

Pasadena Unified School District

**HAMILTON ELEMENTARY SCHOOL
PROJECT NO. 2335**

PROGRAMMING / SITE ASSESSMENT MEETING 04

DATE: April 6, 2010
 LOCATION: Hamilton Elementary School
 TIME: 8:30 a.m. to 9:30 a.m.
 ATTENDEES: Frances Weissenberger, Principal (HES)
 Stephen Brinkman, Chief, Facilities (PUSD)
 David Mathison, Architect (F&M)
 Sam Sahand (F&M)
 Site Council Members, (SCM)

Item	Description	Due	Action
1.00	GENERAL INFORMATION		
1.01	A brief meeting was conducted to update the Site Council about the status of Measure TT projects and share the plans.	Info	Info
2.00	ITEMS DISCUSSED		
2.01	Project Budget: F&M reviewed the project budget. The overall budget for all projects on the campus is \$4,718,241 adjusted with allocations to the central kitchen and clocks projects. The Multipurpose Building construction budget is \$3,375,000 and combines line items A/B/E/F minus the allocations for Kitchen and Clocks as indicated above. See attached project budget dated November 24, 2009.	Info	Info
2.02	Building Addition: At the last meeting the council requested that F&M explore the idea of creating a building addition on the north side of the existing Multi-Purpose. F&M reported that the kind of addition that was proposed would demand significant structural modifications to the existing building and would drive the overall project budget over \$4,000,000. F&M recommended that the planned activities be accommodated in a modular building where the costs could be more easily managed. See attached Schematic Design Opinion of Construction Cost dated April 5, 2009.	Info	Info

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2.03	Modular Building: F&M met with the facilities sub-committee of the site council on March 5 where a central location for the proposed modular building was selected. The building would be approximately 1440 square feet and house a large meeting room, toilet room and some storage. The modular building can be customized to match the architectural character of the campus. The building would be located just west of the existing shade structure and would require either reconfiguration or replacement of the existing shade structure. There was some interest in replacing the building with a structure that provided increased protection from wind/rain. There was one request to study the potential proportions of the modular building and explore the idea of moving the building north with the shade structure located south of the modular so that a clear view of the fields could be maintained. There were concerns about the distance the building would be moved to the north (safety) and possible impacts to the baseball play area. F&M to provide a sketch or study for the alternate placement.	4/20	F&M
2.04	Modular Building Character: There was some concern regarding the character of modular buildings on the campus. F&M stressed that the modular buildings that would be utilized would not resemble the portable buildings that are currently on the campus and suggested that council members visit the nearby Willard Campus to see how the buildings may be modified to match the character of the campus. Several council members who had visited the Willard Campus indicated that the modular building at Willard had been successfully integrated with the campus architectural style.	Info	Info
2.05	Modernization Changes: The Multi-Purpose building modernization drawings were modified to reflect changes requested at the last meeting. Small group instruction rooms were changed to offices behind the stage and a single toilet shall be reconfigured to serve the two rooms. A new custodial room with additional storage was created just north of the Foyer. Additional cabinets are to be added to the Parent Center along the south wall.	Info	Info
2.06	Modernization Scope: F&M highlighted the scope of work for the project as a complete overhaul of the existing building that includes complete replacement or refurbishment of all interior finish materials; replacement of mechanical and electrical systems (including cooling); Integration of school colors and logo; expansion of existing toilet rooms; new kitchen equipment; stage lighting and local PA; replacement of ceilings.	Info	Info

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2.07	Ramp: F&M indicated that a large ramp may be required to be installed to serve the rooms located behind the stage. F&M is currently attempting to negotiate the elimination of the ramp with DSA on the basis that the area is for employees only. Council members stressed that the ramp at the front of the school must be in character with the architectural style of the building and preferred it's elimination. If negotiations with DSA result in the requirement of a ramp it may be possible to appeal based on the Historical significance of the site. F&M to resolve the issue with DSA and report back to the site council.	TBD	F&M
2.08	Next Meeting: F&M to prepare interior elevations and sketches to show the character of the Multi-Purpose space along with the modular building and exterior lunch area. F&M to provide specific information regarding the modular building and proposed lunch shelter for selection by the council. The site council would like to meet in two weeks in order to provide direction on the modular building so that it may be installed during the summer of 2010.	4/20	F&M

These minutes were prepared from notes taken by David Mathison. If anyone present at the meeting has any changes or corrections, they are to notify Flewelling & Moody Architecture in writing, within seven days after receipt of these minutes. In the absence of such notice, these minutes will be considered a true and accurate record of the meeting.

Items in italics represent topics or decisions made after the meeting.

Sincerely,
Flewelling & Moody



David Mathison,
Architect

cc: Ara Zenobians, F&M