

December 16, 2014

DRAFT

Minutes of Meeting

Feasibility Committee Team Meeting #7

Project: New Lebanon Elementary School Feasibility Study

Meeting Location: BOE Business Office
290 Greenwich Avenue

Meeting Date: December 2, 2014

Present:

Barbara O'Neil, BOE Chairman
Peter von Braun, BOE
Ben Branyan, Managing Director of
Operations
Ronald Matten, Director of Facilities
William Drake, BET
Jeff Ramer, BET
Robert Tuthill, RTM

Clare Kilgallen, NL-PTA
Erin John, NL Teacher
Carolyn Spence, NL Teacher
Michael Tribe, Peter Gisolfi Associates (PGA)
Peter Gisolfi, Peter Gisolfi Associates (PGA)
Diane Abate, Peter Gisolfi Associates (PGA)

Not Present:

William McKersie, Superintendent
Barbara Riccio, NL Principal
Mike Bocchino, NL-PTA
Ronen Wilk, Peter Gisolfi Associates (PGA)

The following items were discussed at today's meeting:

1. Hard copies of draft minutes from September 19th (previously emailed) were distributed. There were no further comments on the minutes.
2. This committee was reconvened in order to review and approve changes to the Draft Educational Specifications as a result of updated enrollment data by the consulting firm, Milone and McBroome (M&M).
3. M&M's latest projections showed a total enrollment drop from 425 to 374 students. This drop is attributed to an eight year projection high which showed a decrease from 293 to 279 and the number of magnet seats decreasing from 87 to 50.
4. This drop in the number of students reduced the overall building size from 62,000 sf to 58,000 sf. This resulted in modifications to the space program requirements, budget comparisons and state grant reimbursement estimate.
5. **Review of Revised Program of Space Requirements** (See attached comparison)
 - a) The reduction in Space Program Requirements resulted in square footage reductions cuts to several instructional areas and sizeable reductions were made to the cafeteria and multi-media in proportion to the reduced student population.

- b) The second grade toilets, private toilet facilities for the principal were eliminated.
- c) The dedicated multi-purpose room was eliminated, with the understanding that provisions for multi-use of assembly spaces or the use of underutilized classrooms during decreased enrollments would help offset this loss.
- d) The health office previously undersized was increased by 50 sf.
- e) There was some debate over the proposed size of the school. Although, the overall projected enrollment is down by fifty students, it did not result in a greater overall square footage reduction or reduce the number of classrooms per grade.
- f) The programming challenge is, if maximum enrollment levels are met, a model based on two classrooms per grade would result in overcrowding and exceed CT State's maximum class size.
- g) A 'two classroom per grade' model means the school could quickly out grow itself and defeat the purpose of building a new school.
- h) The three classroom model on the other hand, would allow for growth and the adaptation of unused classrooms during lower enrollment years for other functions, ie multi-purpose room, clubs etc. (See attached 'Max Classroom Work Sheet').
- i) One suggestion was that in the planning of this new school, it should be designed with future expansion in mind.
- j) For the purpose of this study, the three classroom model per grade is the minimum recommended given the latest data on enrollment projections.

6. Revised - Budgets

- a) The reduction in square footage reduced the overall building costs, State Grants and local funding. (Refer to attached Preliminary Budget Comparisons for A, B & C for estimates on budgets and state and local funding.)

7. Scheme C – a recommendation for new construction on an alternate site.

- a) Scheme C was introduced in response to community reaction against Scheme B during the last BOE meeting. It is similar in building design to Scheme B, but preserves the town's existing field and surrounding wood lands.
- b) Some of today's comments to Scheme C included the following:
 - I. This scheme lacks a dedicated ball field.
 - II. An agreement with the town for sharing the field could probably be arranged.
 - III. The site work for Scheme C is dramatically more than B and adds to the cost of construction.
 - IV. The cafeteria should move down to the first floor.
 - V. A south facing courtyard would provide views, sunlight and warmth in cooler months.
- c) Revised budget numbers based on reduced square footages for Scheme A & B were also reviewed.

- d) The committee voted all in favor to recommend 'Scheme C' to the BOE as the preferred scheme, with the understanding that this work is preliminary and for budgeting and feasibility purposes.
- e) Further analysis with greater detail on parking, traffic patterns, site constraints, constructability etc. would be addressed with another committee during another design stage.
- f) Final site approval would be based on approvals from various land-use agencies of the Town of Greenwich.
- g) Scheme C will be included in the Supplemental Material that will accompany the Draft Educational Specifications to the BOE.

8. Conclusion

- a) Jeff Ramer made a motion to approve the revisions to the Draft Educational Specifications.
- b) The motion was seconded by William Drake, with an amendment to include a budget number of a 'not to exceed amount of \$500,000' for adding field and site work improvements to Scheme C.
- c) All voted in favor.

1. Next Steps

- a) PGA will revise estimate for Scheme C to include a 'not to exceed \$500,000' additional cost for upgrades to the existing field.
- b) PGA will prepare a power point presentation that presents both schemes to the BOE Work Session on December 18th.
- c) PGA will finalize the Revised Draft Educational Specifications for email distribution to Board members no later than December 9th.

Prepared by: DA/da