



Special Use Permit – Project Narrative
Town of West Hartford, Board of Education
Duffy Modular Classroom
August 13, 2024

I. Introduction

As part of its approved Capital Improvement Plan (CIP), which includes Air Quality Improvements at nine elementary schools, the Town of West Hartford’s Board of Education (BOE) is undertaking a Fresh Air and Windows project at Duffy Elementary School, 95 Westminster Drive, West Hartford, 06107.

This project involves replacing all classroom windows, replacing the existing central exhaust system serving classrooms and corridors with a Dedicated Outdoor Air System (DOAS), and installing a new variable refrigerant flow (VRF) system to providing air conditioning in classrooms and serve as the school primary heating system, leaving the existing natural gas boiler and perimeter radiation in place as backup. The original electrical switchgear of the school will also be replaced and upgraded to meet the increased electrical load of the school.

This is an extensive project which that will be phased will be phased over two years, including during the academic school year. The school currently does not have adequate “swing” space to house students that will be displaced during construction.

Town/BOE wishes to install temporary, pre-engineered classrooms on the school grounds to serve this purpose space during the project. Per direction of Town staff, BOE is required to apply for a Temporary Special Use Permit to do this.

II. Applicant’s Proposal / Description of Project

Town/BOE proposes to install a new 70’x68’ (4,760 sq ft) modular classroom on the location identified on the attached map. The modular classroom will be balanced for HVAC and have an ADA approved ramp. The space will be occupied by 2nd grade students from August 28th until June 12th, and the modular classroom itself will be on site from 8/7/24 through 8/31/25.

III. Conclusion

The proposed Temporary Special Use Permit will provide an allowance for The Town of West Hartford BOE to install temporary classrooms so that the school’s educational operations may continue during construction. Accordingly, the Applicant respectfully seeks approval of its proposed use and the Temporary Special Use Permit.

Sincerely,

Michael Longo
Manager of Maintenance Services