

## LAN ASSOCIATES

Memo to File #2.2961.03  
Boonton BOE/Renovations @ Boonton HS

April 28, 2010

File #2.2961.05  
Boonton BOE/Addition/Renovations  
@ John Hill School

From: M. McGovern, AIA, LEED® AP

Subject: Minutes of Status Meeting on 4/27/10

The writer attended a status meeting for the above captioned projects at the Boonton Board of Education Administration offices on Tuesday, April 27, 2010 at 10:00 a.m. The following people were in attendance at the meeting and are listed as follows:

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

The following items were discussed and are enumerated as follows:

### Boonton High School Renovations:

1. LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) indicated that the drawings are approximately 95% complete. A full set of the high school will be forwarded to the attention of Mr. Dan Delmar at Epic for review. In addition, a 100% completion full set should be sent to Mr. Tom Merritt at Epic for review and revised cost estimate.
2. LAN indicated that the revised educational specification was forwarded to the Department of Education for review. LAN indicated that the educational specification was filed under the original state plan number obtained by CAM for the project. At this time there are no substantial differences between CAM's educational specification and LAN's educational specification. Therefore, the state plan number should be able to be reused for this project. By reusing the existing state plan number the district will not incur an additional Department of Education review fee. Final determination by DOE is pending.
3. Once the educational specification has been approved for final educational adequacy, DOE issues a letter to DCA for the local waiver for plan review. DCA then issues the 124 waiver form directly to the school district.

It was noted that the local municipality is qualified to provide the plan review for the renovation at the high school. Once the educational specification has been approved the drawings and the 124 waiver form is obtained from DCA, the plans will be submitted to the local building department for plan review.

4. LAN indicated that a final walk-through to review existing conditions in all spaces shall be conducted by LAN's asbestos consultant. Additional sampling of suspect materials, if required, will be performed on Friday, April 30, 2010. Once this walk-through is complete, the plans and specifications for the asbestos abatement will be finalized and included in the construction document set.

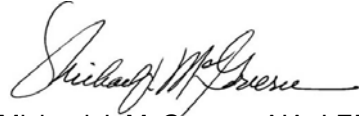
**John Hill School Addition/Renovation:**

1. Primary concern for this project revolves around DEP approval. LAN indicated that the lot coverage has changed due to the fact that the plans include an infill section at the rear of the original building. It was pointed out that the main addition is smaller in square footage and is actually located further away from the stream. LAN is attempting to submit the revised schematic design to DEP for a cursory review meeting to determine if there are any fatal flaws with the revised plan. LAN hopes to arrange this meeting with DEP consultants who originally performed the review and approval for the design developed by Maser.
2. LAN indicated, as of this date, receiving a proposal from Maser for the use of their drawings. LAN will follow through on this proposal and obtain the drawings which are necessary to complete the new DEP submission.
3. Dr. Johnson indicated that she has personal contacts at the State Department of Community Affairs, DEP and local assemblymen and a senator in an effort to expedite the approval of the amended DEP application.
4. Dr. Johnson also indicated that she has a contact for the additional work required for the EO-215 Cultural Resources Report.
5. LAN provided a proposal for the environmental assessment EO-215 report. LAN indicated that the project is considered a phase 1 audit in that the school district is receiving more than 20% of the total funding for the project from the State and the building is in excess of 50 years old.
6. LAN will be walking through John Hill School for preliminary asbestos review. At this time the school district will provide a copy of the AHERA report for LAN's asbestos consultant's use. After the walk-through LAN will provide a separate proposal for asbestos testing and abatement services.
7. There was some discussion with regard to the new mechanicals. The new addition is provided with a large mechanical room which will provide new boiler and mechanical equipment sized for the new addition and the original building. The original boiler room will be converted to classroom space. The new boiler shall connect to existing terminal heating units in the building. LAN indicated that air conditioning and fresh air will be required for all renovated windowless spaces in the existing building.
8. The schedule for the projects was reviewed. Epic Management, Inc. will be providing a revised schedule. John Hill School will be constructed in a phased format. Phase 1 shall consist of the construction of the new addition and the rear link connector. Upon completion of these sections of the project, the existing 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades will be moved into the new addition which will require twelve (12) academic classrooms. The cafeteria services will be provided in the new multi-purpose room/gymnasium. This will allow the existing building to be worked on for the renovation portion of the project. Upon total completion of the project, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades will be moved into the completed facility.
9. It was noted that no busses are provided for transportation of students. Therefore, the design at the front north elevation of the proposed buildings can be modified and the roads can be reduced in width to save costs.
10. LAN indicated that the critical path for the project is DEP review of the amended application. The school's contacts with DCA, senator and assembly persons will

hopefully expedite the DEP approval. Dr. Johnson requested the name of the DEP personnel that reviewed the original project. LAN shall provide this information.

11. Once a schematic and/or preliminary DEP approval is granted, LAN can commence with construction documents necessary for plan review and bidding. It was noted that the project will be requesting a waiver for local review by an approved adjacent township and not going through DCA for the plan review for John Hill School.

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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