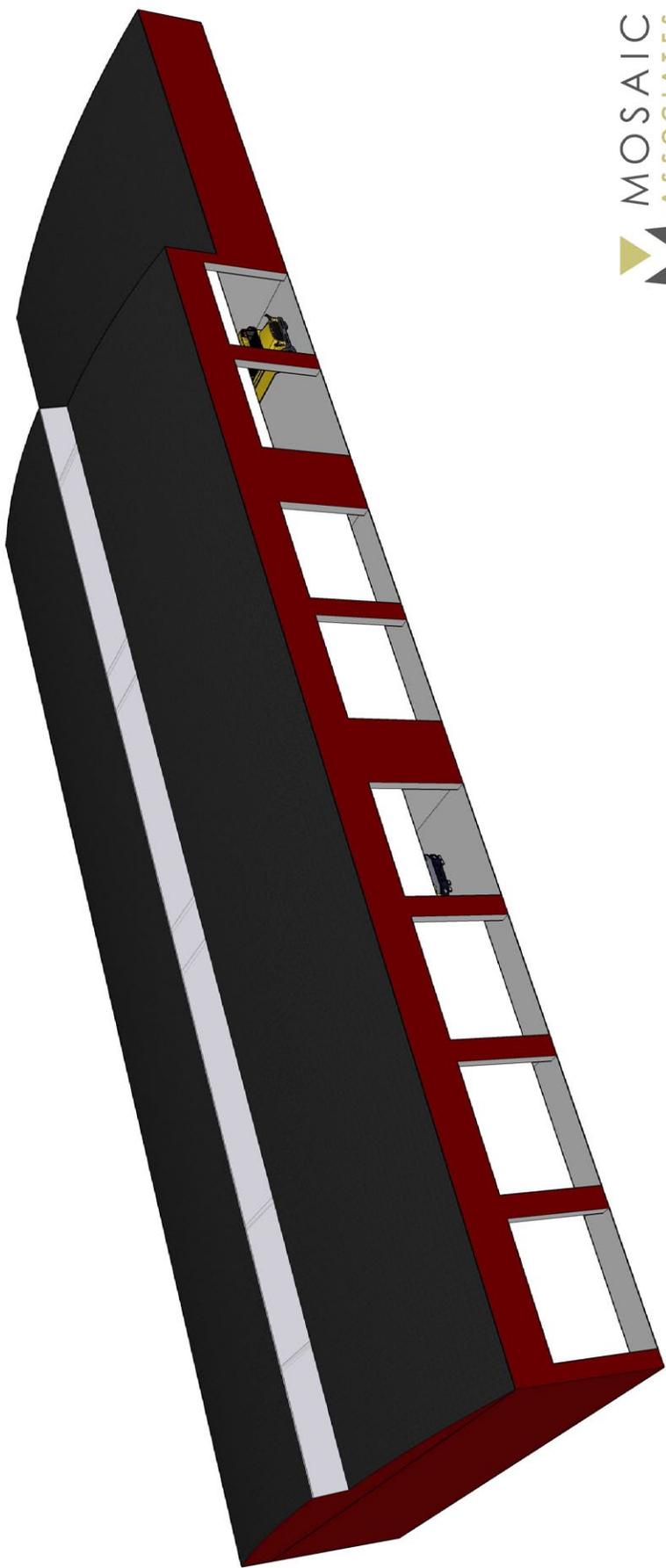
- All staff are members of union bargaining units. All entities are CSEA except for Town of Lowville which is Teamsters.
- All entities have different health insurance plans and different levels of contribution for employed staff.
- All entities complete most of their own mechanical work. Major repairs are outsourced. This varies each year and for each organization, but is not substantial cost for any entity. County of Lewis outsources basic mechanical work for automobile fleet of fifty vehicles. They are considering bringing this internal.

Mosaic Associates Architects

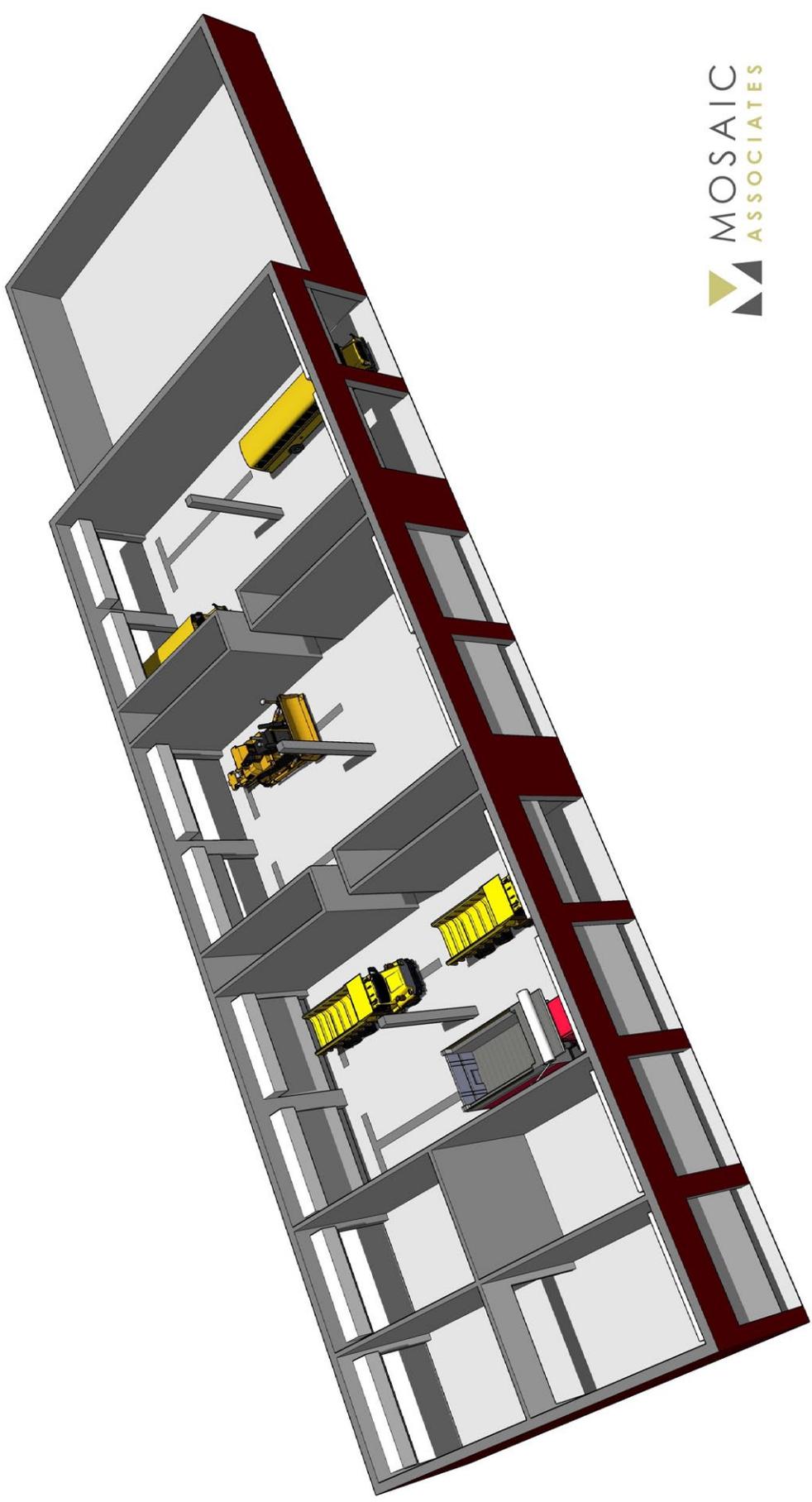
Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle, Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620



Schematic Exterior Rendering of New Transportation Facility



Schematic Layout of New Transportation Facility

Cost Analysis



The first and most obvious component of savings is through envelope upgrades and cost avoidance. All agencies have aging facilities that do not meet their current or future needs. Several agencies have no capacity for expansion. A new facility would allow for all the involved groups to perform services to their fleet that they cannot do now. This shared maintenance would enable the agencies to reuse their existing building in a different way, expanding their capabilities and prolonging the life of their vehicles as well as saving energy.

As the use of each existing facility shifts away from maintenance and towards vehicle storage, the temperatures required for repairs would not have to be maintained thereby reducing the energy required. In addition, the use of the building would be less, reducing heat, electricity and water consumption.

Each municipality has its own purchasing and—despite an overlap in similar inventory—has not been able to realize the purchasing power of a shared purchase and central storage. This central storage would be able to manage the inventory in such a manner that the current method of purchasing from a variety of local places, with differing pricing, based on availability would be eliminated.

There was also a discussion of getting proposals from outside vendors to perform the central storage management to avoid conflicts in pay scales between agencies.

The current buildings do not allow for major repairs to be performed in house. Vehicles, including large maintenance vehicles, are trucked to Watertown, NY, 30 miles away for repairs.

No agency has a wash bay currently. All groups must contract out for service or use municipal water system and discharge back into storm/sanitary. The new facility would have recycled water and treatment system to reduce water usage, eliminate outside contracts, and prevent contaminants from entering the environment.

No current facility contains a paint bay. The savings would be realized by not having to contract out to perform work, higher quality job could be done compared to the in-house roller technique currently employed. This leads to prolonged life of vehicles and accessories.

No current facility contains a suitable welding bay. All major repairs are sent out.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Current Costs

Item	Municipality				Total
	Lowville ACS	Town of Lowville	Village of Lowville	Lewis County	
Fleet Cost	\$ 2,825,000	\$ 1,280,376	\$ 945,000	\$ 4,591,252	\$ 9,641,628
Outsourced repairs	\$ 5,000	\$ 5,000	\$ 5,000	\$ 100,000	\$ 115,000
Parts Budget	\$ 52,000	\$ 73,000	\$ 41,000	\$ 90,000	\$ 256,000
Oil	\$ 4,500	\$ 2,500	\$ 2,000	\$ 10,000	\$ 19,000
Tires	\$ 8,000	\$ 3,500	\$ 2,500	\$ 12,000	\$ 26,000
Annual Repairs (Estimate 3% of Fleet Value)	\$ 80,000	\$ 35,000	\$ 27,000	\$ 130,000	\$ 272,000
Existing Facility (s.f)	13,595	10,000	5,000	20,820	49,415
Utility Costs (Heat & Power \$2.50/s.f.)	\$ 33,988	\$ 10,000	\$ 11,000	\$ 68,000	\$ 122,988
Staffing Costs	\$ 104,000	\$ 37,700	\$ 63,500	\$ 228,000	\$ 433,200
Maintenance Costs (1% per year of Building value)	\$ 13,595	\$ 10,000	\$ 5,000	\$ 20,820	\$ 49,415

Savings

Cooperative Parts savings (5%)	\$ 2,600	\$ 3,650	\$ 2,050	\$ 4,500	\$ 12,800
In-House Repair Savings (5%)	\$ 250	\$ 250	\$ 250	\$ 5,000	\$ 5,750
Existing Utility Reduction (20%)	\$ 6,798	\$ 2,000	\$ 2,200	\$ 13,600	\$ 24,598
Existing Staffing Change	\$ -	\$ -	\$ -		\$ -
Storage Facility Rental	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000
Vehicle Replacement Savings (1%/year)	\$ 28,250	\$ 12,804	\$ 9,450	\$ 45,913	\$ 96,416

Future Costs

New Building Utility (\$1.50/s.f.)	\$ 52,500				\$ 52,500
New Building Staffing	\$ -	\$ -	\$ -	\$ -	\$ -

Project Cost Analysis

Lowville Shared Regional Transportation Facility



	Site 1 Village Prop	Site 2 County Prop	Site 3 Private - Number 4 Road	Site 4 Private - Across Bostwick Fields	Site 5 Private - Behind Town Admin	Site 6 Private - Behind NYSDOT
Building Costs (35,000 sf @ \$350/sf)	\$ 12,250,000	\$ 12,250,000	\$ 12,250,000	\$ 12,250,000	\$ 12,250,000	\$ 12,250,000
Cost of Land (@ \$50,000/acre)	\$ -	\$ -	\$ 500,000	\$ 450,000	\$ 250,000	\$ 700,000
Facility Site Costs *	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000	\$ 3,200,000
Specific Site Costs **	\$ 150,000	\$ 300,000	\$ -	\$ 30,000	\$ -	\$ 87,000
SHPO Study	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000
DOT Requirements †	\$ -	\$ 660,000	\$ -	\$ 350,000	\$ 190,000	\$ 80,000
Total	\$ 15,600,000	\$ 16,420,000	\$ 15,950,000	\$ 16,280,000	\$ 15,900,000	\$ 16,327,000

SOLD

Notes:

* Estimated cost for sitework for any generic site.

** Additional costs given conditions of specific site (e.g if bridge or substantial re-grading is needed). See notes below.

† Preliminary estimates for required roadway upgrades. These costs are not aidable.

There is no initial project cost (those numbers outlines here) to other municipalities. These apply only to LACSD and are approximately 97% aidable by NYSED (except for DOT required roadway upgrades).

Additional Site Costs

Site	Owner	SHPO	Add'l Site Cost	Notes
1	Village	No	\$150,000	For drive lane and utility
2	County	Yes \$10,000	\$250-300,000	For drive lane and utility extensions. Potential bridge needed.
3	Private	No	\$0	
4	Private	No	\$30,000	Will need sanitary pump station per Town/County administrators
5	Private	Yes \$10,000	\$0	Site Not Large Enough
6	Private	Yes \$10,000	\$87,000	For drive lane and utility extensions

Next Steps



Since the School District will own the building, it will be the lead agency for the project. The project will come into being after the interested parties commit to the process with the Lowville Central School District. The group will also start to determine the shared approach and which model they will pursue.

The group will select several sites that will be analyzed in the FEIS (Final Environmental Impact Statement) study as part of the SEQRA (New York's State Environmental Quality Review Act) process. In the study, each site will be evaluated in depth to determine the most appropriate site for the project. Traffic, existing roadways and the individual characteristics of each site will be reviewed.

Some sites have been selected for examination in this report to demonstrate a range of possibilities and help the group identify some preliminary data for site consideration. It has not been determined if these sites will be reviewed in the FEIS report or if all new sites will be included.

Concurrent with the study, each participating municipality will apply for the New York State, Department of State, implementation grant. This grant pays up to \$200,000 per participating municipality and can be used for individual, specific equipment in the facility.

After the report has been completed, a DEIS (Draft Environmental Impact Statement) will be published followed by a 30-day waiting period and 30-day comment period. After comments are received and incorporated, the Final Report will be issued.

Out of the report, the site will be selected and the District will enter into negotiation with the owner (public or private) for the purchase. When an agreement is reached, which is contingent upon voter approval, the Board of education would set a vote date for the purchase of the land and the construction of a new facility. This process requires a minimum of 45 days before the vote.

Upon voter approval, the construction documents would begin and would be developed for nine months before submission to the State Education Department for approval. After review and approval, the project would be put out for public bid and then move into construction upon award of construction contracts. The construction of the new facility would take approximately a year to 18 months.

Current projections of the timeline show the completion in 2013 based on a start of the SEQRA process in the first quarter of 2010.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Project Options for Lowville Academy and Central School

1. Continue current model. Each municipality proceeds on their own to meet their individual needs.
 - No agreements
 - No buying power or consolidation
 - No implementation grant
 - Greatest cost to local taxpayers
 - State aid to only LACS facilities

2. Construction of a new Regional Transportation Facility with shared service agreements with the four other municipalities. All municipalities would keep their existing facilities.
 - State aid available
 - Grant money available
 - Most opportunity for shared service and savings through consolidation
 - Most opportunity for varied service/facilities
 - Highest initial cost, but funded up to 98% by New York State; local costs to LACS taxpayers is 2% over 20-30 years.
 - LACS owns, maintains, operates, etc. Municipalities use and compensate through a shared service agreement.

3. Hybrid of options (1) and (2). Construction of new building and also retain some current uses of existing facilities, services, parts, etc.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Conclusion

Through the study Mosaic has discovered a great need for all of the involved parties to realize a shared facility. From the reduction of outsourcing work, to centralized staff and inventory to increased purchasing power and energy performance the new facility would save each of the municipalities annually.

The New York State Education Department, upon preliminary review, indicates that the project would be eligible for state building aid. The provisions are that the building is owned and operated by the Lowville Academy and Central School District, the other agencies have right to use the facility but no exclusive rights, and reimbursement for this use would be an in-kind shared service agreement. The implementation grant, if successfully secured, would be used to address any individual agency's specific needs, i.e. diagnostic equipment or special vehicle lift.

Tax impact as benefit- since the school district would own and provide services for payment, there is no tax implication for the municipalities to bear for the construction of the new facility.

Recommendations

Today, based on the information provided to us by Lewis County, the Town of Lowville, the Village of Lowville, the Lowville Academy and Central School, and the New York State Department of Transportation we conclude the following:

The LACS facility is inadequate for its needs and cannot be expanded or developed on the current site. The project that will be taking place to renovate the existing facility will serve to address immediate needs only but not provide for the long term. The life of the building will be extended but its maintenance capabilities have only been modestly improved. The existing building remains valuable to LACS which has an ongoing need for additional District storage.

Given that the State Education Department will fund the cost of the land (if any), the cost of site development and the cost of construction up to 97%, we conclude that it is in the best interest of LACS to move forward with the project to ensure the future needs of the school district and servicing its vehicle fleet. The current building could then be converted to cold storage reducing the operating costs.

We also find that with the involvement of other municipal entities in the project, additional cost savings will be found through cooperative purchasing, expanded local maintenance service and vehicle wash. The reciprocal shared services agreements would allow for all participating parties to mutually benefit from each others' resources. The additional service facility will allow all parties to have additional space in their current facilities and create a new model for the usage of these buildings.

In the current fiscally challenging times, any opportunity for municipalities to share services, to eliminate duplication, to save taxpayers money and to create a model of cooperation among municipal entities would be most welcome locally and in the State. It is apparent in our study that several avenues are and will be available for the shared transportation facility to save money for each participating municipal entity. In addition, the new facility will meet the current environmentally friendly requirements for transportation facilities.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Appendix 1

- Communication



From: Martin Weber
To: Carl Thurnau
Date: 02/03/2009
Subject: Lowville - Bus Garage

Carl,

The School District, in conjunction with three other municipalities, Town, Village, and County, is studying the feasibility and efficiency of developing a bus garage facility. When you and I discussed this matter several months ago, you indicated that on a shared facility, each entity must carry its own burden for all costs, and that portion that's allocated for Lowville will receive building aid.

The purpose of this email is to elicit your reaction to a different approach that our study is taking.

The District has a woefully inadequate existing facility that cannot support the needs of the bus fleet either for storage of the buses and other smaller school vehicles that transport students or the maintenance of the vehicles requiring repairs. In addition, the uninsulated building has no land to park the buses or the vehicles of the drivers. If it wasn't for the Town garage that's next door and the agreement between the two municipalities to use Town land to enter and exit the facility, the District could not even get its buses into its own building. And, behind both facilities is an historical plot of land that houses the Fairgrounds with an old horse track that's used every year for successful fairs. Also, the two old in-ground lifts that predate the current larger vehicles are on the verge of failure, and when buses are on these, DOT cannot walk around the vehicles to inspect them as required. Each of the overhead doors is not high enough to allow easy access for buses with roof hatches, and using each bay for two buses bumper to bumper in a single entry requires backing out of vehicles onto a nearby road and no room to walk through the building.

The list of deficiencies in this building is much longer than the short version I've offered above.

Absent the current shared municipal grant study funds, the District could easily and legitimately have promoted the concept of a new facility for its own use to house most of its buses indoors. Winter weather almost requires buses to be stored indoors or at least be plugged into electrical block heaters to allow buses to start. Needless to say due to site constraints, those buses of the fleet that must be parked outdoors are placed against the only entry to each bay, and are plugged into the heaters. The buses take a long time to clear of snow before any of the buses housed inside can be rolling to pick up students. Some of the buses that are outdoors are completely unsecured and are only a few feet away from a main road. Again, because of the proximity to the Town garage, the assistance from the town to expedite clearing the roadway has allowed the District's fleet to function to the minimal levels that it has.

For the twenty-six to thirty buses that the District has, we recommend a facility that allows buses to drive through each bay, that can house sixteen of the buses indoors with ample room to walk within the building when the buses are parked, that has three lifts (two in-ground, and one movable) that can

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

readily accommodate the largest vehicles for repairs and which permit adequate inspection space for DOT staff, that has a training facility for drivers and separately for mechanics, that has accessible and adequate support spaces such as lockers and bathrooms, tire and other consumable storage, that will have a recycling wash bay, that has an environmentally-sound paint bay, and that will suit the important function that a bus garage must provide to transport students.

Rather than considering dedicated bays for the other municipalities, we recommend that the District provide a shared service rather than a shared building. What I mean by that is akin to what several other school district clients offer in their facilities when they service vehicles for other municipalities. Shenendehowa comes to mind since they run their facility in two or three shifts and service vehicles for the Town or State Police.

On a typical day, the District would use the entire facility for its own buses, either for servicing or for storage. When any other municipality needs service, they would use one of the school's service bays. In return for the use of the school's facilities, the municipality would offer comparably-valued services such as snow plowing, sanding and salting, asphalt patching, or gasoline and diesel for all school facilities. This arrangement already happens, but it would be greatly enhanced with a new bus garage.

Because the Department of State Efficiency Study could provide implementation funds of about \$200,000 per municipality, including for the District, if additional lifts or other permanent improvements were required in the school's bus garage, then that grant would fund that expense, and the District would not pay for these or request building aid for those expenses. That grant would be more than sufficient to completely fund lifts, overhead air and oil services, or any other improvements each municipality may request for its own purposes if the bays are not in use by the school.

Mr. McAuliffe, the school's Superintendent, would prefer to discuss this personally with you because of the unique nature of the offering by the Department of State. Even Sean McGuire, the administrator of the grant for the study at the DOS, would be willing to meet with you to explain the possibilities to improve the efficiency of services for several municipalities at a savings to NYS.

If I haven't explained the concept well enough, please allow Mr. McAuliffe and Mr. McGuire to meet with you to discuss this further. Each of the municipalities that have signed on for the study have endorsed the concept of shared services which are already happening in many respects. The benefits to each entity could be enormous as the study will explain. Even the use of shared manpower to save money has been studied and is under consideration. The concept of common staff being paid for by each municipality would even out the different salaries and benefits each is paying now for some of the service functions. Joint purchase of consumables, like gasoline, oil, tires, and others would also contribute to the efficiencies and cost savings.

Your assistance in making this concept viable is required and anticipated.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

From: Carl Thurnau
To: Martin Weber, Curt Miller
Sent: Wed, 04 Feb 2009
Subject: Re: Lowville - Bus Garage

I agree with Curt, except that I would be happy to meet because I would like more information on the DOS piece for future reference.

I don't have any immediate issues with the district proposal. I am happy to see that there is no suggestion to place all busses inside. Marty for you information, we are taking a much harder line on that issue. At this point we suggest 50 % of busses under cover may be reasonable, but we may well decrease that in the future. That would impact your proposal for 16 busses inside (I am assuming these bays are 1 deep not 2, for a total storage of 32 busses) if you have 26 busses, but close to the mark if there are in fact 30 busses. Busses have been outside for ages. We don't think it is necessary or reasonable to put all busses inside. Block heaters work fine, and snow can be swept off with a little effort. For security purposes, fencing and lights work just fine, and are much cheaper than capital improvements that need to be heated and maintained. We also do not accept the oft used argument that its too cold for the kids on the bus unless they are stored inside. It's winter in NY and winter hats, coats, gloves and boots have worked just fine for generations.

So in a nutshell, the district would own it on some new parcel of land, we would aid what we felt was necessary for district transportation purposes, and if they can reach some arrangement for municipalities to use the facility, we have no issue with that. I will need some information about potential fleet sizes of the other municipalities, etc. I don't want a situation where due to competition for space, the district can't use their space during the day, etc. Would the agreement allow others in during the 1st shift? or only 2rd or 3rd shift? etc.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

SED Communication



From: Martin Weber
To: Carl Thurnau, Curt Miller
Date: 02/10/2009
Subject: Re: Lowville - Bus Garage

Carl and Curt,

Thank you both for your quick and favorable response. The District and Sean Maguire from DOS would like to meet with you before we finalize our report and submit to DOS for an implementation grant of \$200K per municipality.

Let me respond to some of your comments:

The District does not intend to build a facility to house all of its buses indoors. It isn't what they are doing today nor what they intend to do in the future. The District would like to have an adequate parcel of land and a facility large enough to house about half of their fleet indoors inclusive of the work bays, the wash bay and the body/fender/paint bay. Eight double deep bays plus an administrative area are in the proposal that we've recommended. This should be in keeping with the guidelines that you anticipate SED will establish for future facilities.

With regard to the snow, I was not suggesting that the buses needed to be housed indoors to avoid being uncovered from snow. The current situation has the District's building without any of its own land to park its buses outdoors. The buses are parked up against the single-sided building bays on land that actually belongs to the Town. Some of the buses are within mere feet of a major route through town. In order for the outdoor buses to allow the indoor buses to exit the building, the District must clear them of snow, and if one of them fails to start, the two buses that are indoors cannot exit that bay until the outdoor disabled bus is moved. I've not seen such a situation before. Usually, the outdoor buses are plugged into heaters that are remote from the building. There is no land available adjacent to this facility to allow for such a situation. We are not proposing to avoid clearing buses of snow.

The logistics for the use of the building have not been worked out, but when the buses are not needed to be stored indoors, other municipalities would have access to work bays which they have outfitted with their own lifts or other equipment at their own costs. Obviously, when buses are on the road to convey children, other municipalities would use work bays. We anticipate that sufficient land would be available to provide outdoor electrical plug-ins for two-thirds of the fleet in case another municipality's vehicle is stuck on one half of one bay. Use of the work bays on other than first shift would displace one bus in any case since we intend for all bays to store buses, even the work bays. Whether indoor storage of buses is required when the weather permits for them to be outdoors will be up to the District.

Whatever guidance you would recommend for the appropriate use of the facility when we meet will be incorporated by the District in its arrangement with the other entities.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

SED Communication



The goal of this facility is to first and foremost take complete care of the District's vehicle needs. To the extent that sharing work bays with other municipalities would formalize savings to the District and to the other municipalities, the District is willing to consider it with your guidance. As I indicated before, sharing of services already occurs with plowing, salting and sanding, paving, striping, oil and gasoline, but it's been informal.

In order to qualify for implementation funds, we must show savings to the taxpayers of all entities. What has been going on for years will be quantified and formalized.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Meeting with the Office of Facility Planning at the State Education Department
Lowville Regional Shared Transportation Facility
April 3, 2009

Carl Thurnau (CT), Director, and Curt Miller (CM), Project Manager, from State Ed sat down with Lowville Superintendent, Ken McAuliffe (KM), Mosaic Associates, Marty Weber (MW) and John Onderdonk (JO) and Sean Maguire from the Department of State to discuss the transportation facility.

After MW briefly indicated the purpose of the meeting, KM started out by presenting the history of the current bond issue. Included were the existing bus garage and the potential project for reconstruction approved by the voters. The draft report from the shared transportation facility was reviewed. CM indicated that MOSAIC had already reviewed with him the proposed scope for a new bus garage facility with shared services for three other municipalities, and he endorsed the concept and approved the scope for full building aid.

Three options for moving forward with the project were described.

- Option 1 was to move forward as initially conceived and build a shared transportation facility and LACS would perform the reconstruction work to the existing facility as planned.
- Option 2 involved LACS building a new transportation building and selling the existing garage to the other municipalities for \$1 to be renovated by the other for their own particular uses.
- Option 3 was for LACS to build a new facility for themselves and reconstruct the existing bus garage, retain ownership, and share the renovated existing facility with the other municipalities.

The Department of State noted that they were excited about the Lowville project because they have not had other projects with as much shared use and consolidation submitted to date. They felt the project had a very good chance at securing the Implementation Grant funds. DOS informed us that the \$200,000 grant money needs to have a 10% local share match, \$20,000 to receive the money and would confirm that it can be the same funds that represent the local share for State Education purposes. The funding also has a \$1,000,000 cap if there are more than five entities applying for a single facility.

The State Education Department had the following comments:

- That if the District chooses to move forward with fully reconstructing the existing bus garage, it will not be receptive to aiding a new bus garage in the near future.
- If the District chooses to sell the existing bus garage, it must be sold for fair market value. This value could vary widely depending on condition, repairs required or hazardous materials.
- State aid could be available on both facilities depending on size and scope. LACS through Mosaic would work with the SED Project Manager to come to an agreement on size and scope for state aid purposes. As shown on the initial drawings, the proposed garage appears to be fully aided as it

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

represents storage of only 50-60% of the district bus fleet.

- There will be no aid unless the District owns the building.
- If the District decides to build additional space for other municipalities, it will be non-aided and they can lease this space to cover the additional costs.
- SED did not take issue with others installing specialized equipment in the District owned building.
- The number of bays that would receive aid would be a judgment of a reasonable percentage of the fleet combined with an appropriate number of lifts compared to the number of mechanics. Support spaces, i.e. training rooms, locker room, administration etc. are also fully aided. The District was encouraged to find shared support space with other District services to maximize this opportunity.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Meeting Minutes

Lowville Shared Transportation Facility



Kickoff Meeting October 21, 2008

Initial Comments

Study is due April 1st, 2009

Mosaic to gather 5 sets of individual information and develop 5 programs based on individual needs. From this information, the conceptual design will be produced.

Lowville ACSD

- Currently stores most buses indoors, remained is plugged in outside
- Existing garage to remain to continue to store buses indoors
- Town currently on same property, district uses part of town property

NYSDOT (not an official partner)

- Interested in community sign shop
- Continued needs: salt, sand, fuel, paint, repair

Village of Lowville

- Would like to reuse existing facilities
- Wants to project needs ten years out
- Want wash bays
- Currently store 14pc of large equipment indoors
- Currently do not have lifts
- Consolidate diagnostic equipment
- Needs more space

Lewis County

- Keep facility for storage
- Needs more space
- Move out maintenance
- Sign shop needed
- Fleet (60+ vehicles, small and large) maintenance
- Need: Wash bay, Paint bay, Storage & Offices
- Place for elections/voting machines (not aid-able so best to use existing facility)
- Inside or outside covered storage (seasonal storage)
- Largest equipment, vehicle fleet

Town of Lowville Garage

- Okay with current buildings
- Keep using existing buildings
- Maintenance, paint shop, wash bays needed
- Same or more equipment as village
- 5 employees
- Currently can get all vehicles under cover

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle, Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Meeting Minutes

Lowville Shared Transportation Facility



Steering Meeting 2 November 18, 2008

Initial Comments

Working group meetings will address staffing needs and potential advantages

Cory Jenner presented results of his research of municipal and private sites

The cost of infrastructure and access to site was discussed. It was noted that roads and bridges may have to be upgraded if not a highway grade road currently. The cost of these upgrades may outweigh the cost of having to purchase privately owned land.

Cory will contact SHPO to investigate the archeological sensitivity of all sites

Mosaic will pursue the feasibility of several sites. It was noted that the study does not have to be site specific but would recommend a description of site requirements.

Overall Facility Needs:

- Bus Wash
- Fuel Depot
- Sign Shop
- Lifts
- Universal trained staff
- Communications center
- Central dispatch different bands, radio tower
- Backup generator
- Two classrooms w/ movable partition
- Cafeteria/breakroom
- Lockers/toilets/showers

LACS would not be storing buses on site.

All entities to report back on vehicle parking requirements and survey information by 12/11/08

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle, Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Meeting Minutes



Steering Committee Meeting
Lowville Regional Shared Transportation Facility
June 9, 2009

Present:

Ken McAuliffe	LACS
Allen Matuszczak	LACS
Mike Young	LACS BOE
Matt Bush	NYS DOT
Eric Virkler	Village of Lowville
Mary Youngs	Village of Lowville
Dave Pendergast	Lewis County
Pat Wallace	Lewis County
Jack Bush	Lewis County
Marty Weber	Mosaic Associates
John Onderdonk	Mosaic Associates

KM brought the committee up to date with a summary report of the status of the study.

KM presented a revised timeline for the study, ending in November in order to have all the information completed. The revised timeline was agreed upon.

Mosaic has met with the Lowville Board of Education to present the study and answer question and engage support for the project. It was emphasized that they meet with the other boards for similar presentations. Upcoming meetings with Lewis County and the Village of Lowville were scheduled.

Mosaic stated that both the Department of State and the State Education Department are very exciting about this unique project model. This type of shared facility has never been done before in New York State and both groups endorse and look forward to the development of the project.

The group needs the DOS to comment on the local share and how it is contributed, and how savings may or may not need to be demonstrated.

A review of the study was given by Mosaic, noting that the incomplete sections were the staffing, cost savings and recommendation (options). Mosaic suggested that the staffing saving might be difficult to complete as well as being unpopular in the eyes of the public when trying to gain support for the project. Mosaic presented area of cost savings to focus on for the study. These areas were annual repairs, outsourced services, parts inventory and fleet replacement. Mosaic requested information in all of these areas to begin to quantify savings. The Working Group will meet again to address the staffing issues.

MY (LACS BOE) suggested looking into servicing additional surrounding municipalities to help to finance the project. MW reminded the group that the School District could not profit from any agreements and

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle, Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

Meeting Minutes



could only charge cost. It was also stated that this did not need to be determined at this time and could be pursued by entities after the development of the project.

Lewis County proposed that the savings by not building a new facility or bringing existing building up to code was enough to justify the project. Mosaic provided comment made by the NYSDOS regarding non-primary savings, which includes cost avoidance for facilities, and suggested that the saving shown by working together and finding shared opportunities was going to be more advantageous in the next round for the implementation money.

Lewis County asked about the cost variations in developing each of the sites. The landscape architects will be contacted to comment on the cost of each.

Lewis County has offered their 19 acres site for the project. They have anticipated developing this site and know that there will be implications regarding the roadway(s) that access it.

Mosaic was asked for some additional projected costs for the total package of the project. Lewis County noted that their board will want to know where its going and how much it will cost.

The next meeting was not yet scheduled.

Mosaic Associates Architects

Main Office 73 Troy Road, East Greenbush, NY 12061 T 518.479.4000 1.877.479.3744 F 518.477.1356

Adirondack Office 14 Healey Avenue, Plattsburgh, NY 12901 T 518.563.9418 F 518.563.9416

Long Island Office 100 Jericho Quadrangle, Suite 337, Jericho, NY 11753 T 516.935.6620 F 516.935.6620

*T. Knight.
TO: Steacy Committee*

Lowville Regional Transportation Center
Working Group Discussion
1-20-09

*CC's of Wendy Gyp.
MWS. on personnel*

Participants: Ken McAuliffe, Eric Virkler, Matt Bush, Richard Denning, Mark Tabolt

The group met primarily to discuss staffing concepts and number of bays needed in the facility.

Staffing

The group agreed that a shared staffing model makes the most sense for the long term. A separate entity could be developed to hire the staff or one of the current municipalities could be the hiring unit. A transition to this model will make the most sense so that it can be determined how many staff will be needed at the new facility, and if there is an overall reduction of staff, this could occur through attrition. For example, the Village would continue to employ its mechanic staff and if there is a retirement or resignation, that position would not be filled and the Village would rely on the maintenance facility staff.

We also discussed the priority for hiring in the new facility.

- The County could have an immediate need for light / auto mechanics.
- Heavy mechanic / diagnostic technicians could be the second priority to service the group needs.
- Wash bay, paint shop, welding shop might be needed to service a joint operation.
- Purchasing and general facility staff is a final thought on necessary staff.

Building Design / Bays

The group had some discussion about the layout of the facility. Matt Bush noted that the open bay, single drive through works in Watertown DOT as this is a one-entity facility and this could be different in Lowville. We discussed the possibility of a split with part of the building have a single entry, drive through with pull in bays, and part of the facility have individual bays with separate doors.

There was significant discussion on the number of bays needed for each organization. Although the general concept is a shared facility it was more logical to determine bays needed by considering each entities requirements.

- County could need four bays to include their auto bays. County will also have most need for paint and welding bays. That is six total.
- Town and Village would share one heavy lift bay.
- Town would require one open bay and a shared open bay.
- Village requires one open bay and a shared bay.
- School would need two bays and a shared bay.
- Two wash bays - shared
- This totals 14 bays.
 - 2 light vehicle repair bays
 - Paint bay

- Welding bay
- 2 bays for wash facility
- 2 bays for buses
- Six more bays to be split between County, Town, Village and shared. These would have a mix of hydraulic lifts and open work bays.

General Discussion

The group has other general discussion about various issues and feasibility of the facility. We developed a very broad annual cost of approximately \$130,000 to finance and maintain the facility. This considers financing \$750,000 of construction cost, after state funding, and approximately \$60,000 per year for heat, lights, maintenance, etc.

The group discussed sites for a facility and what other structures could fit on the site. Given the estimated costs noted above, we discussed the benefits from this facility and the costs savings that would have to be realized. It was noted that we must stress the new capability we would obtain from this facility and that shared staffing and long term reduction in staffing will be needed to validate the new structure.

**LOWVILLE REGIONAL TRANSPORTATION CENTER STUDY
SEPTEMBER 9, 2009 MEETING**

Local Government Efficiency Grant

Shared Regional Transportation Center

To complete the research study, the steering committee needs to address/finalize the following:

1. Complete the Cost Containment/Avoidance Report on shared staffing, shared cooperative bidding and any building savings
2. Complete a preliminary building design/model of the Regional Facility
3. Review with Town, Village, County and School District Boards
4. Release of Study – Public Information Hearing on Final Report

—TIMELINE FOR IMPLEMENTATION
OF BUS GARAGE

**LOWVILLE REGIONAL TRANSPORTATION CENTER STUDY
SEPTEMBER 9, 2009 MEETING
REGIONAL FACILITY COST SAVINGS**

LOCAL GOVERNMENT EFFICIENCY GRANT

Introduction: Looking over the next 10-15 year period, clear efficiencies for the four municipal government partners could be realized in the following key areas:

1. Gas/Fuel at single location for all grant partners
2. Sand/salt at single location for all grant partners
- 3. Truck/Bus wash in single location and EPA/Environmentally approved
EXTEND LIFE OF VEHICLES
4. Diagnostic work brought in house to a single location
5. Light maintenance (oil, lube, tires, etc.) brought in house for all municipalities
6. OSHA and EPA Standards for staff safety and environmentally sound practices for welding, painting and other Hazmat related tasks
7. Cooperative bidding for fuel, tires, all common parts.
8. Reduction in overall energy costs to light/heat/maintain upkeep on several locations
9. Storage for all municipalities vs. purchased/leased storage
10. Faster turnaround with in-county repair for current repair work sent out of county.

**LOWVILLE REGIONAL TRANSPORTATION CENTER STUDY
SEPTEMBER 9, 2009 MEETING**

MAJOR ISSUES TO BE ADDRESSED/RESOLVED IN THE FINAL REPORT

<u>CATEGORY</u>	<u>DISCUSSION TOPICS</u>
Cost of a building and land	<ol style="list-style-type: none">1. What is affordable on the balance sheet?2. Can we obtain land at no cost in lieu of monetary share?3. How to manage this with four partners – cost shares at total cost of a 20 year mortgage.4. Other in-kind services shared between and among current grant partners.
Staffing/Human Resources	<ol style="list-style-type: none">1. How many staff and how to structure the organization2. How to assign costs to each municipality3. Management of a facility and staff if a single entity (vs. keeping separate staff)4. How to gradually evolve into a single employment entity?

**REGIONAL TRANSPORTATION CENTER STUDY
STAFFING MODELS – SINGLE LOCATION
SEPTEMBER 9, 2009**

	Full-Time Mechanic	Vehicle Light Maintenance	Diagnostics	Vehicle Paint/ Sign Shop	Grand Total FTE
Option I Full Staffing Employed By Single Municipality	4 FTE \$50,000	2 FTE \$50,000	1 FTE \$50,000	1 FTE \$40,000	8 FTE 2009-10 dollars
Option II Staffing Provided by Each Municipality	\$200,000 Town 1.0 FTE LACS 2.0 FTE Village 1.0 FTE County 4.0 FTE 8.0 FTE Total	None currently \$100,000	None Currently \$50,000	None Currently \$40,000	\$390,000 8.0 FTE
			Requires re-training current staff		
Option III Regional Center Staffing on a Cost Basis (Charge Back to Municipality)	Common Fuel Depot – Truck/Bus Wash and Heavy Mechanic Work	Heavy Equipment Mechanic – 2 FTE	Diagnostics 1 FTE	Paint/Weld – 1 FTE	4.0 FTE

Goals:

- Reduce Outsourcing and Out of County Work
- Increase Garage/Repair Efficiency
- Consolidate Staffing
- Eliminate Unnecessary Duplication of Facilities/Equipment Purchase and Overall Costs Associated with Separate Facilities

LOWVILLE REGIONAL TRANSPORTATION CENTER PROJECTED STAFFING MODEL SEPTEMBER 29, 2009
--

Hypothetical staffing model to accommodate the vehicle maintenance/mechanical needs for the town of Lowville, Village of Lowville, Lewis County and Lowville Academy CSD

Job Title – Line Mechanic – Heavy Duty Specialist

4 FTE using a 10 year veteran with health insurance and all benefit costs
\$59,000 each x 4 FTE = \$236,000
(\$41,496 salary + \$7,469 pension/benefits + \$10,000 health insurance)

Job Title – Light Duty Mechanic

1 FTE using 10 year veteran with health insurance and all benefit costs \$59,000

Job Title – Diagnostic Mechanic

1 FTE Using 10 year veteran at 10% above line mechanic \$64,900

Job Title – Assistant Mechanic

1 FTE for Truck/Bus Wash – Facility and Grounds Maintenance \$55,000

Job Title – Welding/Sign Shop Laborer

1 FTE using 10 year veteran with health insurance and all benefit costs \$55,000

\$469,900 Grand Total
2009-10 Dollars

Using a 3% per year increase, the base cost of \$469,900 in year one would increase as follows:

Year 1 = \$469,900	Year 6 = \$544,742
Year 2 = \$483,997	Year 7 = \$561,085
Year 3 = \$498,517	Year 8 = \$577,918
Year 4 = \$513,472	Year 9 = \$595,255
Year 5 = \$528,876	Year 10 = \$613,113

**LOWVILLE REGIONAL TRANSPORTATION CENTER STUDY
OCTOBER 28, 2009 MEETING**

Time-Line for Completion

October 2009	Identify and review public/private locations – narrow options in priority order
November 2009	Finalize staffing/personnel/budget recommendations for Regional Center Provide current personnel/staffing information for comparative purposes
December 2009	Finalize location and physical design of a Regional Center Draft major research findings and recommendations
January 2010	Steering Committee and Mosaic prepare final report to municipal boards and public
February 2010	Public review/information sessions following municipal board discussion
March/April 2010	LACS Board of Education review future plans

Other Considerations

**LOWVILLE REGIONAL TRANSPORTATION CENTER STUDY
OCTOBER 28, 2009 MEETING**

Specialized Mechanic Bays

1. Heavy Truck/Equipment Lift Area – 2 Bays for heavy tonnage equipment – longer term repairs on major equipment
2. Light truck/Car “Fast Lube” Type – Bay for high volume air/brakes, tires, etc. (2)
3. Truck/Bus Wash Bay – Drive through capability of handling large on the road equipment
4. Technology/Diagnostic Bay – One for all Vehicles
5. Bus Bay /Mechanical Repair Area – 2 bays for NYS DOT inspection (repair work/12,000 service requirement)
6. Paint/Welding/Sign Making Bay – With all EPA/DEC appropriate standards in place

Total Number for Four Municipalities = 8 to 9 Bays

Specialized Equipment Options – Municipalities

1. Apply for Shared Municipal Services Grant = \$200,000 Per Entity
2. District Share Via State aid
3. Contribution by Each Municipality Initial Investment

**LOWVILLE REGIONAL TRANSPORTATION CENTER STUDY
PROPERTY ACQUISITION – REGIONAL FACILITY**

Goal – Approximately 12-15 Acres

Problems to Solve:

1. Can we find a suitable location fairly close to the existing five facilities?
2. Can we close one or more facilities through consolidation?
3. What is a reasonable cost maximum for private property?

PRIVATE PROPERTY PROS/CONS

Pro

- Wider Choice/More Options
- Nearby availability (close to 5 garages)
- State Aid covers property acquisition at 95%+
- Can Select for State Road Capability

Con

- Removes property from Tax Roll
- Costly in tax payer view (“still taxpayer dollars”)
- Could limit future expansion if not 12 plus acres
- Suitable sites could be too far away/loss of fuel efficiency

PUBLIC PROPERTY PROS/CONS

Pro

- No “real” dollar expenditure in any municipality budget
- Allows for in-kind shares/trading of shares for fair market value

Con

- Road capability for heavy vehicles - limited
- Additional development/construction costs
- Limited sites-restricted

**LOWVILLE REGIONAL TRANSPORTATION CENTER
SHARED MUNICIPAL SERVICES INCENTIVE PROGRAM
NYS DEPARTMENT OF STATE**

JANUARY 21, 2010

The Local Government Efficiency Grant that funded the feasibility study of a Regional Transportation Center for Lowville Academy and the partner municipalities of the Village of Lowville, Town of Lowville and County of Lewis will be completed by project consultants Mosaic Associates Architects within the next month.

The final report will be issued to a joint session of the municipal boards on February 24, 2010 at 7:00 p.m. in the Lowville Academy Large Group Instruction Room.

The following is wording from the original grant application and will be used to organize/compile the final document.

**DESCRIPTION OF THE ORIGINAL GOALS/OBJECTIVES SUBMITTED
AS PART OF THE GRANT APPLICATION.**

Criteria #1 – Cost Savings – Cooperative Staffing and Purchasing

We expect this feasibility study will support our belief that a shared garage and maintenance facility will provide long term cost reductions to our local taxing jurisdictions. The efficiencies possible by locating two or more garages in one location are numerous:

- Future repairs and maintenances of vehicles will be consolidated. This will include shared tools, staff, training, etc.
- Joint purchasing and shipment of supplies, gasoline, etc.
- Consolidation of utilities into one location (intended to be a newer more energy efficient structure). Future consolidation of staffing operations as attrition allows.

Based on success at similar facilities, the study should verify these cost savings would easily surpass the cost of the study and background effort for this project.

Criteria #2 – Facility Review

Within a one-mile radius in the Village and Town of Lowville, five governmental garage facilities are separately operated. Each of these facilities will need improvements, repairs or expansion in the near future. The School District's has estimated approximately \$1,500,000 of necessary upgrades to its facility that should be completed in the immediate future. The Village

of Lowville facility will be too small for Village needs within five years. Conditions at the County of Lewis Public Works garage and the NYS Department of Transportation sub-station are also in need of significant capital improvements. The Town of Lowville's facility is adequate but its location is challenging. The proposed study will review all of these facilities and provide the necessary information to determine if continuing development of a shared facility is prudent.

If developed we expect a shared facility will create a central location that will be more efficient for staffing and general operations of each of the cooperating municipalities. The study will identify the cost savings that might be realized by each participant and this information will be used for future decisions regarding participation in a facility. We anticipate cost savings will be identified for each municipality and this will benefit taxpayers for many years in the future. There is limited outside customer use of a garage facility so this will not be a primary consideration.

Criteria #3 – Master Planning

The County of Lewis has received approval from the NYS Commission on Local Government Efficiency to proceed with analysis of a shared garage facility. The County has expressed their support of this application and the study will include their facilities. The NYS Department of Transportation has been delegated as the contact agency for the Commission and the local DOT facility is interested in participating in a shared facility.

The Lowville School District, the Village of Lowville and the Town of Lowville are committed to furthering this study. We understand the challenges to be faced in the future as all parties work to develop a comprehensive shared arrangement. For the benefit of our local jurisdictions we are committed to proceeding with this review. Either a resolution or a letter of support from each of the five entities has been included to evidence their support. We will also refer to the Town and Village of Lowville Comprehensive Plan. A copy of page 23 of the 2005 Plan is included as Appendix G-1. The plan as adopted specifically states the Town and Village will work on shared facilities.

All parties recognize the concept of a shared facility is a moving target and the proposed study is a first step to provide more information. We are actually following a model for a shared facility that has been enacted elsewhere in NYS for example at the Indian River School District/ Town of Philadelphia shared garage that houses several other entities, most notably a NYS Department of Transportation substation. With perseverance and the commitment to serve our constituencies, the co-applicants look forward to beginning this evaluation.

Criteria #4 – Capital Project Experience

The School District has effectively completed a nineteen million dollar capital project in 1999 and 2000 including management of consulting services and oversight of capital renovations. We are also in the initial stages of a thirty-two million dollar capital project involving contracting and management of an engineering services agreement.

The Village of Lowville has completed or is in process with two significant capital projects for its wastewater treatment facility. Each of these projects involved extensive interaction with professional consulting firms.

The Town of Lowville has been involved in multiple projects with engineers and consultants during Supervisor Rice's term.

The School District, Town and Village work cooperatively in many aspects of our service to the public. We expect this will be a shared project in every way. The intermunicipal agreement will state that all organizations will participate in selection of a consultant. While the School District is the lead applicant, Mr. Rice and Mr. Virkler along with staff at the Town and Village will assist in working with the consultant and providing relevant information for the study. We are confident the consulting study and possible future building projects can be accomplished by our organizations.

Additional Considerations

This project involves shared services between a school district and other local government entities. It also involves the cooperative efforts of multiple garage or highway services. There is the potential for consolidation of highway services in the future depending on the results of our study and the success of integrating the various municipalities into the project. While the vision for a shared garage and maintenance facility could take a number of years to develop, the long term potential for efficiency and consolidation within the five neighboring garage facilities is tremendous.

As noted above, the investigation and analysis of a shared facility has been approved by the NYS Commission on Local Government Efficiency and Competitiveness. We are working with the NYS Department of Transportation to further this project through the Commission. We intend to utilize all possible New York State resources to continue to develop this concept into a viable long-term improvement in our organizations.

Appendix 2

- Conceptual Rendering and Plan
- Site Drawings



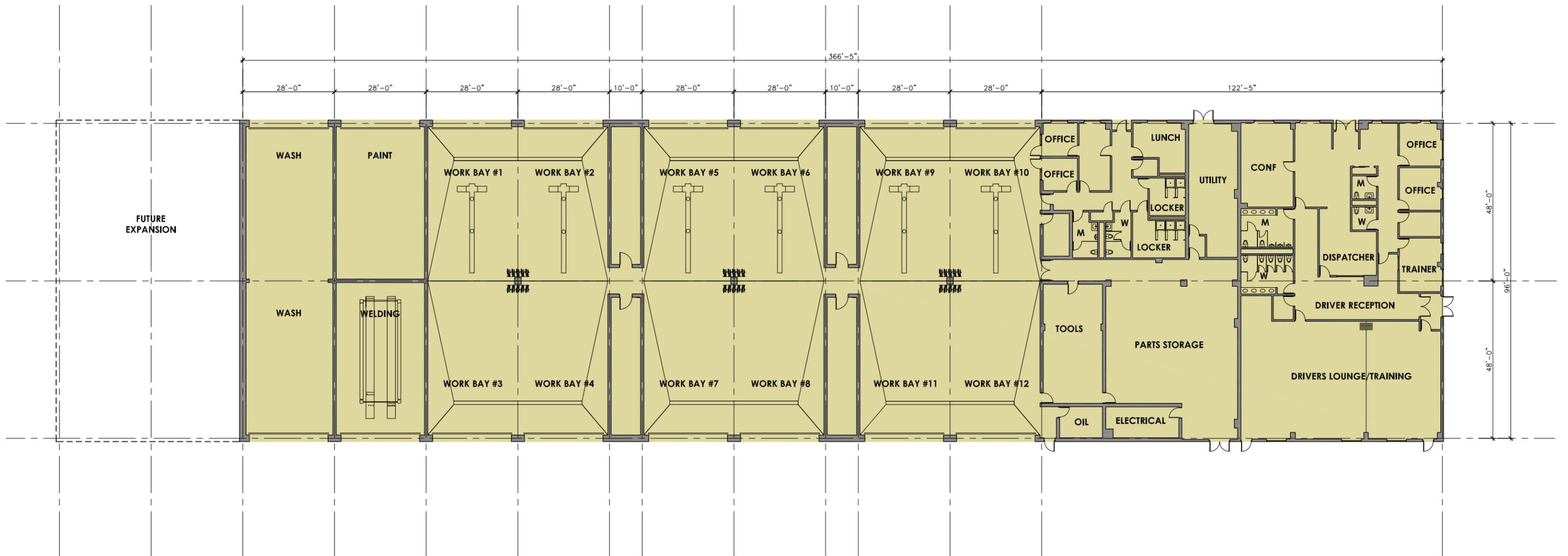


Shared Regional Transportation Facility

Lowville, New York

APN 0829.1
June 18th, 2009





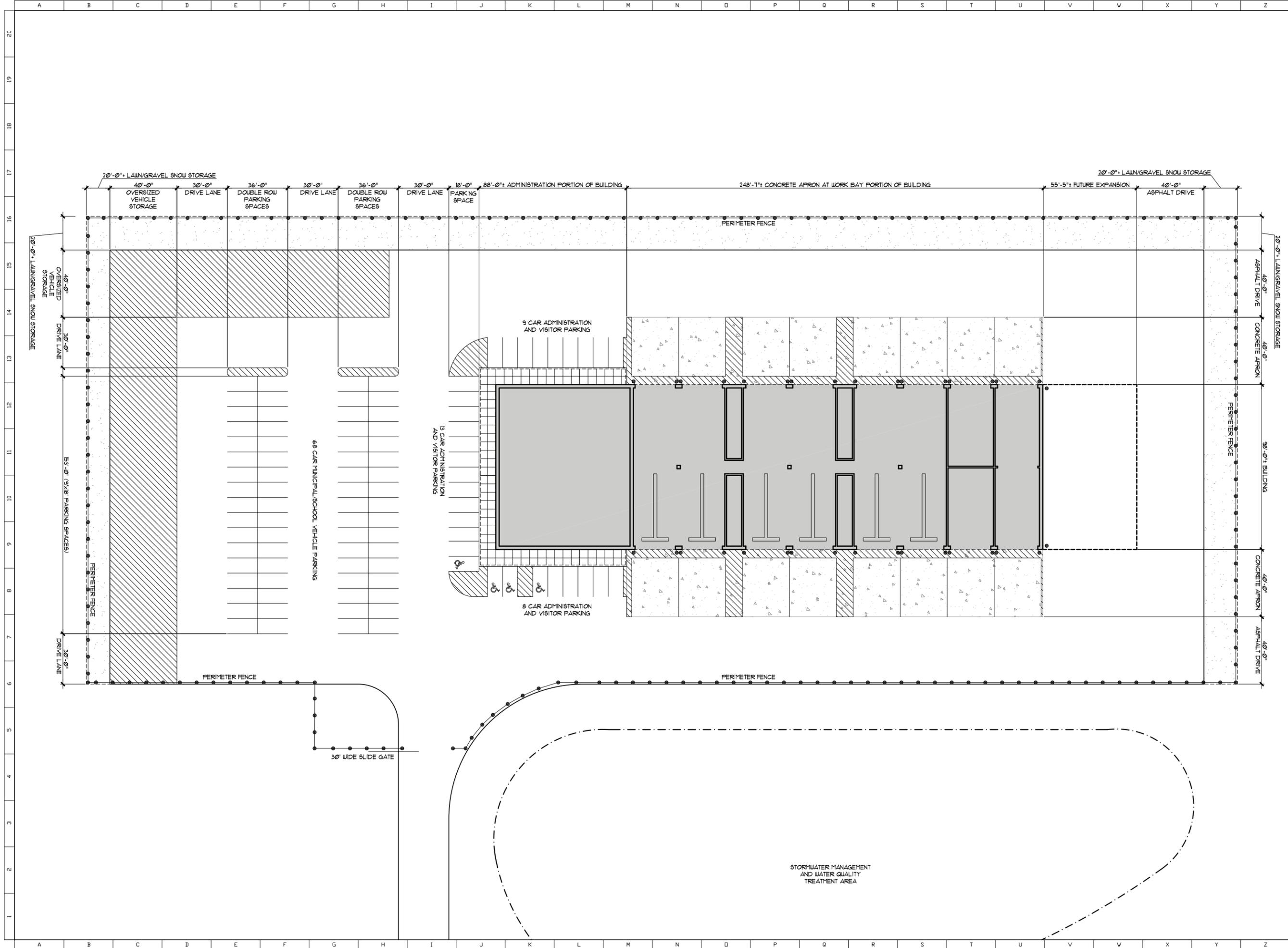
Shared Regional Transportation Facility

Lowville, New York

APN 0829.1

June 18th, 2009





MOSAIC ASSOCIATES
Mosaic Associates Architects
13 Troy Road, East Greenbush, NY 12051

appell
osborne
architects
38 W. James St., 2nd Fl.
New York, NY 10014

Consultant

FEASIBILITY SUBMISSION
NOT FOR CONSTRUCTION
DATED 01.14.2009

Shared Regional Transportation Facility
Lowville
New York

Drawing Title:
Proposed Project at:
Site 1: Number Four Road

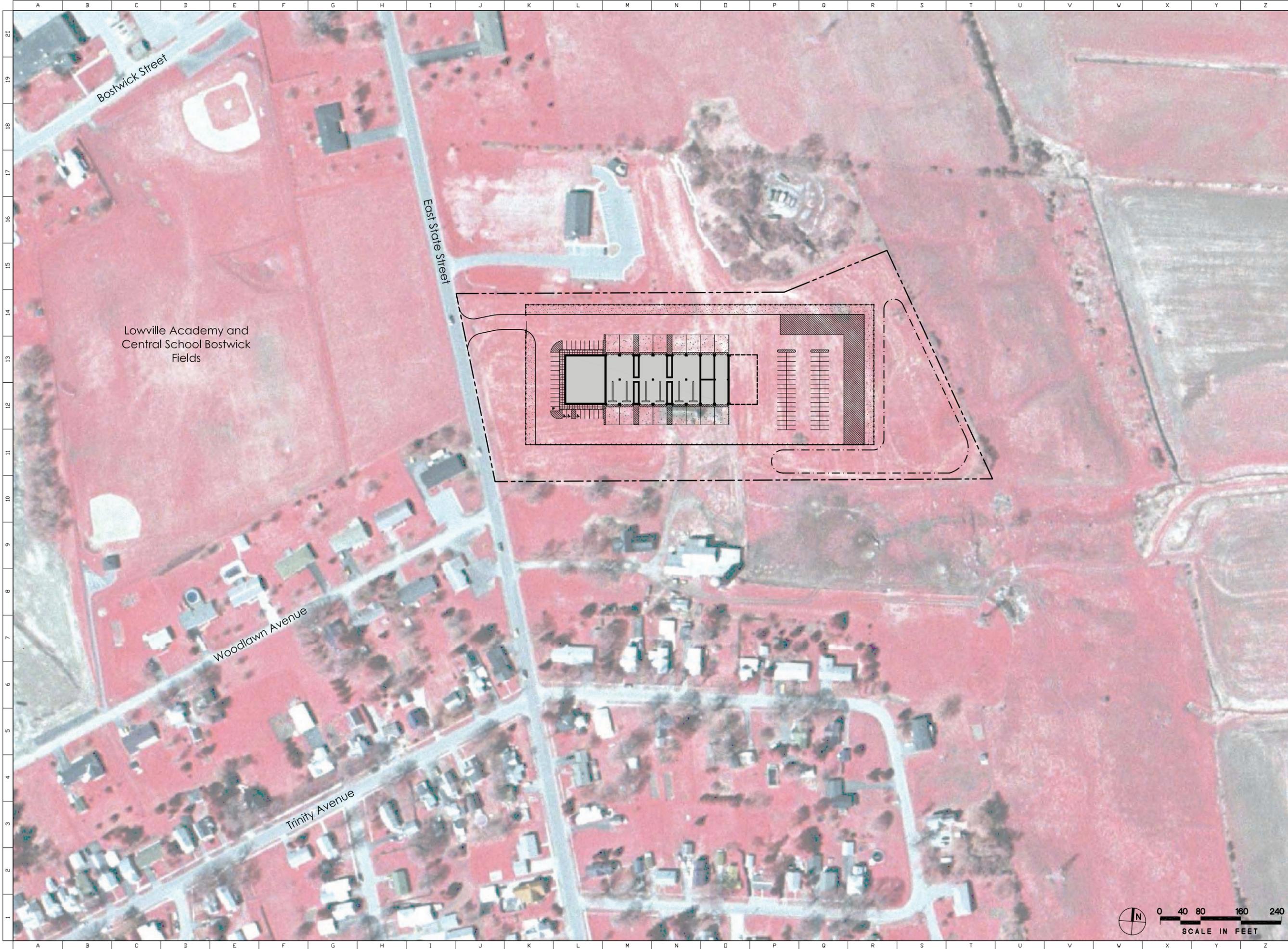
Drawing Number:

APN: 0892.1 Date: January 14, 2009 Drawn by: CJB/A

SK-LO



<p>FEASIBILITY SUBMISSION NOT FOR CONSTRUCTION DATED 01.14.2009</p>	
<p>Shared Regional Transportation Facility Lowville New York</p>	
<p>Proposed Project at: Site 3: Behind Town Admin. and Site 4: Behind NYSDOT</p>	<p>Renderings: </p>
<p>Drawing Number:</p>	<p>SK-L1</p>



Lowville Academy and
Central School Bostwick
Fields

Bostwick Street

East State Street

Woodlawn Avenue

Trinity Avenue



<p>Consultant</p>	
<p>FEASIBILITY SUBMISSION</p>	
<p>NOT FOR CONSTRUCTION</p>	
<p>DATED 01.14.2009</p>	
<p>Sheet</p>	
<p>Shared Regional Transportation Facility</p>	
<p>Lowville New York</p>	
<p>Proposed Project at: Site 2: Across from Bostwick Fields</p>	
<p>Drawing Number:</p>	
<p>SK-L2</p>	
<p>Date: January 14, 2009</p>	
<p>Drawn by: C/BA</p>	



Lowville Sewage Treatment Facility

East State Street

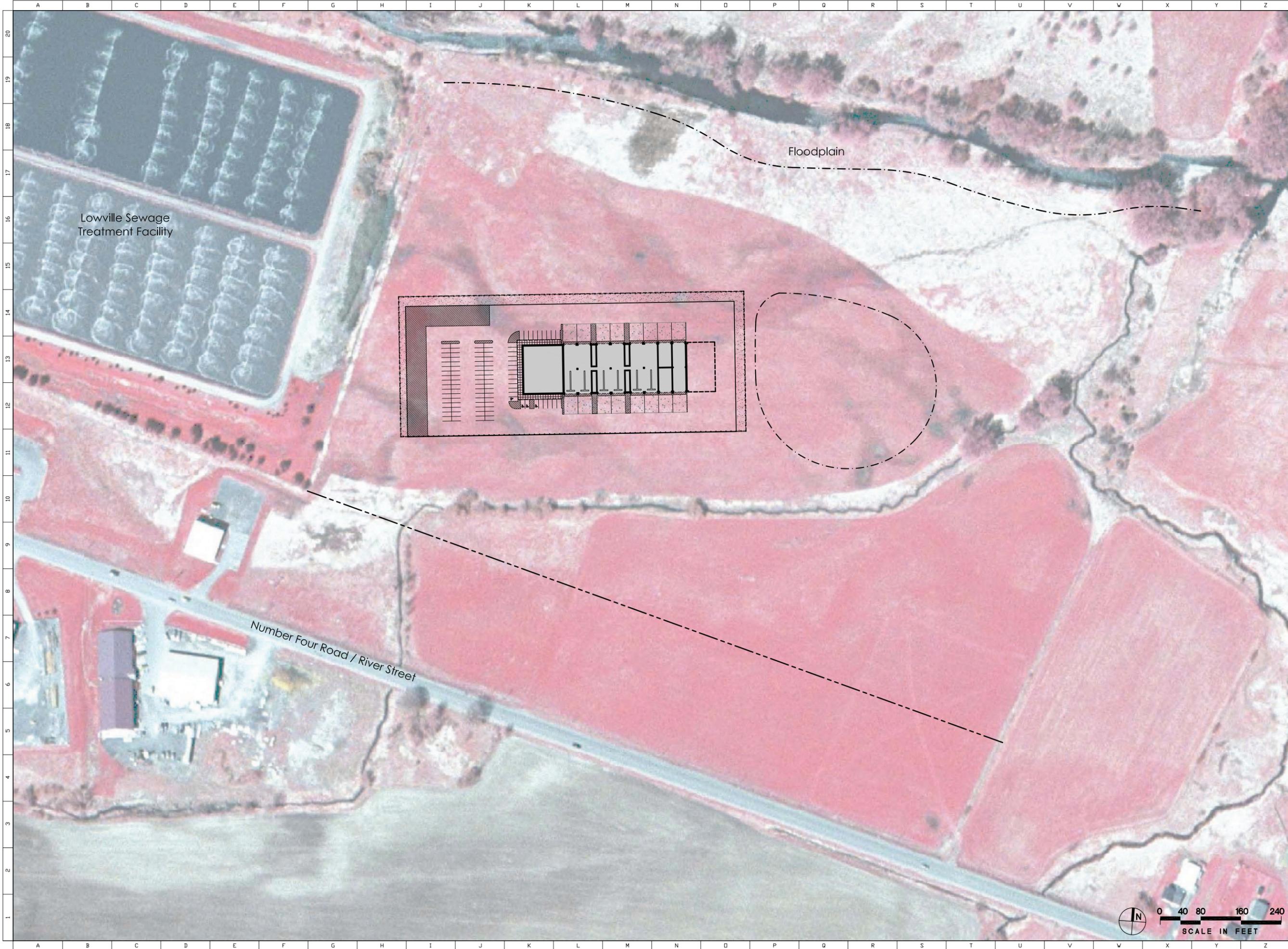
River Street

Number Four Road / River Street

Ross Road

Hemlock Drive

<p>appell osborne landscape architecture</p> <p>36 W. James St., 2nd Fl. Lowville, NY 12045 Tel: 518.338.1234</p>	
<p>Client/Item:</p>	<p>FEASIBILITY SUBMISSION</p> <p>NOT FOR CONSTRUCTION</p> <p>DATED 01.14.2009</p>
<p>Shared Regional Transportation Facility</p> <p>Lowville New York</p>	
<p>Revisions:</p> <p>△ △ △ △ △</p>	<p>Proposed Project at: Site 1: Number Four Road</p> <p>Drawing Number:</p>
<p>APN: 0852.1 Date: January 14, 2009 Drawn by: CJB/A</p>	
<p>SK-L3</p>	



Lowville Sewage Treatment Facility

Floodplain

Number Four Road / River Street

<p>38 W. Johnson St., Ste. 40 Lowville, NY 13327 Phone: 518.338.4400 Fax: 518.338.4401</p>	
<p>Client/Name:</p>	<p>FEASIBILITY SUBMISSION NOT FOR CONSTRUCTION DATED 01.14.2009</p>
<p>Project:</p>	<p>Shared Regional Transportation Facility</p>
<p>Location:</p>	<p>Lowville New York</p>
<p>Revision:</p>	<p>△ △ △ △ △</p>
<p>Drawing Title:</p>	<p>Proposed Project at: Site 4: Village Owned Land</p>
<p>Drawing Number:</p>	<p>APN: 0859.1 Date: January 14, 2009 Drawn by: C/BA</p>
<p>SK-L4</p>	



McCue Road/B Authur Rd.

Stowe Street

Lowville County Courthouse



appel
osborne
architecture

Consultant

**FEASIBILITY
SUBMISSION**
**NOT FOR
CONSTRUCTION**
DATED
01.14.2009

**Shared Regional
Transportation Facility**
Lowville
New York

Revisions:
△ △ △ △ △

Proposed Project at:
Site 4: County Owned Land

Drawing Number:

SK-L5

Mosaic Associates Architects
13 Troy Road, East Greenbush, NY 12051

36 W. Adams St., Ste. 40
New York, NY 10038
Tel: 212.691.1000
Fax: 212.691.1001

Drawn by: C/BBA
Date: January 14, 2009
APP-0859.1