

## LAN ASSOCIATES

Memo to File #2.2961.04  
Boonton BOE/Schematic Design  
Services @ John Hill School

February 25, 2010

From: Michael J. McGovern, AIA, LEED® AP

Subject: Minutes of Meeting on 2/23/10

The writer attended a meeting at the Boonton Board of Education administration offices to review revised Option 3 floor plan for the above captioned project. The meeting was held on Tuesday, February 23, 2010 at 3:00 p.m. The following people were in attendance at the meeting and are noted as follows:

<u>Name</u>	<u>Affiliation</u>
Dr. Christine Johnson	Superintendent, Boonton BOE
Ms. Pam Ranco	Business Administrator, Boonton BOE
Mr. Dan Delmar	Epic Management, Inc.
Mr. Michael J. McGovern, AIA, LEED® AP	LAN Associates, E., P., A., S., Inc.

The following items were discussed and are enumerated as follows:

1. Dr. Johnson had the opportunity to review the referendum with the bond counsel for the district in order to determine the best was to proceed with the project. Two (2) options were discussed. Each option had variations with the decommissioning and re-commissioning of the School Street School.

Option 1 consisted of providing grades 2 through 8 at the John Hill School in accordance with the revised option 3 floor plan. Bond counsel indicated that the bond would have to go back to voters for approval because of the change in the scope of work in which the kindergarten classes would not be relocated to John Hill School. An April ballot would have to be considered for this revote.

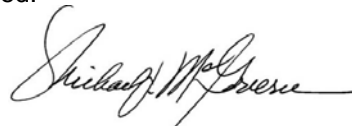
Option 2 was to move ahead with the original option 3 for a kindergarten through 8<sup>th</sup> grade school knowing that this would come in over the original project budget. It was pointed out that the relocation of Pre-K was never in the referendum and that Pre-K and supporting spaces could remain at School Street School. CST could also be relocated to the School Street School. Eventually Special Ed and the Chancellor Academy could also be relocated to the School Street School with the option of Chancellor Academy to purchase the School Street School. This would free up the current space occupied by Chancellor Academy the district administration offices. This option would allow the district to move ahead without a revote. If the project came in over budget, the idea would be to fund the surplus by not performing some of the high school renovation work. Since some of the major high projects have been awarded such as, windows, field and roofs, the bond attorney felt that the deferment of money to offset cost increases at John Hill School would be consistent with the wording of the referendum bond.

2. Dr. Johnson indicated that LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) should continue to complete the high school renovation drawings and submit for DOE and local plan reviews. Once approved, this project would be put on hold until after the John Hill School project is bid. If the John Hill School project came in under budget, select projects from the remaining high school work would be publicly bid. The priority of the remaining work for the high school would be determined at a later date once the amount of remaining funds is known.
3. There was a general question with regard to the amount of impervious surface for option 3. Mr. Dan Delmar indicated that the amount of impervious surface cannot be more than CAM's approved design. LAN will research this and also verify that the option 3 plan is outside of all setback requirements established on the Mazur site plan.

4. The schedule for the projects was discussed. Bidding of the John Hill School should be slated for the summer of 2010.
5. LAN indicated they would require approximately six (6) months to complete construction documents and obtain approvals for the John Hill School project. The John Hill School project would be reviewed locally and would require a waiver from DCA. It was noted that the Boonton building inspector is not certified to perform the plan review for the John Hill School addition; however, Boonton can perform the plan reviews for the high school renovation project.
6. LAN was requested to provide the district with an architectural/engineering proposal for the John Hill School. Dr. Johnson indicated she would like to present LAN's A/E proposal and the schematic design at the next Board of Education meeting of March 8<sup>th</sup>, if possible. An alternate date would be March 22<sup>nd</sup>.
7. There was discussion regarding the amount of remaining referendum budget. It is estimated the remaining referendum funds available for the projects is \$15.8 million. Mr. Delmar indicated that Epic would perform a cost analysis utilizing information provided by the district for completed projects to review cost estimates for the remaining work. This analysis will need to include additional soft costs for LAN's architectural and engineering services.
8. Phasing of the work at John Hill School was discussed. The best phasing plan would include the construction of the link connector at the rear of the original school and the new addition on the east side of the building which would be completed 100%. The existing students and staff would be relocated to the new building and then renovation work would be completed in the original building with break-throughs to the new addition completed at the very end of the project.

A review of the amount of classroom space in the new addition revealed that twelve (12) full sized classrooms would be available to house the existing four (4) sections of three (3) grades currently housed in John Hill School. It was determined that the younger grade levels would not be moved to the school until the start of the school year in September of 2012. 7<sup>th</sup> and 8<sup>th</sup> grades could be relocated to the building during the Christmas break of 2011. A preliminary construction schedule will be provided by LAN with input from Epic.

Having nothing further to discuss, the meeting was concluded.



Michael J. McGovern, AIA, LEED® AP

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cc: Dr. Christine Johnson  
Ms. Pam Ranco  
Mr. Dan Delmar  
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