

LAN ASSOCIATES

Memo to File #2.2961.03
Boonton BOE/Boonton HS Renovations

December 16, 2009

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

From: M. McGovern, RA & K. Karle, RA, PP, PE Subject: Minutes of Meeting on 12/11/09

The writers met with Dr. Christine Johnson, Superintendent, and Ms. Pam Ranco, Business Administrator, at the offices of LAN Associates, Engineering, Planning, Architecture, Surveying, Inc. (LAN) in Midland Park, NJ on Friday, December 11, 2009 at 3:00 p.m.


The following items were discussed and are enumerated as follows:

1. LAN shall contact CAM Design to determine if copies of AutoCAD drawings can be provided by the previous architect. It was noted that the Board of Education has released CAM from their contract.
2. LAN requested a copy of all paperwork for each project. Mr. Dan Delmar of Epic will also be contacted for any pertinent paperwork.
3. The Boonton BOE is requesting an additional review above and beyond LAN's value engineering and schematic design study for John Hill School. The extra work will include a review of vacant space in the existing high school for possible conversion to administration/BOE offices. Currently, the CAM plans show four (4) to five (5) classrooms being renovated sacrificing educational space. LAN will review the vacant space located on the second floor of the high school and also review an existing rental building referred to as the "Annex Building" for possible conversion to BOE/administration offices. The High School classrooms currently slated for renovation consists of two (2) tech rooms and three (3) instructional classrooms on the second floor.
4. A program shall be provided by the District for the administration and BOE office space requirements.
5. The tentative program for the BOE and administration offices is one (1) private office and three (3) separate offices for support staff for the superintendent. The business administration office would include one (1) office for the business administrator, three (3) other private offices and one (1) shared space for the secretarial support staff. Furthermore, there will be a need for placement of the Child Study Team in this location. A program of the requirements for that space is also required. It was noted that the Child Study Team should stay at the high school, if possible. This may call for a split of the Child Study Team office from the possible development of the Annex Building for the superintendent and business administration offices.
6. The existing Annex Building is currently rented. It is a one (1) story building which is located immediately adjacent to the existing BOE building. Should the BOE Administrative Offices be relocated to the annex space, the existing BOE office building could be razed and new parking could be developed which will be needed to offset parking lost due to the proposed John Hill School addition.
7. It was noted that the school street school will be rented. There are four (4) sections of first, second and third grade. There are four (4) sections of kindergarten, two (2) in the morning and two (2) in the afternoon. There is a need for three (3) spaces for PK, MD, all day and LLP half day. The building will also have to accommodate four (4) sections of

fourth, fifth and sixth grades. Grades six, seven and eight will be located in the new addition with PK through five being located in the original building. It was noted that music and art is used by all classes. Grades four and up are departmentalized. Grades below the fourth grade just require a science demo table to be installed at the front of the rooms.

8. It was noted that the original referendum was voted in 2007. The referendum amount was approximately \$23 million and \$13 million was allocated for the John Hill School and \$10 million was allocated for the high school.
9. The high school renovation project includes three (3) renovated science rooms at the second floor, rooms 223, 221 and 218, eleven (11) toilet room renovations on the first and second, the installation of three (3) demo tables in rooms 214, 216 and 219, a photo lab/choral/music room renovation, an art room renovation, locker and door replacements. Some work from the referendum has already been completed, namely, roofing and window replacements.
10. It was noted that the stage in the original CAM design which was located in the cafetorium could be omitted and a small stage could be provided in the new gymnasium. The new John Hill School existing and new addition will accommodate approximately 800 students. It was noted that the building will house grade levels one through eight with four (4) sections each totaling 32 classrooms plus the need for two (2) rooms for kindergarten, three (3) spaces for PK and special use spaces including music and art for a total of 39 rooms.
11. A tentative schedule for the work was reviewed. It was noted that LAN will require approximately three (3) weeks to review schematic design options for John Hill School. LAN shall commence work on the high school renovation projects immediately.
12. It is LAN's goal to have both the high school and the John Hill School projects reviewed by the local municipality. Further research on the municipality's building department rating is required. However, alternate municipalities will be reviewed as well.
13. LAN had contacted DCA and reviewed the project. It was noted that the projects would be cancelled under the CAM project number and new project numbers and submittals will be required. It is unclear whether new educational review is required for the high school project. This will be investigated. However, a new educational review for the John Hill School is requisite.

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
File #2.2961.01