

**South Windsor Public Building Commission  
Minutes – Regular Meeting – November 19, 2014**

A regular meeting of the Public Building Commission was held on November 19, 2014 in Room 303 at Ellsworth School, 1737 Main Street. The following people were in attendance:

Members Present: Howard (Hap) Fitts, Carol Kelley, Charley Lyons, Jim Neary, Edward O'Connell

Also Present: SWPS Representatives, Kate Carter, Patrick Hankard and Daniel Hansen; Strategic Building Solutions Representative Chuck Warrington, and Drummey Rosane Anderson Representatives, Jim Barrett and Scot Woodin.

Chairman Fitts called the meeting to order at 6:30 PM.

DRA Presentation of preliminary floor plan and site plan to PBC

Jim Barrett advised the commission that following the last PBC meeting the architects have continued to review the site plan and have been meeting with the working group to develop the floor plans for the building.

Mr. Woodin reviewed the proposed site plan and location of the building. He reviewed adjacency diagrams that provided several different floor plans, noting that the plans were a result of programming sessions held with faculty, staff and principals from the different schools. The floor plan consisted of a two-story wing with a lower school covering grades K-2 and an upper school covering grades 3-5. Art, music, gym, POP and IPOP programs as well as the administrative areas would be located on the first floor with the media center on the second floor. He described the layout of the building and the decision for the placement of the classrooms and features. Mr. Woodin reviewed five floor plan options, noting that each option was developed completely and that the design team arrived at options C1 and C2, as recommended options for the commission's consideration. Following his presentation, he requested feedback from the commission members regarding the proposed floor plans.

Chairman Fitts, along with commission members, indicated their support for the C2 floor plan. Mr. Neary provided suggestions regarding double entrance doors as well as a holdover area for students in the event of emergencies. Mr. Lyons posed questions regarding security and entryways. Dr. Carter posed questions regarding the vestibule at the entry way, as well as noted the need for discussion if an open second floor balcony was going to be contemplated. Dr. Carter also questioned the management of bus & parent intake relative to size of the proposed central lobby corridor. Dr. Carter also inquired about the storage closet areas in the drawings, to which Mr. Woodin advised that 700 square feet of storage had been gained.

There was a substantial amount of discussion by commission members and administration regarding the proposed C2 plan and the seemingly long walkway for students entering the building from the bus drop off. Dr. Carter suggested, and commission members agreed, that the play area could be reconfigured in order to allow for the busses to gain closer access to the building for more efficient dismissal. Based on the input, Mr. Woodin noted that he would reconfigure the bus drop off for the

commission's consideration. He advised that the on-site traffic study would be completed tomorrow, noting that the major issue will be access management at Foster Street as well as the determination of a separate or conjoined entrance. In the near future, DRA will be working on FF&E layouts and looking at building massing and exterior materials.

#### Owners Manager's Report

Mr. Warrington advised that proposals for Construction Manager have been released and due back on December 1, with interviews being held on December 3. On December 15 there will be an informational meeting held for the Orchard Hill neighbors presented by DRA and on December 17 DRA will present the schematic design to the PBC. Dr. Carter reported that she has coordinated with Town Planner, Michele Lipe, to obtain a listing of neighbors for the purpose of sending out the letter.

#### Approval of Invoices

A motion was made by Mr. Neary, seconded by Mr. O'Connell to approve Invoice#1596509 in the amount of \$778.99 for the legal advertisement for RFQ1415-006. Motion approved unanimously.

#### Adjournment

On a motion made by Mr. Neary, seconded by Mr. O'Connell the meeting was adjourned at 7:45 PM.  
Respectfully submitted,

Ann Walsh  
Clerk