

Facilities Review Committee

Minutes

Monday, June 6, 2016

5:00 P.M.

Central Office

Members Present: Norm Davis, Jack Wiseman, Gary Purington, Tony Bennett, John Hawley, Mary Martin, Tina Meserve, Rick Jones, Tom Kelly
Members Absent: Cari Medd, Rick Benoit, Shawn Vincent

Item 1: PDT will review the material collected from the staff interviews regarding wants and needs for the proposed addition.

Alan Kuniholm discussed the thoughts that were brought up with the meetings conducted with administration, staff, and faculty regarding wants and needs in a new addition. They were as follows:

Attendees: Tony Bennett, John Hawley, Linda Chaisson, Alan Kuniholm, Chelsea Lipham

| Topic | Agenda/Notes | Action |
|-------|--|--------|
| | <p>1. Needs – Wishes</p> <ul style="list-style-type: none">• No carpet.• Solid surface at counter tops.• Tables and chairs in classrooms are better for maintenance. Students put chairs on tables and floor cleaning is easier. Less time.• Provide janitor stations in MS. If there is a second floor, provide one on the second floor.• VCT is preferred as it is more readily available for replacement and color match.• Not sure about the capacity of the heating system, Tony would prefer one system.• Metered faucets preferred.• LED lights preferred.• No high maintenance wood products on the outside.• Central IT space in the HS serves both schools. A separate IT/storage/office would be preferred in the MS.• Need a secure laptop storage and recharging area in the MS.• Need approximately 16 feet of wall storage and small counter area.• Inside concession stand/area.• Design ideas for alcove in the HS gym for aerobic (bicycle and treadmill) area.• Visitor's bleachers at the stadium field.• Updated bleachers in the HS gym.• A second story in the HS gym storage closets.• An expanded weight room.• Air conditioning. | |

| Topic | Agenda/Notes | Action |
|-------|---|--------|
| | <p>2. Issues –</p> <ul style="list-style-type: none"> • Separate light switching is needed between the front of the auditorium and the back Presentation Rm C142. Currently they both come on or off together. • Phone, intercom, clocks and CR bells are tied together and are in need of replacement throughout the facility. • Need renovated locker rooms for better privacy. • Need more acoustic insulation and sound-proofing, especially between spaces with removable walls. • Tile flooring in Café and Lobby is no longer available so when it cracks or needs replacement it becomes problematic. • There are hot and cold spots throughout the facility. Alan asked for a record of any complaints for engineers to evaluate. • Would like to convert the exterior parking lot lights to LED. • Birds at main entry walk are a nuisance. • Improved lighting in the HS and MS gyms. LED is preferred. | |

Attendees: Jessica Madsen, Melanie Chasse, John Hawley, Shawn Vincent, Cari Medd, Tina Meserve, Alan Kuniholm, Chelsea Lipham

| Topic | Agenda/Notes | Action |
|-------|---|--------|
| | <p>3. Overview - RSU 16 Middle School serves Poland, Mechanic Falls, and Minot. The middle school currently has 250 - 7th and 8th grade students. The original middle school was designed for 160 students. There are 4 modular classrooms located at the back of the middle school with another 2 modular classrooms to be located in the courtyard. Whittier Middle School is seen and run as an independent school even though it shares the Media Center, Dining Commons, and Auditorium. Class size averages 22 students. Goal – make space and consolidate MS so that students do not have to go into the HS for programs, and, enhance MS identity.</p> | |
| | <p>4. Changes to the original middle school plan –</p> <ul style="list-style-type: none"> • Classroom C137 originally assigned to teachers is now a Resource CR. • Home EC that included Home Cooking C116 and Home Sewing C115 has been reassigned to Art on the Home Cooking side and a new wall installed in Home Sewing to provide for Special Ed. • Spec Ed C118 is now being used for teacher planning as well as IEP and testing. • Conference A136 is shared with High School. • Services A135 is the MS Dean's Office. • Gifted and Talented A134 is being used for MS Guidance Office. • Small Group Mtg Rm A133 is being used for G/T and ELL. • Mail Rm A180 and Storage A148 have been reconfigured to provide space for in-school suspension. • Nurse's Office A143 is now a space for MS/HS Team Leader Office. • Conference Rm A130 (originally with operable wall) adjacent to the Media Center is being used for MS Social Worker and Lib Office. | |

| Topic | Agenda/Notes | Action |
|-------|---|--------|
| | <ul style="list-style-type: none"> • Conference Rm A129 (originally with operable wall) adjacent to the Media Center is being used for HS Social Worker and Outside Providers Office. • Computer Rm A126 is now being used for a Wellness CR. • Storage C111 at the MS Gym is now the MS PE Office. • Storage Rm A125 is now a CR. • Office A124 is now a Time-out Rm. • Video/CADD Rm A119 is now a HS Resource Rm. • Spec Ed Rm D120 is now Alt Ed CR. • Business Bookkeeping Rm D122 is now HS Teacher Office. • Teacher’s Rm D123 is now a HS Resource Rm. • CR 2 D127 had the mobile wall removed and is now a Computer Lab. • Shared Faculty D117 is now HS Alt Ed. • Alt Ed D104 is now a HS Resource Rm. • Spec Ed D100 is now IEP Mtg and file storage. • MS Lounge C126 is now the Principal’s Office. • MS Storage Rm C125 is being used for both general storage and secure storage. • MS Work C127 is MS Secretary. • Assist Prin A141 is now HS Principal Office. • Principal A142 is now the CCD Office. • Corridor C117 leading to the Gym, Tech Ed, Art and SPED is constantly filled with sports equipment and students. | |
| | <p>5. Program Needs –</p> <ul style="list-style-type: none"> • Classrooms – 8 MS CRs are needed, one of which will be Science and one of which will be a Project Rm similar to existing. • Central Offices – Offices are needed for MS Dean, MS Guidance Counselor, Talent Dev Off, and MS Social Worker. • MS In-school suspension room. • Storage – There is a great need for storage. Secure MS student record storage, book storage room, student backpack storage, student sports storage, and project storage. • Conference Rm – There is a need for a dedicated MS conference room for 8-10 people that could be used for IEP testing. • Teacher lunch room and toilet. • Special Services – Many students are sent out of district to address special needs. 3 Special Ed teachers share the back of the Art Rm. There is a need for a MS Resource Rm with toilet and sink. There is a need for a Behavioral Rm. There is a need for a pull-out space(s). • Security – Although cameras have been added, security at the entry and access to the portable CRs is an issue. | |
| | <p>6. Physical Needs –</p> <ul style="list-style-type: none"> • MS Entry - Really bad acoustics in the MS entry, there is limited space for MS students to congregate in the AM before classes, locker access along MS Corridor C121 is problematic. The MS Admin area is too small to accommodate needs. • Site fit – Wetlands and available area to build is limited, do not rule out a two story scheme. | |

| Topic | Agenda/Notes | Action |
|-------|--|--------|
| | <ul style="list-style-type: none"> • Overall MS/HS acoustics – Most of the operable walls have been used to the point where they need replacement and many demountable partitions have been removed to make full classrooms in the HS. Many program areas have a lack of acoustic privacy. The Elec Rm A128 and Dining Commons is bad acoustically. | |

Attendees: Erica Swenson, Jamie Karaffa, Kim Caron, Dan Knott, Catherine Wood, Sharon Goss, Peter Webster, Jennifer Baker, John Hawley, Alan Kuniholm, Chelsea Lipham

| Topic | Agenda/Notes | Action |
|-------|---|--------|
| | <p>7. Needs – Wishes</p> <ul style="list-style-type: none"> • Book Rm – For MS texts. 400SF • Science Labs – 2 additional for a total of 4 with prep and storage similar to existing design. • AV – Would like ceiling mounted with integrated speakers, remove wall mounted TVs, provide Smartboards/whiteboard with separate projection screen. • Full size lockers – students have sports equipment. • Sinks with water fountains in classrooms. • Drinking fountain with water bottle filling station. • Teachers Rm with toilet room. • IEP Mtg space with space for secure file storage. • Restorative Rm with cubicles for 4-5 students. 400SF • Pull-out Rm for small group instruction, Ed Techs, and volunteers. 400SF • Commons/lobby with benches and place for student gallery/project display. • Document cameras. • Printer stations for staff and students. • Prefer no carpet. • Lockable teacher storage. • Laptop storage and recharging stations. • Natural element in the lobby. • Private space for new mothers. • Faculty Wellness Rm – 400SF, could be shared. • Furnishings are near the end of their useful life and coming apart. There are newer furnishing options that allow for greater flexibility. • Digital display in MS lobby. | |

Attendees: Kim Yorkey, Shannon Shanning, Heidi Lachapelle, Kara Nenex-Plante, Erin Kennedy, Theresa Sampson, Eamon Brandon, Kelly Albanese, John Hawley, Alan kuniholm, Chelsea Lipham

| Topic | Agenda/Notes | Action |
|-------|--|--------|
| | <p>8. Needs -</p> <ul style="list-style-type: none"> • More outlets, some in the floor would help in larger areas. • Provide Tech Ed and project storage. • Separate maker space with visibility (see Auburn MS, Jim Rohe). • Art Rm has appliances from former Home Ec. • Provide universal toilets. • Provide full size lockers. • Not enough CR storage. • Corridor is too narrow with lockers and the number of students. • Lockers need to be wider rather than taller. Maybe put lockers on one side of the hallway? • Need space for sports storage in lockers or larger lockers in locker rooms. Locker rooms are small. • More storage for MS gym. • Outdoor classroom with outlets. • Would be nice to have shower facility (single) for students. • Provide space for MS students to sit. • More bleachers in gym. | |

Alan then presented a site plan that was color coded to represent the spaces used by the middle school and how the space overflowed into the high school. It also includes the location of the existing modular units and the placement of the unit being added this summer.

Alan then presented a spread sheet that showed the square footage of existing spaces used by the middle school, the State standard space requirements and the proposed addition square footage. We would be looking at adding about 13,034 square feet of new space to include:

6 new classrooms

2 science / flex classrooms

1 book storage room

special education space

1 conference room

4 offices

Additional storage space

1.4% of multiplier space (hallways, bathrooms, etc.)

Alan suggested sending the spreadsheet out to staff for review and to see if there were any errors.

Item 2: Update on Site

There was nothing to discuss regarding the site at this meeting.

Item 3: Review Meeting Schedule for upcoming meetings and overall schedule.

The group decided to start getting the message out and a public forum was planned for Wednesday, June, 22 at 6:30 PM at the middle school. John and Tina will work with the architects on the presentation format and getting notices out.

Item 4: Next Steps

It was suggested that information be placed on the website and possible sending out a public survey to help gather input from the public.

After the public forum, Alan and Chelsea will begin to put together some concept drafts for the committee to look at and have them ready for the meeting in July.

Next Meeting: July 11, 2016 5 PM