

**Town of Darien
Tokeneke and Royle School Building Committee
Regular Meeting
Thursday, November 14, 2013**

MINUTES

Attendees: Deb Ritchie, David Genovese, Katie Stein and Mike Lynch (Darien Schools, Director of Facilities & Operations)

Ms. Ritchie called the meeting to order at 9:30 AM.

Motion made by Ms. Ritchie and seconded by Ms. Stein to approve agenda for this meeting. All voted in favor.

Motion made by Mr. Genovese and seconded by Ms. Stein to approve minutes of the prior meeting. All voted in favor.

Ms. Ritchie reported some that the architectural firms who received the RFP had asked several questions in preparing their response, and all questions were answered. Ms. Ritchie reported that the response from the architectural firms is November 15, and the next Board of Education meeting at which we will be presenting an update is November 26.

Ms. Ritchie led a discussion of the importance of ensuring common areas (gym, cafeteria, for example) are sized appropriately given the expansions of the facilities planned.

Ms. Ritchie began a discussion of the process through which the Committee will engage a construction manager. Mr. Lynch and Mr. Genovese agreed that it would be best to wait to send out an RFP to the various construction managers proposed to be on the list until the architectural firm has been selected, and the architects have developed conceptual drawings.

Wendy Hopper raised a question about ELP drop-off at Tokeneke. Mr. Lynch described an approach to managing traffic circulation used at Saxe Middle School in New Canaan, where a "toll booth style" gate is in place and functions on a timer to prevent traffic circulation around the fields. It was pointed out that the Darien Athletic Foundation is proposing to install one new field at DHS for softball so eliminating one field at Tokeneke might not be problematic.

Wendy Hopper expressed concern about the future growth of ELP, and reminded the Committee of the importance of providing for accommodations for such growth in the future.

Mr. Lynch commented that ELP would prefer a bathroom for their use which is not located in the classrooms.

Motion to adjourn proposed and unanimously approved. The meeting was adjourned at 11:15 AM.

Respectfully submitted.
David Genovese, Clerk