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Cold Spring ES Gymnasium Addition Kick-off Meeting Minutes **REVISED** November 13, 2009

Meeting Date: 9:15am-10:00am; November 10, 2009

Location: Cold Spring Elementary

## **MEETING MEMO**

Attendees:

Mr. Marty Barnett	Principal	240-279-8480	<a href="mailto:Martinjbarnett@mcpsmd.org">Martinjbarnett@mcpsmd.org</a>
Mr. Pete Thomson	PTA President		<a href="mailto:pete@pjthomson.com">pete@pjthomson.com</a>
Ms. Debra Bernal	PTA President-Elect		<a href="mailto:debra.bernal@va.gov">debra.bernal@va.gov</a>
Ms. Deborah Szyfer	MCPS	240-314-4705	<a href="mailto:Deborah_Szyfer@mcpsmd.org">Deborah_Szyfer@mcpsmd.org</a>
Mr. Mike Shpur	MCPS	240-314-1014	<a href="mailto:Michael_Shpur@mcpsmd.org">Michael_Shpur@mcpsmd.org</a>
Mr. Rakesh Bagai	MCPS	240-314-1007	<a href="mailto:Rakesh_Bagai@mcpsmd.org">Rakesh_Bagai@mcpsmd.org</a>
Mr. John Kim, AIA	JK Architects - Principal	240-632-2281	<a href="mailto:jkim@jkarchitects.us">jkim@jkarchitects.us</a>
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## **CHANNELS AND PROCEDURES FOR COMMUNICATION**

1. **Concept Design:** Mr. Kim stated that the main issues with this design will be in the massing of the new gym addition in relation with the existing school. It was further agreed that the design should work with the surrounding neighborhood's context.

Ms. Szyfer reiterated the program requirement that the addition should have the ability to be closed off from the rest of the school during evenings, and weekends and holidays.

2. **New Student Drop-off Canopy:** Mr. Barnett indicated the need for a new drop-off canopy at the main entrance to protect the students from inclement weather (*the school has never had an entrance canopy of any kind*). Ms. Szyfer suggested that the canopy should be an add alternate.
3. Ms. Szyfer stated that the new addition should have a bath and shower for the PE Teacher's Office.
4. **Stormwater and Drainage:** Mr. Shpur *stated that with new SWM regulations, the site may need several infiltration pits which, as he explained, would create small indentations in the landscape. The one large SWM facility is no longer allowed.* Mr. Shpur stated that *new SWM regulations make it mandatory that the new addition will have a vegetated roof.* This is to

*slow water run-off from the roof so it doesn't rush down into the large underground area, which was the previous strategy for swm.*

5. **Update existing bathrooms as part of this Project:** Ms. Szyfer suggested the possibility of *combining* the school's existing bathroom *updates* as part of this Project. Mr. Barnett added, the main problem with the bathrooms is lack of ventilation. Mr. Thomson said an email will be sent later this morning regarding this issue. Further discussion is required.
6. **Gymnasium Signage:** Mr. Thomson suggested that signage or some other architectural treatment on the existing school will be needed in order to be able to identify the new gym addition from the existing parking lot, particularly since the school will be closed off from the new gym for evening and/or weekend use of the gym.
7. **School colors/nickname:** Mr. Barnett informed meeting attendees that the school colors are blue and white and the nickname is the Cougars.
8. Ms. Szyfer reiterated the program requirements that there will be hardwood flooring in the gym and there will be no bleachers.
9. Mr. Bagai said there are several examples of existing county gyms that are similar to the scope of this one. *Recently completed are: Brookhaven, Strathmore, Cloverly, Farmland and Bells Mill.*
10. **Project Schedule – Design:** Mr. Bagai stated that the design schedule for this project is 18 months. The following dates were established:
  - December 1, 2009 7:00 pm      Schematics - Design Advisory Committee Meeting #1 at Cold Spring ES (Public Hearing)
  - December 14, 2009 3:30 pm      Schematics - Design Advisory Committee Meeting #2 at Cold Spring ES (Public Hearing)
  - February 2010                      Schematics - Review by MCPS Board
  - TBD                                      DD's 35% - Review by the Principal
  - TBD                                      CD's 99% - Review by the Principal
  - January or February 2011      Bidding
  - Summer of 2011                      Construction Commencement

The next critical meeting will be the Design Advisory Committee Meeting #1 at Cold Spring ES (Public Hearing). This meeting will be held at 7:00 pm, December 1, 2009

Any corrections to these minutes should be brought to the attention of JK architects, and they will be noted and revised.