

CHAPIN



April 22, 2015

Dear Neighbor,

We invite you to join The Chapin School on **Wednesday evening, April 29, at 6:30 p.m., in our Assembly Room** to learn more about our school's upcoming as-of-right construction work.

This meeting is co-hosted in partnership with **Manhattan Community Board 8**. It will include a presentation by Chapin and its construction managers regarding interior work to improve our food service areas located in the school's basement. This work is unrelated to the proposed construction work associated with the school's application before the NYC Board of Standards and Appeals.

Specifically, we will be discussing:

- the spring/summer 2015 construction schedule detailing the work to be undertaken over the coming months,
- mobilization of construction along East 84th Street between East End and York Avenues, and
- protocols to ensure site safety, security, cleanliness and ongoing communication with our neighbors throughout the construction period.

This informational session will be the first in a series of meetings convened by Chapin and Community Board 8 regarding construction activity to upgrade the school's infrastructure and building. We wish to ensure that our immediate neighbors, together with all the residents and businesses of Community Board 8, have timely advance notice of our construction activity and any temporary impacts in the area surrounding the school. We are committed to addressing any issues you may have, as well as to responding to your questions. The school has established a dedicated email address—**townhall@chapin.edu**—and a dedicated phone number—**(212) 606-3225**—for our neighbors to use to ask questions or to express concerns. Any calls or emails Chapin receives will be responded to within 24 hours.

Please let us know if you are planning to attend the April 29 meeting by emailing townhall@chapin.edu or by calling (212) 606-3225.

Sincerely,

Patricia Hayot
Head of School