

DOOLITTLE CAFETERIA RENOVATION SUBCOMMITTEE –Meeting Minutes
Monday, September 18, 2017 – 8:00 AM
Town Hall, 84 South Main St.

Members Present: Steve Durkee (Chairman)
Phil Bowman

Additional Present: Richard Clavet, Manager of Buildings and Grounds, Cheshire Public Schools
Vincent Masciana, Chief Operating Officer, Cheshire Public Schools
Mark Nash, Public Building Commission
Russell Hinckley, Principal of Doolittle School
Madeleine Diker, Director of Food and Nutrition Service
Debra Clark, Doolittle Cafeteria representative

The meeting was called to order at 8:00 AM. A quorum was determined to be present.

Mr. Durkee provided the attendees with a preliminary project line item summary (attached) which was reviewed and discussed at length with the attendees.

The overall scope of work and priorities for the project were identified so that a Request for Proposals can now be prepared to hire a design professional. The total appropriation for the project is \$275,000 and after bonding and legal costs \$273,634.70 is available.

The attendees concluded the meeting with a walk-through of the cafeteria, kitchen and storage areas.

Motion by Phil Bowman and seconded by Mr. Durkee to adjourn at 9:05 AM. The motion carried unanimously.

Respectfully submitted,


Vincent Masciana, Chief Operating Officer, Cheshire Public Schools

PUBLIC BUILDING COMMISSION PROJECT

Project Name: Doolittle Elementary School Kitchen Serving Line Renovations

Dates: Design -Summer 2017, Bid early winter 2017/2018, Construction Summer of 2018

Budget: \$240,000 (includes all design fees, bidding costs, soft costs, etc) *273,634.70*

275,100
PROJECT LINE ITEM SUMMARY (Preliminary)

275,100⁰⁰ original appx.

1. Change single serving line to two separate serving lines. One from each direction (entry left and right and exist in center). Add new doorway opening in middle to accommodate exit from both. (Fire Door).
2. New serving lines using standard off the shelf food serving trays with glass fronts.
3. Add power and data jack for plug in of rolling cash register unit. This would be located just outside the new exit door from the serving line.
4. Move electric water cooler to the left past the existing serving line door and pipe to basement boiler room.
5. Existing serving line drains to be reviewed for serving the drains from the new serving equipment. Add additional drain if needed.
6. Move Teacher's serving counter to Café side in front of old dishwasher window. Close off window opening. (Maybe wing walls and shutter to allow securing counter after hours).
7. Remove ceiling soffit above serving line along with present return ductwork from Cafeteria. Cut back duct and rework return to have the return registers over the present walk in freezer.
8. Rework ceiling grid (raised up to main ceiling elevation) over serving line.
9. Add front canvas canopy or decorative roof over doorways to kitchen. Maybe some signage on canopy or above "CAFÉ" etc. (Looking for eye catching look).
10. Rework rear kitchen receiving and storage space at rear and into existing school supplies storage racks. Add wall in rear space to separate school supplies space from kitchen storage room. Possibly near corner.
11. Add wall to make permanent kitchen office. (cut present space in half with new wall and new entry door from kitchen adjacent to present single refrigerator). (Fire Door),⁷

12. New LED lighting throughout rear receiving and proposed new kitchen storage space.
13. New LED lighting in new kitchen office space and adjacent storage room.
14. New LED lighting at new front façade to kitchen.
15. New LED lighting over new serving line. Maybe something hanging?
16. New painted walls throughout kitchen space.
17. Change all ceiling tile to new washable type.
18. Add
19. Add
20. Add

ALTERNATES:

1. Add new walk in freezer to present small school storage space that is presently behind the right side sinks. Add new opening from kitchen to front of walk in.
2. Existing kitchen toilet room- new lighting and paint, etc.
3. Modify/relocate existing cooking equipment under kitchen exhaust hood. (Hood to remain as is- no replacement at this time). This includes moving gas range from front to right side. Adjust remainder of equipment accordingly). *Fire Suppression maybe impacted*
4. Upgrade all grid lighting in kitchen to LED type.
5. Add *Fold out*

Respectfully submitted for review and discussion by Steve Durkee, Project Chairman, PBC.