

Norfolk/Colebrook

Facilities & Transportation Sub-Committee

Monday, November 4, 2013

6:30pm Botelle Elementary School

Agenda:

School Walk-thru

Architect Assistance

Transportation

Jill Hall, Secretary

Facilities/Transportation Sub-Committee

Norfolk/Colebrook

Facilities & Transportation Sub-Committee

Meeting Minutes from the Monday, November 4, 2013 Meeting

6:30pm Botelle Elementary School

In Attendance: Bill Brodnitzki, Hope Carfiro, Sherri Gray, Jill Hall, Mike Lazzaro, Tom McKeon and George Counter, Botelle Superintendent

Meeting Called to order at 6:30 PM

Transportation: Discussion took place regarding Norfolk Bus Routes, George will be forwarding information to Jay who will forward to the transportation company.

Facilities: A copy of the Botelle 5-Year Capital Improvement Plan and a floor plan of the building was given out. A tour of the facility followed.

Next meeting tentatively scheduled for Tuesday, November 19 to meet with a couple of Architects Jay Chittum has recommended. We are looking for proposals from them as to how best to utilize the space of the building.

Meeting adjourned at 8:40 PM

Jill Hall, Secretary

Facilities/Transportation Sub-Committee

Norfolk/Colebrook
Facilities & Transportation Sub-Committee
Monday, November 25, 2013
6:30pm Botelle Elementary School

Agenda:

Architect Meetings: 7:00pm & 7:45pm

Enrollment Projections/Physical Plant

Transportation

Jill Hall, Secretary

Facilities & Transportation Sub-Committee

**Norfolk/Colebrook Collaboration
Facilities & Transportation Sub-Committee
November 25, 2013**

RECEIVED
DEC 13 2013

The Facilities/Transportation Sub Committee met on November 25, 2013.

Present: Jill Hall, Bill Brodnitski, George Counter, Hope Carfiro, Tom McKeon, Sherri Gray, Mike Lazzaro

The meeting started at 6:30 P.M. Superintendent Counter distributed copies of the Fire Marshal's letter concerning class size, and large meeting area capacities.

H. Carfiro also passed out the class size projections for the next 10 years based on the enrollment reports of Dr. Prowda.

Superintendent Counter also informed the sub-committee that Bill Whalen of Whalen Bus Transportation would be looking at the transportation routes, students' pick-up, etc., and may be making a proposal to the committee.

Architect Interviews – 7:00 P.M.:

Two licensed architects were scheduled to be interviewed by the sub-committee.

The first interview was with Quisenberry Associates. Presenting were: President Rusty Arcari, Jim Healy and Lucian Dragulski.

President Arcari gave a very comprehensive overview concerning the renovations he envisioned if the school consolidation were to happen. He also highlighted the State Board of Education restrictions and guidelines when it comes to State reimbursement of a school facilities approved project. The size of the building and the projected enrollment could present a complication given the square footage far exceeded the student population. He also pointed out some of the current ADA compliance issues.

In closing he presented a vision of the possible use of the school space if the project was a comprehensive one, including the renovations of the skating rink into classrooms, and a reorganization of the current classroom spaces.

Architect Mr. James Lawler – 8:00 P.M.

Mr. Lawler was a licensed architect, and was semiretired. He presented himself as a consultant. He would work with the committee in identifying areas where his professional expertise could be used to guide the sub-committee in its work. He felt the school was in excellent condition and it was his opinion through scheduling, and some minor alterations the consolidation could be accomplished with minimal disruption and cost.

Following the presentations the sub-committee agreed they felt more comfortable with Mr. Lawler, and the services he offered. Superintendent Counter indicated he would give Mr. Lawler a call to discuss his involvement in the Regional Planning Process. He would also send a letter of thanks to Mr. Arcari.

Meeting adjourned at 9:20 P.M.

Next Facilities sub-committee is December 16, 2013 at 6:30 P.M.

Next Regional Committee meeting is at Colebrook Elementary School on December 18, 2013 at 6:30 P.M.

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12.13.13

Norfolk/Colebrook

Facilities & Transportation Sub-Committee

Monday, December 16, 2013

6:30pm Botelle Elementary School

Agenda:

Review Architect Letter

Review building floor plan

Enrollment Projections/Physical Plant

Transportation

Jill Hall, Secretary

Facilities & Transportation Sub-Committee

NorfolkColebrook Collaboration
Facilities & Transportation Sub-Committee

December 16th, 2013

The Facilities/Transportation Sub Committee met on December 16th, 2013.

Present: Bill Brodnitski, George Counter, Tom McKeon, Sherri Gray, Mike Lazzaro

Absent: Jill Hall, Hope Carfiro

Guests: Willy Wood – videotaping the meeting

The meeting started at 6:30 PM.

Motion to approve minutes of November 25th, 2013 by Mike Lazzaro, seconded by Bill Brodnitski. Passed.

Discussed letter from James Lawler – committee is waiting for contract proposal from Mr. Lawler.

Reviewed outline of building and floor plan. It was decided to have James Lawler attend the next meeting for his input on a possible floor plan.

Next meeting scheduled for January 15th, 2014 at 6:30PM pending James Lawler's availability.

Motion to adjourn at 7:45PM by Mike Lazzaro, seconded by Tom McKeon. Passed.

Respectfully Submitted,

Thomas D. McKeon

Acting Secretary

TDM:lj

Norfolk/Colebrook

Facilities & Transportation Sub-Committee

Wednesday January 15, 2014

6:30pm Botelle Elementary School

Agenda:

Meet with Architect James Lawler

Review building floor plan

Enrollment Projections/Physical Plant

Transportation

Jill Hall, Secretary

Facilities & Transportation Sub-Committee

Norfolk Colebrook Study Committee
Facilities & Transportation Sub-Committee

Meeting Minutes

January 15, 2014 @ 6:30 PM

Present: W. Brodnitzki, H. Carfiro, S.Gray, M.Lazzaro, T. McKeon, J.Hall, G. Counter

Guests: James Lawler, Architect, A. Dzenutis

Meeting called to order @ 6:30 PM

Motion by W. Brodnitzki, seconded by G. Gray to approve minutes of the 12/16/13 meeting. Approved.
J. Hall & H. Carfiro abstained.

Reviewed the list of space allocations drafted at the 12/16/13 meeting with Mr. Lawler.

Mr. Counter gave a transportation update. Feedback has not been received from All-Star Transportation as of yet. A representative from All-Star and Whalen Transportation will be invited to attend a future meeting to present their thoughts on transportation.

Next meeting is scheduled for Thursday, February 13 at 6:30 PM at Botelle School.

Motion by H. Carfiro to adjourn at 7:49 PM; , seconded by S.Gray. Approved.

Respectfully submitted,

Jill Hall, Secretary

Norfolk/Colebrook
Facilities & Transportation Sub-Committee
Thursday February 13, 2014
6:30pm Botelle Elementary School

Agenda:

Facilities: Architect James Lawler will be present

Transportation: Representative from AllStar Transportation will also be present

Jill Hall, Secretary

Facilities & Transportation Sub-Committee

Norfolk/Colebrook
Facilities & Transportation Sub-Committee
Thursday February 20, 2014
6:30pm Botelle Elementary School

Agenda:

Facilities: Architect James Lawler will be present

Transportation: Representative from AllStar Transportation will also be present

Jill Hall, Secretary

Facilities & Transportation Sub-Committee

Norfolk Colebrook Study Committee
Facilities & Transportation Sub-Committee

Meeting Minutes

February 20, 2014 @ 6:30 PM

Present: H. Carfiro, S.Gray, M.Lazzaro, T. McKeon, J.Hall, G. Counter

Guests: Leslie Sheldon, All-Star Transportation, James Lawler, Architect

Absent: W. Brodnitzki

Meeting called to order @ 6:30 PM

Motion by H. Carfiro, seconded by M. Lazzaro to approve minutes of the 1/15/14 meeting. Approved.

Leslie Sheldon from All-Star Transportation discussed bussing possibilities and concerns that might come up when transporting students from both towns to Botelle School. It is estimated that 7 buses would be needed to accommodate all students. Question came up as to which driveway would be the best to handle that number of buses for drop-off & pick-up. Further discussion & research is needed.

Jim Lawler discussed classroom layout possibilities as well as entry door security options. Possible alterations to consider: 1) Vestibule, 2) Consider lockers/cubbies for student storage on one side of the corridor and 3) Smaller lavatories for kindergarten/pre-K.

The next meeting is scheduled for either Tuesday, March 11 or Tuesday, March 18 at 6:30 PM at Botelle School.

Motion by H. Carfiro to adjourn at 8:00 PM; , seconded by S.Gray. Approved.

Respectfully submitted,

Jill Hall, Secretary

RECEIVED
3.19.14

Norfolk/Colebrook
Facilities & Transportation Sub-Committee
Tuesday March 18, 2014
6:30pm Botelle Elementary School

Agenda:

Facilities: Architect James Lawler will be present

Transportation:

Jill Hall, Secretary

Facilities & Transportation Sub-Committee

Norfolk/Colebrook
Facilities & Transportation Sub-Committee
Monday April 21, 2014
6:30pm Botelle Elementary School

Agenda:

Facilities

Transportation

Plan/Write the narrative findings of the Facilities & Transportation Sub-Committee to be presented to the Norfolk/Colebrook Consolidation Study Committee

Jill Hall, Secretary

Facilities & Transportation Sub-Committee

Norfolk Colebrook Study Committee

Facilities & Transportation Sub-Committee

Meeting Minutes

March 18, 2014 @ 6:30 PM

Present: H. Carfiro, S.Gray, M.Lazzaro, T. McKeon, W. Brodnitzki, J.Hall, G. Counter

Guests: James Lawler, Architect

Meeting called to order @ 6:30 PM

Motion by H. Carfiro, seconded by S. Gray to approve minutes of the 2/20/14 meeting, noting to put a space in between "seconded by M. Lazzaro" to approve meeting minutes. Approved.

Jim Lawler presented proposals & cost estimates for the school floor plan to accommodate the classrooms needed. Renovation possibilities to the main entry door to increase security were also presented. The committee then toured the classroom, office and main entry area to review the physical space.

It was determined that the highest priority /necessary renovation in the building to accommodate additional students would be to dismantle the computer room and renovate the space to create two classrooms. Mr. Lawler estimated the cost of this project to be approximately \$25,000.

Accommodations to consider: 1.) where will Music classes & Instrumental Music take place

2.) Science Room?

Annual review /changes as to "who's placed where" will need to be done by Administration.

Discussion took place and it was noted that the Roof (gym section which was replaced in 1993 with a 20 year warranty) and Security enhancements to the building should be included in the 5 Year Capital Improvement Plan.

Outstanding items to consider: Storage options & Cafeteria Equipment

Transportation: George reported that he heard from Leslie Sheldon of All-Star Transportation and she tested running 7 buses through the upper & lower driveways and determined that it could be done.

Next meeting is scheduled for Monday, April 21, 2014 @ 6:30 PM @ Botelle.

Motion to adjourn by H. Carfiro at 8:27 PM; , seconded by T. McKeon. Approved.

Respectfully submitted,

Jill Hall, Secretary