

DOOLITTLE CAFETERIA RENOVATION SUBCOMMITTEE –Meeting Minutes
Tuesday, December 13, 2016 – 8:00 AM
Doolittle Elementary School, 735 Cornwall Avenue

Members Present: Steve Durkee (Chairman)
Mark Nash

Additional Present: Vincent Masciana, Chief Operating Officer, Cheshire Public Schools
Dan Marseglia, Manager of Buildings and Grounds, Cheshire Public Schools
Russell Hinckley, Principal of Doolittle School
Madeleine Diker, Director of Food and Nutrition Services
Debra Clark, Doolittle Cafeteria representative
Meghan Sullivan, Food Services intern
Michael Bouton, Doolittle Maintenance representative

The meeting was called to order at 8:00 AM. A quorum was present.
The project, which has an appropriation of \$275,000, was discussed.
If possible, the renovations will take place during the summer of 2017.

Project goals:

- Increase student participant rate, which is currently 55% (it had been as much as 65%)
- Increase the number of check-out lines. Currently there is only one line, but for 500 students, 2 lines are needed. There are 6 lunch waves.
- Improve the flow of the lunch selection and purchasing processes
- Create a more organized and functional kitchen layout with distinct zones for administrative and food preparation tasks, equipment and appliances, and storage needs
- Redefine food presentation area to accommodate a planned salad and deli bar
- Increase on-site storage to accommodate the projected increased enrollment in upcoming years, per the enrollment portion of the Facility Master Plan Study
- Improve the aesthetics and appearance of the area
 - Provide a view into the kitchen area
 - Create an age-appropriate dining ambiance through color and design
- Replace outdated equipment, ovens, and refrigerators (The Cheshire Fire Marshal will determine whether the existing hood meets current code or requires replacement)

Next step: Mr. Masciana and Ms. Diker will prepare a draft RFP for a Design Professional to be reviewed and approved by the PBC Subcommittee.

Mr. Nash made a motion to adjourn at 9:00 AM. The motion carried unanimously.

Respectfully submitted,

Vincent J. Masciana, Chief Operating Officer, Cheshire Public Schools