

**East Haddam School Building Committee Meeting
June 29, 2005
Adopted July 27, 2005**

Call to Order

The meeting was called to order by Todd Moss at 7:32 p.m. at the Nathan Hale High School – Room 117.

Roll Call

Attendance

Members present:

Todd Moss
Mary Beth Mordecai – departed 9:44p.m.
Craig Parker
Kerri Willis Budzik – departed 9:44p.m.
Melissa Ziobron
John Gibson
Denise Gable
Dana Barnes – departed 9:08 p.m.

Members absent:

David LaFemina

Others present:

David King, KBA
Pete Govert, Board of Selectman
Bob Carroll, Board of Education Business Manager
Jennifer L. Mangiagli, KBA
Cynthia Abraham, KBA
Whitney Talcott, KBA
Rose-Marie Evans
Bill Evans
Manny Misenti
Dr. Steve Durham, Superintendent of Schools

Approval of Minutes

Motion by John Gibson to table the minutes of June 1st, 2005 to allow for revisions, according to discussions, to be approved at the next meeting. Seconded by Marybeth Mordecai and unanimously passed.

Audience of Citizens

Rose-Marie Evans introduced herself. She requested confirmation the new Middle School's general music and chorus room were to be located on the stage adjacent to the gymnasium. Melissa Ziobron replied that the Committee was waiting for the Architect's plans and did not know the answer. Mrs. Evan's expressed concern for extra expenditures related to equipment being lost and relocated at the current High School because of having to share space. Mrs. Evans distributed and discussed the following documentation:

- Music Educators Nation Conference Recommendations for Middle School/Junior High Music Room Facilities.

Mrs. Evans stated the music program needs separate facilities, not to be shared with others. She requested the consideration of an auditorium. She stated that she currently works in a space where the room is shared and used for a variety of uses and that she has encountered \$500.00 expenditure for lost, broken and stolen equipment each year which she has worked at the school. She stated all the students are receiving general music which should require applicable expenditure of space. She informed the Committee that the High School Auditorium is too small to accommodate the number of children involved in the music program at the Middle School. She informed the Committee that a permanent tiered classroom is needed for instrumental classes for rehearsal, behavior, music and basic learning. Mrs. Ziobron stated the Educational Specifications determine which rooms are included in the new school and that they do not specify an auditorium. She stated with Dr. Durham's guidance in correlation with the Board of Education, it may be possible to make changes. Mrs. Evans reiterated of the importance of having a secure place to store equipment. Mary Beth Mordecai thanked Mrs. Evans for her input and stressed the importance and appreciation of people from the Community's input on the project.

Old Business

Architect Report – KBA

Dave King introduced Jennifer Mangiagli, Whitney Talcott, Landscape Architect and Cynthia Abraham, Interiors Group. They distributed and discussed the following documentation:

- A 32 page document titled Staff Interviews, East Haddam 4-8 Middle School, Meeting dates: June 14 and June 15, 2005. The document includes the first round of Schematic Development interviews with Staff. It demonstrates pre-referendum design plans for discussion purposes only. The document is broken down into grades/ programs listing the teachers, discussion of program, plan, furniture and equipment and discussion of finishes including recommendations by staff. The document concludes with a Architect's report of critical issues including a summary, discussion of items discussed and other design questions and concerns.

Mr. King reviewed the concluding summary and included Dr. Durham's comments. Committee Members stressed the importance of the gymnasium design in relationship to specific sporting events including tournaments as well as potential Town use. Budgetary constraints were discussed. Dana Barnes questioned if Roy Parker's comments from a past meeting had been taken into consideration. Mr. King responded affirmatively. Mr. Barnes inquired if the Board of Education could perform a cost analysis of opening the new school September 2007 versus January 2008. Craig Parker questioned if cubbies and hooks could be placed in the hallways. Mr. King responded no, due to Fire Marshal rules.

Whitney Talcott displayed and discussed 2 site maps (10 and 50 scale) titled Overall Schematic Plan East Haddam 4-8 Middle School, June 29, 2005. The Diagrams included but was not limited to the location of the school, proposed septic system considerations, fields, access road, vernal pool, parking spaces, bus loop, athletic storage and possible expansion areas. Mr. Talcott stated that the Vernal Pool is far enough away from development activities and poses no problems. He stated that it would be a beneficial resource to have on site. The allocation of space for future expansion was discussed. Mr. Gibson questioned when a specific layout would be available so that the land could be divided for School, Open and Municipal space. Mr. Talcott responded that it pended the DEP's rational for determining the nitrogen solution required for the septic. The possible inclusion of sidewalks on the driveway was discussed.

Mr. King distributed and discussed the following documentation:

- Layout maps labeled General Classroom layouts, East Haddam 4-8 Middle School, dated June 29, 2005. The document contains Layout A and Layout B. Layout A includes an illustration of 700 square feet, 24 student desks, wireless technology for laptops, 1 small group table for 8 and 1 small group table for 4 (8 with furniture moved). Layout B includes an illustration of 700 square feet, 24 student desks, built in computer stations and 1 small group table for 8. Both diagrams include 2(4' marker boards), 10' tack board, 23 student desks and detached chairs plus 1 HC student desk, 3' high bookcases, 2(4' tack boards) 6' digital board, double pedestal teacher desk, teacher computer cart with printer on lower shelf and 4 drawer file cabinet.

Mr. King stated that KBA is keeping track of square footage to stay with in budget. He stated that KBA would next be setting a test layout for the media center, music room, bleachers, locker and equipment storage.

Property Acquisition

Motion by Mr. Barnes to go into Executive session at 9:06 p.m. inviting Pete Govert and Ruth Ziobron to attend, for purposes of discussing property acquisition. Seconded by Ms. Mordecai and passed unanimously.

Motion made by Craig Parker to come out of executive session at 9:11 p.m. Seconded by Mrs. Ziobron and passed unanimously.

No action was taken or decisions made.

Architect Report – KBA- continued

Mrs. Ziobron questioned Dr. Durham if he had an opportunity to meet with the new Principal of the Middle School, Judy DeLeau for advice on the new school. He stated no but it would be scheduled. The layout of the emergency access road was discussed.

Motion by Craig Parker to recommend KBA move forward with the recommendations made by Dr. Durham and configurations of the building on the site plan. Seconded by Mr. Gibson and passed unanimously.

Mrs. Ziobron inquired Mr. Whitney to bring the aerial photos to the next meeting. He responded affirmatively. Topography and site lines were discussed.

BOE Report

Mrs. Ziobron stated that the Board of Education raised concern about sidewalk safety and that a Board Member raised concern about CMA and CMC contracts. She stated that the Board Members was under the assumption if the Building Committee were not the administrator; the Committee would loose the tighter grip of quality workmanship and materials. They also assumed that a CMC tended to rush the project which may sacrifice quality. Bob Carroll informed the Committee of a Prep Meeting scheduled for September 26th. Craig Parker questioned Dave King on his companies experience with CMA verses CMC contract with relationship to Town exposure. Craig Parker requested assurance that KBA would write the specifications, approve submittals, not put inferior products in buildings and does not want a misunderstanding that choosing CMA or CMC would sacrifice quality assurance. Mr. King responded that the process results in a set of contract documents that go out to bid, he stated that there were several hundred and several volumes of specifications which describe the project in chapter and verse including setting what the performance evaluation is for materials. He stated that it goes out to bid, bids are received and KBA chooses a contractor who agrees/signs to build a building according to those documents. He stated that the quality guidelines are in the contract. Mr. King informed the Committee that they are welcome to attend and participate in discussions with KBA during staff meetings on the project. Quality control issues and process were discussed.

Construction Management Services Solicitation

Dave LaFemina, Craig Parker and Kerri Willis Budzik will review and revise contracts for request for qualifications and request for proposal to be reviewed by the Town Attorney at a future date.

Traffic Study Update

Mr. Moss stated that the Selectman's office decided to go out to bid and solicit proposals. Committee Members discussed possible coordination of the School Traffic Study and various Town development projects.

Formation of Public Relations Sub-Committee

Mrs. Budzik informed the Committee that Mrs. Gable volunteered to take over press releases where needed.

New Business

Craig Parker informed the Committee that AKF is ready to do the preliminary numbers with CL & P.

Determination of Next Meetings

Motion by Mrs. Budzik to change the time of the next regular scheduled meetings to 7:00 p.m. Seconded by Mr. Gibson and passed unanimously.

The next regular scheduled meeting will be July 27, 2005 at 7:00 p.m. at the Nathan Hale High School – Room 117.

Other Discussion

Committee members discussed the effect of current Town development. Banner Lodge development was discussed.

Adjournment

Motion by Mr. Gibson at 9:52p.m. to adjourn. Seconded by Mrs. Ziobron and unanimously passed.

Respectfully submitted,

E. Ruth Ziobron

Filed at Selectman's office

Attendance

Music Educators Nation Conference

Staff Interviews by KBA

General Classroom Layouts