



**WESTPORT BOARD OF EDUCATION
FINANCE & FACILITIES COMMITTEE
MEETING**

PACKET

MARCH 18, 2022

09:30 AM

WESTPORT BOARD OF EDUCATION
FINANCE & FACILITIES COMMITTEE MEETING AGENDA*

(AGENDA SUBJECT TO MODIFICATION IN ACCORDANCE WITH LAW)

WORK SESSION/PLEDGE OF ALLEGIANCE

Westport Town Hall Auditorium

ANNOUNCEMENTS ON NON-AGENDA ITEMS

DISCUSSION/ACTION

A. Approval of Minutes

February 17 & 23, 2022

Attachment: [FF Committee Minutes for February 17 _ 2022.pdf](#)

Attachment: [FF Committee Minutes for February 23 _ 2022.pdf](#)

B. LLS Facilities Update

Attachment: [LLS Holistic Recommendation Criteria March 17 2022.pdf](#)

Attachment: [FORM SCG-3520 RNV Checklist.pdf](#)

C. PAL Clubhouse

Attachment: [SES Campus.pdf](#)

D. Town Paving of BMS Property

Attachment: [BOE FF Committee Meeting Memo March 18 _ 2022.pdf](#)

Attachment: [Summer 2022 proposed paving - schools.pdf](#)

E. Any Other Items Related to Finance or Facilities

ADJOURNMENT

The meeting can also be viewed by video stream @www.westportct.gov.

Meeting: January 17, 2022

Westport Town Hall

**WESTPORT BOARD OF EDUCATION
WORK SESSION
FINANCE AND FACILITIES COMMITTEE MINUTES**

Committee Members Present:

Liz Heyer, Committee Chair
Kevin Christie
Robert Harrington

Administrators Present:

Thomas Scarice, Superintendent of Schools

Absent: Elio Longo, Chief Financial Officer

PUBLIC SESSION: 9:21 a.m. Westport Town Hall Auditorium

ANNOUNCEMENTS ON NON-AGENDA ITEMS

DISCUSSION/ACTION

Liz Heyer moved to approve the minutes of January 13, 2022; seconded by Kevin Christie with amendments and passed (3-0-0).

Long Lots Elementary School Facilities Update

Capital Planning Update – item postponed to next week

Any Other Items Related to Finance or Facilities

ADJOURNMENT: 10:47 a.m.

Respectfully submitted,

Liz Heyer, Chair, Board of Education Finance and Facilities Committee
(Minutes written by Jennifer Caputo)

Meeting: February 23, 2022

Westport Town Hall

**WESTPORT BOARD OF EDUCATION
WORK SESSION
FINANCE AND FACILITIES COMMITTEE MINUTES**

Committee Members Present:

Liz Heyer, Committee Chair (virtual)
Robert Harrington (virtual)

Absent: Kevin Christie

Administrators Present:

Thomas Scarice, Superintendent of Schools
Elio Longo, Chief Financial Officer
Ted Hyundai, Director of Facilities

PUBLIC SESSION: 5:05 p.m. Westport Town Hall Room 307

ANNOUNCEMENTS ON NON-AGENDA ITEMS

DISCUSSION/ACTION

Approval of the minutes of February 17, 2022 were postponed to the next meeting.

Capital Planning Update

Any Other Items Related to Finance or Facilities

ADJOURNMENT: 6:48 p.m.

Respectfully submitted,

Liz Heyer, Chair, Board of Education Finance and Facilities Committee
(Minutes written by Jennifer Caputo)

LONG LOTS SCHOOL HOLISTIC RECOMMENDATION CRITERIA
(*necessary consideration for recommendation)

	RENOVATE	NEW CONSTRUCTION)
Displacement of Students	Highly impactful Entire duration of project Swing space may be needed Portables may be needed	n/a Some site impact during construction (ie., playgrounds, pickup/drops)
*Hazardous Materials Abatement	Impacts schedule duration (i.e. could prolong the renovation timeline) Environmental impact and perception	No impact to students
Timeline (Construction only)	Additional 6-12 months beyond new construction, provided no complications Total 24 - 36 months	Total 18 - 24 months
Est. cost per sq. ft.	tbd	tbd
*Test Fit of Campus	n/a	Required Will take 4-6 weeks Architecture firms already contacted In conjunction with "Renovation Status Checklist/Architect Walkthrough" (See below under "Studies/Inquiries")
*Statutory Requirements for Renovation Status (see attached "Renovation Status Checklist")	Required Will take 4-6 weeks Architecture firms already contacted In conjunction with Test Fit (see below under "Studies/Inquiries") CGS 10-282 Architect walkthrough of "renovation status checklist" to determine if possible to qualify for renovation	n/a
*Space Standards Requirements/Enrollment	8 year enrollment calculation Does existing building exceed 8 yr enrollment calculation?	"Right size" Add SSP to building

	Does adding SSP "right size"?	
Geotechnical Testing/Borings	n/a	Required Could impact total budget with site costs Given that a school currently sits on the property, it is expected this will not be cost prohibitive
Wetlands/Drainage	n/a	Required Could impact total budget with site costs
Traffic Study/Traffic Flow	n/a	Evaluate traffic flow levels with new construction Useful with new construction plans
*Instructional Model	Highly impactful within existing footprint	Can right size classrooms and instructional spaces
OSCGR Reimbursement Rates	11% of eligible costs	21% of eligible costs
Educational Specifications ("Ed Specs")	Required for grant application but not for BOE renovation/replace decision	Required for grant application but not for BOE renovation/replace decision
ZBA/P&Z	Minimal to no impact (possible portables requiring zoning considerations)	Construction based on zoning regulations
Stepping Stones Preschool	Repurpose existing space to include 18k square feet including building "core factor" (13,800 square feet without core factor)	Constructed to include 18k square feet including building "core factor" (13,800 square feet without core factor)
Transition years (CES)	Will not provide swing space for future CES project	Potential to provide swing space for future CES project
Studies and Inquiries:		
Study - "Test fit"	n/a	required
Test fit timeline	n/a	4-6 weeks

Test fit estimated cost	n/a	\$10 - \$15K
Mandatory for decision?	n/a	Yes
Study - "Architect walkthrough"	Recommended	n/a
Architect wt timeline	4-6 weeks	n/a
Architect wt est. cost	\$10 - \$15K (included the test fit for new construction)	n/a
Mandatory for decision?	Recommended but not required	not required

Local Education Agency	State Project No.	Phase
School	Architect	Date

DAS - OFFICE OF SCHOOL CONSTRUCTION GRANTS & REVIEW (OSCG&R) PLAN REVIEW CHECKLIST

RENOVATE AS NEW STATUS (RNV)

FORM SCG-3520

- Section 10-282 (18) of the Connecticut General Statutes (C.G.S.) defines "Renovation" as "a school building project to totally refurbish an existing building, (A) which results in the renovated facility taking on a useful life comparable to that of a new facility and which will cost less than building a new facility as determined by the department, provided the school district may submit a feasibility study and cost analysis of the project prepared by an independent licensed architect to the department prior to final plan approval, (B) which was not renovated in accordance with this subdivision during the twenty-year period ending on the date of application, and (C) of which not less than seventy-five per cent of the facility to be renovated is at least thirty years old."

- Submit items 01-12 with this form. Place an **X** in the District/Design Professional Submission Column when completed.

- Status column (by SCG staff): ☒ Accepted ☐ Open Item

Submission Requirements		District/Design Professional Submission Column	OSCG&R Comments	Status
01.	Provide a written letter of request, signed by the Superintendent of Schools for "Renovation" designation as defined under C.G.S. 10-282 (18) .			
02.	Provide a completed FORM SCG-3501 "Cost Analysis for Proposed Renovation Projects" signed by both the Design Professional and the Superintendent of Schools. Cost and square footage values indicated on FORM SCG-3501 must match the most recent on file with the OSCG&R.			
03.	Provide documentation that the applicant has gone through a process of evaluating the proposed project compared to a new facility, including a professional feasibility study with cost estimates.			
04.	Provide a professional cost estimate from an independent licensed architect documenting that the renovated facility will cost less than building a new facility. Include soft costs, temporary provisions, phasing costs, escalation, etc.			
05.	Provide signed and sealed statement that the entire facility will be brought into 100% compliance with all applicable codes including handicapped accessibility, upon completion.			
06.	Provide a written statement indicating the proposed types of education technology that will be incorporated throughout the renovated facility upon completion.			
07.	Provide a written statement, signed and sealed by a Connecticut licensed structural engineer that the structural integrity of the original building has not been compromised, and that upon completion, the renovated facility will have a useful life for continued occupancy comparable to that of a new facility (greater than 50 years).			
08.	Provide a detailed report on all existing building systems, including finishes, roofing, plumbing, water supply, fire protection, heating, ventilating and air conditioning (HVAC), electrical systems, energy monitoring, communications and security systems.			
09.	Provide signed and sealed professional opinions that all of the proposed systems will have a useful life of 20 years (or that comparable to a new system if less than 20 years) following project completion.			
10.	Provide signed and sealed statement from the project's design professionals that all new and replacement windows and glazing provided on the project will be energy efficient.			
11.	Provide signed and sealed statement that all applicable sections of the High Performance Building regulations will be met. Refer to DCS form CT DAS 0450 .			
12.	Provide a written statement signed by the Superintendent of Schools that the site of the existing facility to be renovated is central to the area served and adequate and appropriate to provide the educational programs offered. Complete and attach FORM SCG-9009 .			
	NOTE: Any additional analysis or documentation deemed necessary by the OSCG&R to properly evaluate this request for Renovation status may be requested after this submission.			

For OSCG&R Use only:


Date received: _____ Date revised: _____ Committee recommendation: _____ Approval recommended: _____ Reviewer: _____

N: Website migration/SCG-3520 RNV checklist
FORM SCG-3520 rev. 9/17/18 KD



SAUGATUCK ELEMENTARY SCHOOL CAMPUS



 Highlighted area proposed to include in the lease



SAUGATUCK ELEMENTARY SCHOOL CAMPUS



 Highlighted area proposed to include in the lease



SAUGATUCK ELEMENTARY SCHOOL CAMPUS



 Highlighted area proposed to include in the lease

**WESTPORT PUBLIC SCHOOLS****THOMAS SCARICE**
*Superintendent of Schools*110 Myrtle Avenue
Westport, Connecticut 06880
Telephone: (203) 341-1025
Fax: (203) 341-1029
tscarice@westportps.org

To: Westport Board of Education Finance and Facilities Committee Members
From: Thomas Scarice, Superintendent of Schools
Re: March 18, 2022 Board of Education Finance and Facilities Committee Meeting
Date: March 17, 2022

Attached is a summary spreadsheet of proposed paving work by Peter Ratkiewich, Director of Public Works, at Bedford Middle School and Staples High School for the summer of 2022. Pete proposes that this work start as soon as school begins summer recess. The paved areas are the ones that Pete prioritized with Director of Facilities, Ted Hunyadi, last month. The proposal is to finish the Bedford Middle School parking areas and access roads, including the loading dock, then continue paving southward into Staples High School, including the pool lot and the north access road and parking areas southward to the field house entrance at the corner. The Total estimate for this including adjacent sidewalks and curbs and re-striping will total \$1,359,472. Subtracting the remaining 2021 Appropriation of \$507,507, this results in a total 2022 request of \$851,965. For purposes of the request the amount is rounded to **\$852,000**.

Pete would like to put this request on the April 6 Board of Finance Agenda. He requested that this item be included as an action item on the March 21, Board of Education Agenda. An initial review by the Finance and Facilities Committee is requested for the March 18 meeting.

Pete projects that the remainder of the Staples parking areas and access roads will be completed in 2023. The plan is to then complete the Long Lots Elementary School parking area, followed by the combined Saugatuck Elementary and Kings Highway Elementary complex. The Long Lots parking area will be revisited based on the Board of Education's recommendation for a long-term solution to the school. Once these projects are completed, the only remaining asphalt project will be Coleytown Middle School. Currently, the CMS parking lot is in relatively good condition according to Pete.

Thank you,
Thomas Scarice
Superintendent of Schools

Town/BOE Collaboration on Paving Projects
Summer 2022 Proposed Paving Program - Schools

Bedford Middle School

Location	Area/Sq. Ft.	BIT Curbing/lf	Sidewalk/SF @5'
Loading Zone Driveway	16,384	545	1,000
Front Parking Lot & Dropoff	57,725	2,368	650
Mid Parking Lot	19,425	587	0
Remaining Main Entrance Driveway	5,702	387	0
South Parking Lot	52,732	1,674	1460
Total	151,968	5,561	3,110

Staples High School

Location	Area/Sq. Ft.	BIT Curbing/lf	Sidewalk/SF @5'
Pool Parking Lot	37,560	1,529	105
Main North Corridor Driveway	51,838	1,110	650
Total	89,398	2,639	755

Combined	241,366	8,200	3,865
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Cost estimate:

Total paving cost incl/curb, sidewalk reconstruction	\$988,707
Striping est @ 15%	\$148,306
Traffic Control est @10%	\$98,871
SUBTOTAL	\$1,235,883
Contingency 10%	\$123,588
Grand Total	\$1,359,472
Less remaining 2021 Appropriation	(\$507,507)
2022 Appropriation request	\$851,965
	Req. \$852,000