

**Chatfield School Building Committee**  
**Regular Meeting Minutes**  
**Tuesday, May 13<sup>th</sup>, 2008**  
**Chatfield School Faculty Room**  
**7:00 p.m.**

**Members Present:** Donald Smith, Bruce Baker, Raymond Catlin, Phyllis Jachimowski, Sandra Gesek, Mark Thompson, Fred Stanek, Yashu Putorti, Trisha Danka, Paul Roy, Peter Kubik (7:15 p.m.)

**Members Absent:** Eugene Coppola, Jay Hatfield, Judy Legeza, Kurt Miller, Frank Conroy

**Board of Education Representatives:** Jay Brennan (Chatfield School Principal), Rick Belden (Assistant Superintendent, Finance & Operations)

**Architect Representatives:** Paul Antinozzi, Mike Ayles

Chairman Donald Smith called the meeting to order at 7:05 p.m. and led the group in the Pledge of Allegiance.

There were no members of the public present and accordingly there was no public comment.

**MOTION:** By Bruce Baker (seconded by Raymond Catlin) to table the approval of the minutes of the 4/24/08 regular meeting.

**Voting in Favor:** Donald Smith, Bruce Baker, Raymond Catlin, Phyllis Jachimowski, Sandra Gesek, Mark Thompson, Fred Stanek, Yashu Putorti, Trisha Danka, Paul Roy, Peter Kubik

**Voting Against:** None

**Motion passed unanimously**

**MOTION:** By Bruce Baker (seconded by Trisha Danka) to approve the 5/8/08 Steering Committee Meeting minutes. Chairman Donald Smith noted that the draft education specification was discussed in detail at the meeting. No further discussion ensued.

**Voting in Favor:** Donald Smith, Bruce Baker, Raymond Catlin, Phyllis Jachimowski, Sandra Gesek, Mark Thompson, Fred Stanek, Yashu Putorti, Trisha Danka, Paul Roy, Peter Kubik

**Voting Against:** None

**Motion passed unanimously**

**Review Draft Education Specification**

Chairman Donald Smith distributed a copy of the draft educational specification for review and discussion by the members of the committee. It was noted that the Board of Education would be preparing and approving a final education specification by the end of June, 2008. Discussion about the draft education specifications included comments relating to air conditioning the entire building, the size and potential uses of the gymnasium, auditorium and cafeteria spaces, the number of classrooms required, and the potential for establishing Chatfield School as an emergency shelter on the west side of the Town. Mark Thompson indicated that he would follow up with the Recreation Commission to determine potential use of the proposed gym to assist the architects and the committee in determining the appropriate size / configuration.

**Discussion with Architect**

Architect Paul Antinozzi discussed the background and requirements concerning LEED Silver certification. He noted that this project would fall under the state statutes and codes requiring LEED

Silver attributes. Mr. Antinozzi also discussed the state grant guidelines relating to per pupil space calculations and some preliminary space estimates. Mr. Antinozzi had a series of requests for information, which included the following: status of demographic study; status of move of special education offices; copy of current asbestos management plan; copy of fire marshal inspection(s); and a copy of the district technology plan. Mr. Smith indicated that the demographic study had been awarded to Ross Haber Associates and a report should be available by the end of June, 2008. Mr. Belden indicated that he would forward a copy of the asbestos management plan and the technology plan to Mr. Antinozzi. The issue regarding the location of the special education offices would require further analysis by the Board of Education.

Mr. Antinozzi distributed the proposed design layout used in the architect selection process. He indicated that this was a preliminary conceptual design and would be amended as necessary. Discussion ensued regarding the draft education specification and the preliminary conceptual design layout. Areas discussed included the library / media center, location of bus and parent drop off, size of proposed and current classrooms, and pre-referendum efforts to garner community support. Mr. Antinozzi indicated that he would be contacting the Town Planner (Bob Looker) for additional information and would be presenting the committee with some new ideas and plans during June.

#### **Update on Demographic Consultant**

Mr. Belden indicated that Ross Haber Associates had been contacted and they were providing a request for certain information to start the demographic plan. It is anticipated that a final report would be available prior to the end of June, 2008.

#### **Update on Survey Requirement**

Mr. Smith discussed the status of the land / wetlands documentation and inquired if the current information was adequate for Mr. Antinozzi to move forward. It was determined that there may be survey / testing required in selected areas, including geotechnical testing and actual wetlands locations.

#### **Update on BOF / BOS Funding Request**

Mr. Smith reviewed the current status of funding for the project and it was determined that additional funds should be requested from the Board of Selectman and Board of Finance for current year expenditures.

#### **Other Business**

Mr. Smith indicated that the Town Counsel had completed and approved an agreement for the engagement of Antinozzi Associates. Mr. Smith discussed the new legislation that provides less stringent guidelines for the selection of an architect for the project. Mr. Belden indicated that he was in the process of obtaining confirmation that the legislation was actually approved.

The next meeting was scheduled for Wednesday, May 28<sup>th</sup>, 2008 at 7:00 p.m. at the Chatfield School faculty room.

**MOTION:** By Trisha Danka (seconded by Raymond Catlin) to adjourn the meeting at 9:10 p.m.

**Voting in Favor:** Donald Smith, Bruce Baker, Raymond Catlin, Phyllis Jachimowski, Sandra Gesek, Mark Thompson, Fred Stanek, Yashu Putorti, Trisha Danka, Paul Roy, Peter Kubik

**Voting Against:** None

**Motion passed unanimously**

**Submitted by:** Rick Belden, (Ad Hoc Secretary)

*Rick Belden* 5/14/08