

JFK Pre-Referendum Committee

March 22nd 2017

JFK Middle School Library

Called to order: at 6:30 p.m.

Roll Call:

Present: Joseph Muller, Mary Keller, Chris Rutledge, Trish Neild-Barry, Vincent Weseliza, Carmen Nuccio, Jason Walsh, Rich Regnier (filling in for Tina Leblanc), Ray Peabody, Tim Neville (filling in for Tom Arnone), Tim Neville, Mike Szlosek (public works).

Absent: Scott Kaupin, Steve Sargalski, Mark Gahr, Tom Arnone, Tina Leblanc

Approval of Minutes:

Motion: A motion to approve meeting minutes from 3/1/2017 was made by Mr. Muller and seconded by Mr. Nuccio.

The motion was approved: 7-0-0

Motion: A motion to modify the agenda and immediately proceed to Item 8 – FOIA & Parliamentary Procedure Training was made by Mr. Muller and seconded by Mrs. Neild-Barry.

The motion was approved: 7-0-0

FOIA & Parliamentary Procedure Training

For this training, the committee welcomes Ms. Maria Elsdon from the Enfield Town Attorney's Office and Mr. Thomas A. Hennick Connecticut Freedom of Information Commission.

Key points included:

- 1) For regular meetings, agendas can be modified. This is not the case for special meetings;
- 2) Minutes for regular meetings should be made available within seven days of the meeting;
- 3) Documents should be shared within a reasonable amount of time but there is no requirement to create a document that does not already exist;
- 4) Public communications can be allowed at meetings but are not required. A time limit can be set for each person wishing to make a comment;
- 5) Phone calls, emails and other digital means can be used to give notice and communicate. However, discussions and decisions should not be made over said mediums;

- a. E.g. Sending messages advising of the time and date of a meeting or stating of requesting certain agenda items is OK.
 - b. Having a discussion on or making a decision related to an agenda item is not OK.
- 6) Meeting minutes are not meant to be transcriptions. They should be a summary of the meeting. Specific motions and votes should be indicated. They do not need to include detailed summary of discussions and replies.

Presentation from Committee Guests:

A. Silver, Petrucelli & Associates

Following the FOIA training, the Committee welcomes representatives from Silver, Petrucelli & Associates, Mr. Petrucelli and Mr. Nardi.

Mr. Nardi advised he presented the documents to the central office but confirmed no actions/recommendations were done. They are pending a follow up meeting as the original follow up was scheduled during the latest snow storm. Mr. Nardi met with Ms. Keller to discuss parks and recreations needs. No additional requests from parks and recreations. F&O will be onsite two days next week to do exterior inspections and over spring break (week of April 10th) will do interior sampling. As of today need conceptual design to move forward. The Chair questioned if the follow up meeting with the Central office was needed first. Mr. Nardi advised he will try to get their feedback but the committee should move forward with discussions but questions can be presented to Central Office as needed. Mr. Neville advised he will reach out to the superintendent so they are involved before the design phase.

Mrs. Neild-Barry inquired about the final square footage. Mr. Nardi advised it will be 185k square feet before you start being penalized on reimbursement. The Chair inquired on what the penalty is. Mr. Nardi advised it will be 0% reimbursement for anything above the square feet limit. Mr. Peabody advised he had inquired with the state that the reimbursement amount will go down and no longer 70% after June. Mr. Nardi advised that is correct and that is why everything needs to be submitted by June.

Ms. Keller inquired if Mr. Nardi can advise what items are not eligible for the 70% reimbursement rate. Mr. Nardi explained that if the space is for educational use then the 70% reimbursement rate applied. Shared use (school and community) items are reimbursed at a lower rate. Items such as the pool and auditorium seats would be examples where the 70% reimbursement rate would not apply. Additionally, maintenance items would only qualify for the 70% reimbursement threshold if the project qualifies as renovate as new.

The current Space Program Template shows a total of 240,964 sq. ft, which is more than 50,000 sq. ft. over maximum.

Ms. Keller inquired about the input of central office and the Principal and how the Committee is to prioritize without their input. Mr. Neville advised he saw the value in first having the Superintendent and Principal assisting with the decisions/adding their thoughts on priority.

Mr. Nardi continued from the prior meeting with additions based on conversations from staff coordinators.

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Administrative / Staff - Leaving as is with exception that the mail/copy area is moved away from secretary's office.

Guidance – Additional storage and office space was requested in addition to a career center and computer lab.

School Nurse – A private office of conversations (high priority) was requested in addition to a unisex restroom.

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Pupil Services – An addition of a storage room was requested.

Teacher / Staff – An addition of a Teacher Work / Mail / Copy room area was requested for each of the Red White and Blue wings.

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Science – This part was discussed during the last meeting. An addition of three classrooms with additional lab and chemical storage space was requested.

Discussion involved the possibility of creating “clabs” (classroom / lab hybrid spaces)

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Math – This department has requested the addition of one regular classroom and two smaller math intervention classrooms.

English – One additional classroom space was requested.

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Social Studies – One additional classroom space was requested.

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World Languages – Three additional classrooms as well as a World Language Lab was requested. The request also involves the elimination of the portable classrooms and moving to permanent building structures.

Special Education – Additional storage was requested in addition to a dedicated Speech classroom. Additional space was also requested for Adaptive Programs ALP, SED and SPED.

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Reading - Two Strategic Reading Classrooms were requested in addition to an Assisted Reading Classroom.

Visual Arts – Additional Art Classroom / Studio space was requested in addition to an additional studio for ceramics. A Kiln room and a Mud room were also requested.

Tech Ed – Additional classroom and storage space was requested.

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Family & Consumer Science – It was noted this was the one area with a decreasing space requirement as these existing programs are in flux due to a pending retirement and fewer available teachers certified in this area. The sewing lab and associated storage in addition to one food lab would be reduced. The addition of a laundry room and a Business / Computer classroom was requested.

Computer Technology – The addition of a Business / Computer classroom was requested. This could be a shared space with the same type of classroom for Family & Consumer Sciences.

Music – Additions include an additional music classroom, a practice room and office for Chorus, a practice room, storage and an office for Orchestra, a dedicated band room with storage, a practice room and an office and, finally, a room for Uniform Storage. The additional band requirements were made in light of the fact that the auditorium is used as the band room and the number of band students as each Middle School grade level has its own band with the size of the entire High School Band.

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Auditorium – Requests were made to increase the size of the auditorium, including seating capacity. Additions to the stage and storage as well as the projection booth were requested. Also requested were areas for Drama Storage as well as a Boys and Girls dressing room (with associated toilets). A reduction in sound storage was indicated.

PE and Health – The addition of space for an auxiliary gym as well as in the project adventure area were requested. The addition of three Health classrooms and a Cardio / Fitness room were also requested. Additional storage and office space was requested, including an office for

Officials (Boys & Girls). There was also a request to add Home and Visitor Locker Rooms (Boys & Girls). In the current proposal, the space for the Pool and associated equipment room was eliminated.

In discussion, points mentioned included:

There are no current dedicated health classrooms.

Concern was expressed over the request for home and visitor locker rooms

Concern was expressed over the request for dedicated offices for Officials.

In the locker rooms, the number of showers would be reduced (similar to the high school) and handicapped showers would be added.

The pool elimination generated substantial discussion over its need. If kept, the expected reimbursement would be 35%.

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Library / Media Center / Talented & Gifted – Additional office, Maker Space and Book Storage space was requested. The possibility exists of adding staff. The book storage room would be a central repository so such storage was not needed in each classroom.

Cafeteria / Food Service – For 1200 students and three lunch waves. Faculty dining space was eliminated. Additional cafeteria space was requested as was additional space for the office, Laundry & Lockers, Dry Storage and a Staff Toilet.

Discussion involved increasing the number of serving lines and moving from linear to round tables.

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Building Infrastructure / Custodial – The ask is to add separate spaces for a Receiving Area, Shop Room and a Custodial Break Room in addition to space additions to toilet and other storage areas. Some of the toilets would be added to the auditorium area.

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Miscellaneous – Three shared Computer Labs were proposed. Discussion on if ipads can be used in class or bring in computers to classrooms as needed instead of creating additional labs.

Additional discussion came from Ms. Keller as she shared information on a meeting with Parks & Recreation and their thoughts on why they like the facility and what they do for the town. The pool was also discussed with emphasis on why the pool was needed. Also brought up was the temperature difference needed for a competition pool (at Fermi) and pools used for lessons and seniors. Competition pools are kept at lower temperatures and regular temperature changes for different activities are not feasible given the time and energy it takes to accomplish.

Public Communications:

The Chair opened the floor to public comments. No public comments were offered.

Old Business:

Nothing to address

New Business:

A. Discussion Related to Silver, Petrucelli & Associates Presentation

Motion: A motion was made to postpone discussion on the Space Program Template for JFK Middle School by and seconded by.

The motion was approved: 7-0-0

The Chair thanked Mr. Petrucelli and Mr. Nardi for their time.

B. Next Meeting & Agenda Items.

The main item on the next agenda will be the approval of the Space Program Template

Motion: A motion to modify the agenda to include a resolution to modify the previous meeting calendar was made by Ms. Keller and seconded by Mrs. Neild-Barry.

The motion was approved: 7-0-0

Motion: A motion to adopt the resolution to move to weekly meetings was made by Mr. Muller and seconded by Ms. Keller.

The motion was approved: 7-0-0

Committee Comments:

The Chair commented that the next meeting would be on the 29th of March at 6:30PM in the JFK Middle School Library.

Ms. Keller emphasized the importance of all committee members to be present for the next meeting and the Chair said he would communicate that via email with the next agenda.

The Chair indicated, from a procedure standpoint, that when discussing the approval of the Space Program Template from Silver, Petrucelli & Associates that he would likely take votes on a section-by-section basis. Mr. Neville and Mr. Peabody commented that such a way would be organized but would be more complicated. Additionally, the projector could be used to display the proposal and changes made.

Adjournment:

Motion: A motion to adjourn was made by Mr. Muller and seconded by Mr. Nuccio.

The motion was approved: 7-0-0

The JFK Pre-Referendum Committee stood adjourned at 9:18 PM

■ EMR