

NEW MILFORD, CT

2021 SEP 29 P 1:17

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**New Milford Board of Education
Special Meeting Minutes
September 28, 2021
Sarah Noble Intermediate School Library Media Center**

Present:	Mrs. Wendy Faulenbach Mr. Eric Hansell Mr. Pete Helmus Mr. Brian McCauley Mrs. Tammy McInerney Mrs. Olga I. Rella Mrs. Leslie Sarich
Absent:	Mr. Joseph Failla Mrs. Eileen P. Monaghan

Also Present:	Ms. Alisha DiCorpo, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Anthony Giovannone, Director of Operations and Fiscal Services Mrs. Catherine Gabianelli, Human Resources Director Mrs. Laura Olson, Director of Pupil Personnel and Special Services Mr. Matthew Cunningham, Facilities Director Ms. Jamie Terry, Technology Director
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1. A.	Call to Order Pledge of Allegiance The special meeting of the New Milford Board of Education was called to order at 6:30 p.m. by Mrs. Faulenbach. The Pledge of Allegiance immediately followed.	Call to Order A. Pledge of Allegiance
2.	Public Comment • There was none.	Public Comment
4.	Discussion and Possible Action • With the Board's agreement, Mrs. Faulenbach moved item 4 up in the agenda in deference to the candidate to be interviewed.	Discussion and Possible Action

<p>A.</p> <p>B.</p>	<p>Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 28, 2021</p> <p>Mrs. Rella moved to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of September 28, 2021, seconded by Mr. McCauley.</p> <p>The motion passed unanimously.</p> <p>Interview and discuss possible appointment of candidate for the position of Interim SMS Principal. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Mrs. McInerney moved that the Board enter into Executive Session to interview and discuss possible appointment of candidate for the position of Interim Schaghticoke Middle School Principal, and invite into the session Alisha DiCorpo, Cathy Gabianelli and the candidate, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p> <p>The Board entered Executive Session at 6:33 p.m.</p> <p>The candidate entered at 6:50 p.m. The candidate left at 7:02 p.m.</p> <p>The Board returned to Public Session at 7:10 p.m.</p> <p>Mr. Helmus moved that the Board of Education approve the appointment of: Robert Tremaglio as Interim Schaghticoke Middle School Principal effective October 7, 2021; 2021-22 salary is per</p>	<p>A. Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence dated September 28, 2021</p> <p>Motion made and passed unanimously to approve Exhibit A: Personnel – Certified, Non-Certified Appointments, Resignations and Leaves of Absence as of September 28, 2021.</p> <p>B. Interview and discuss possible appointment of candidate for the position of Interim SMS Principal. Executive session anticipated. The Board may take action when it returns to public session.</p> <p>Motion made and passed unanimously that the Board enter into Executive Session to interview and discuss possible appointment of candidate for the position of Interim Schaghticoke Middle School Principal, and invite into the session Alisha DiCorpo, Cathy Gabianelli and the candidate.</p> <p>Motion made and passed unanimously that the Board of Education approve the appointment of: Robert Tremaglio as Interim Schaghticoke Middle</p>
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	<p>diem @ \$620.93 per day, seconded by Mrs. Rella.</p> <p>The motion passed unanimously.</p>	<p>School Principal effective October 7, 2021; 2021-22 salary is per diem @ \$620.93 per day.</p>
3.	<p>Presentations</p> <p>A. Enrollment Study</p> <ul style="list-style-type: none"> • Meghan McGaffin of SLR Consulting and Gregory Smolley of Drummey Rosane Anderson, Inc. (DRA) presented the Ten-Year Enrollment Projection & School Facility Utilization Study for New Milford Public Schools to the Board. The presentation is attached to these minutes. • Ms. McGaffin focused on the enrollment piece and provided scenarios for redistricting if desired. • Mr. Smolley focused on the facility utilization piece. He said all buildings were in fair to very good condition with no immediate needs to address. In terms of deficiencies, he said the kindergarten classrooms are on the small side and the bathrooms there are too small. Regarding the question as to whether or not district offices could fit into SNIS, Mr. Smolley said there is sufficient room. • Following the presentation, Mrs. Faulenbach asked for comments and/or questions. • Mr. Giovannone said the report provides helpful information in three important areas: 10 year enrollment, building utilization, and redistricting. • Mrs. McInerney said she is concerned about inequity in the possibility of adding more students to NES because she said the specials teachers there already have bigger loads than the specials teachers at HPS. This could result in the need for more hires. • Ms. DiCorpo said there is equity now through the managing of the schedules of specials teachers at each school. PowerSchool will help with this in the future too as it allows the 	<p>Presentations</p> <p>A. Enrollment Study</p>

	<p>schedule to be built while budgeting decisions are being made. She said redistricting would help with space utilization and equity.</p> <ul style="list-style-type: none"> • Mrs. McInerney said the study's suggestion of changing the intermediate school building into the middle school is interesting and the Board may want to look at this further. She never understood why it wasn't reassigned to the middle school when it was repurposed from the old high school. • Mr. McCauley asked if there should be a concern that elementary schools are projected to be at 95-97% capacity some years. Ms. McGaffin said no as that is under the target capacity of what the building can support. • Mr. Smolley said in actual numbers, the fluctuation is a handful of students who can be spread out in the building. • Ms. DiCorpo said the space numbers in the study do affirm the struggles the district has had with social distancing since space is already well utilized. • Mrs. Faulenbach asked Board members to submit any follow up questions for the consultants to the Superintendent's Office so that they can share answers with all Board members equally. 	
B.	<p>Feasibility Study</p> <ul style="list-style-type: none"> • Dean Petrucelli of Silver Petrucelli & Associates Inc. presented the New Milford Public Schools BOE Offices Relocation Study. The study is attached to these minutes. • Mr. Petrucelli said the study was to determine the feasibility of the relocation to SNIS in terms of space and to look at infrastructure needs and potential costs. This preliminary feasibility study shows that there is sufficient space. The estimated cost for the relocation and any necessary modifications is over \$4 million of which approximately \$700,000 should be 	B. Feasibility Study

	<p>eligible for state reimbursement. Mr. Petrucelli said these are preliminary estimates and further design and planning will be needed should the project go forward.</p> <ul style="list-style-type: none">• Ms. DiCorpo said there could be additional savings through the NV5 project.• Mrs. Faulenbach said it is helpful to see this report in conjunction with the enrollment study presented tonight. She said relocation conversation has been ongoing for years, since the substantial issues of the East Street building are well known. There have been numerous meetings with the Town, including building walkthroughs. The data shows that any move is not simple. It was considered important to have professional data for decision making. This study provides that.• Mrs. Rella asked about savings realized by vacating the East Street building.• Mr. Giovannone said there was a memo to the Board in December 2019 that outlined an “abandon ship” plan if a crisis move was needed to vacate East Street. It was a line item shift and the estimate in operating savings was \$120,355. In addition, there were several capital projects for East Street detailed that would represent \$1,095,000 in potential avoidance.• Mrs. Faulenbach said that is an important differentiation. The 2019 memo was based on an immediate need for a move to continue operations, not a permanent solution.• Mr. McCauley said this has been a long journey. It’s been talked about for the six years he’s been on the Board. It is something that needs to be done. There are facilities and environmental concerns with East Street.• Ms. DiCorpo said there are also ADA compliance concerns and a study had been conducted previously on the East Street building.	
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	<ul style="list-style-type: none">● Mr. Giovannone said there was a study in 2017 by KG&D which reviewed compliance and other issues for East Street. The cost estimate then was \$5,464,000.● Mrs. Faulenbach said either option entails substantial cost.● Mr. Hansell asked about the project schedule and what happens if there is a major repair needed at East Street while construction is ongoing.● Mrs. Faulenbach said that it would have to be resolved through some kind of capital planning in conjunction with the Town. The operating budget could not support it.● Ms. DiCorpo said they are in the process of a copier bid in conjunction with the Town and she asked that it include an analysis for both East Street and any SNIS relocation. In addition, SNIS would be able to provide the true security that the East Street building lacks. Any cameras for East Street that may be approved through the security grant would be repurposed for a SNIS move.● Ms. DiCorpo noted that the conference room referenced in the SNIS relocation would be set up for live streaming of BOE meetings which may result in additional cost savings.● Mrs. Faulenbach asked what the estimate for execution of the move is if the Town and BOE can figure out a way to move forward.● Mr. Petrucelli estimates the project will take at least a year total.● Mr. Helmus asked what the next steps are.● Mrs. Faulenbach said both the Board and Town have capital reserve monies. This conversation is no surprise to anyone. Copies of the reports will be shared with the Town and they will pick up the conversation again. Ultimately the data shows that one of these buildings will cost millions of dollars. The large numbers will require collaboration.	
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Page 7

	<ul style="list-style-type: none">• Mr. McCauley suggested the conversations happen soon. The East Street boiler was a problem last year; he doesn't envision that it has gotten any better this year.	
5.	Adjourn Mrs. Rella moved to adjourn the meeting at 8:45 p.m., seconded by Mr. McCauley and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 8:45 p.m.

Respectfully submitted:



**Tammy McInerney
Assistant Secretary
New Milford Board of Education**



New Milford Public Schools

Ten-Year Enrollment Projection & School Facility Utilization Study

Board of Education Presentation

September 28, 2021



Contents

- Introduction
- Projection Comparison
- Demographics
- Enrollment History
- Enrollment Projections Update
- Elementary Equity
- Facilities Overview
- School Utilization
- Scenario Options



Introduction

- SLR International Corporation, formerly known as Milone and MacBroom
- Drummey, Rosane, Anderson, Inc (DRA)
- Ten Year Enrollment Projection & School Facility Utilization Study
- Last study done by Milone and MacBroom in 2013
- This study analyzes data through the 2020-21 school year, looking ahead to 2030-31



Projection Comparison

Year		K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 Total
2014-15	Actual	262	274	309	314	339	341	346	367	316	408	332	329	352	4,289
	Projected	262	274	309	314	337	342	345	367	315	409	328	325	333	4,332
	Difference	0.0%	0.0%	0.0%	0.0%	0.6%	-0.3%	0.3%	0.0%	0.3%	-0.2%	1.2%	1.2%	5.4%	-1.0%
2015-16	Actual	242	269	277	315	309	335	338	338	358	360	361	331	325	4,158
	Projected	226	264	273	310	316	340	346	341	369	338	377	324	304	4,208
	Difference	6.6%	1.9%	1.3%	1.5%	-2.3%	-1.4%	-2.5%	-1.0%	-3.2%	6.2%	-4.3%	2.2%	6.5%	-1.2%
2016-17	Actual	273	242	271	279	308	317	344	342	342	366	342	362	323	4,111
	Projected	256	228	263	274	312	319	344	343	344	396	311	372	303	4,144
	Difference	6.4%	5.9%	2.8%	1.6%	-1.4%	-0.5%	0.0%	-0.2%	-0.5%	-8.2%	9.1%	-2.7%	6.3%	-0.8%
2017-18	Actual	232	275	253	273	291	315	325	340	343	360	353	320	349	4,029
	Projected	224	257	227	264	276	315	323	340	345	368	365	307	347	4,040
	Difference	3.4%	6.4%	10.2%	3.2%	5.0%	0.1%	0.7%	-0.1%	-0.6%	-2.3%	-3.3%	4.1%	0.4%	-0.3%
2018-19	Actual	242	234	270	260	268	290	323	323	346	348	349	349	300	3,902
	Projected	237	226	257	228	266	278	319	319	343	370	339	360	287	3,908
	Difference	2.3%	3.5%	4.9%	12.3%	0.7%	4.0%	1.3%	1.1%	1.0%	-6.3%	2.8%	-3.1%	4.4%	-0.2%
2019-20	Actual	271	256	232	271	266	267	294	323	324	358	331	333	328	3,854
	Projected	249	238	225	258	230	268	282	315	321	367	340	335	336	3,846
	Difference	8.1%	6.9%	2.9%	4.9%	13.7%	-0.5%	4.1%	2.3%	0.8%	-2.6%	-2.9%	-0.6%	-2.6%	0.2%
2020-21	Actual	223	238	248	219	258	258	266	283	320	323	342	336	293	3,607
	Projected	247	251	238	226	260	231	272	279	318	345	338	336	313	3,732
	Difference	-10.5%	-5.4%	4.2%	-3.3%	-0.6%	10.3%	-2.1%	1.4%	0.8%	-6.7%	1.1%	-0.1%	-6.8%	-3.5%

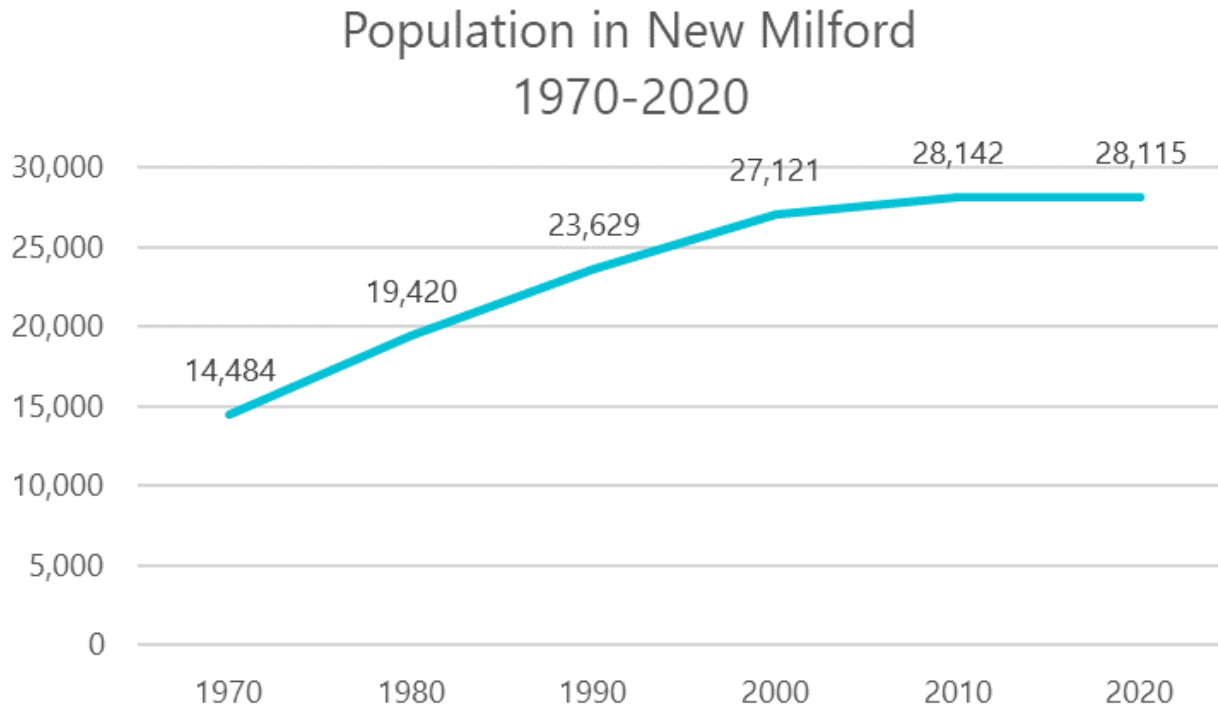
- Districtwide totals were within 1% of the last projections, except for 2020-21, likely due to the decline in enrollment because of the pandemic.



Demographics, Employment & Housing



Total Population

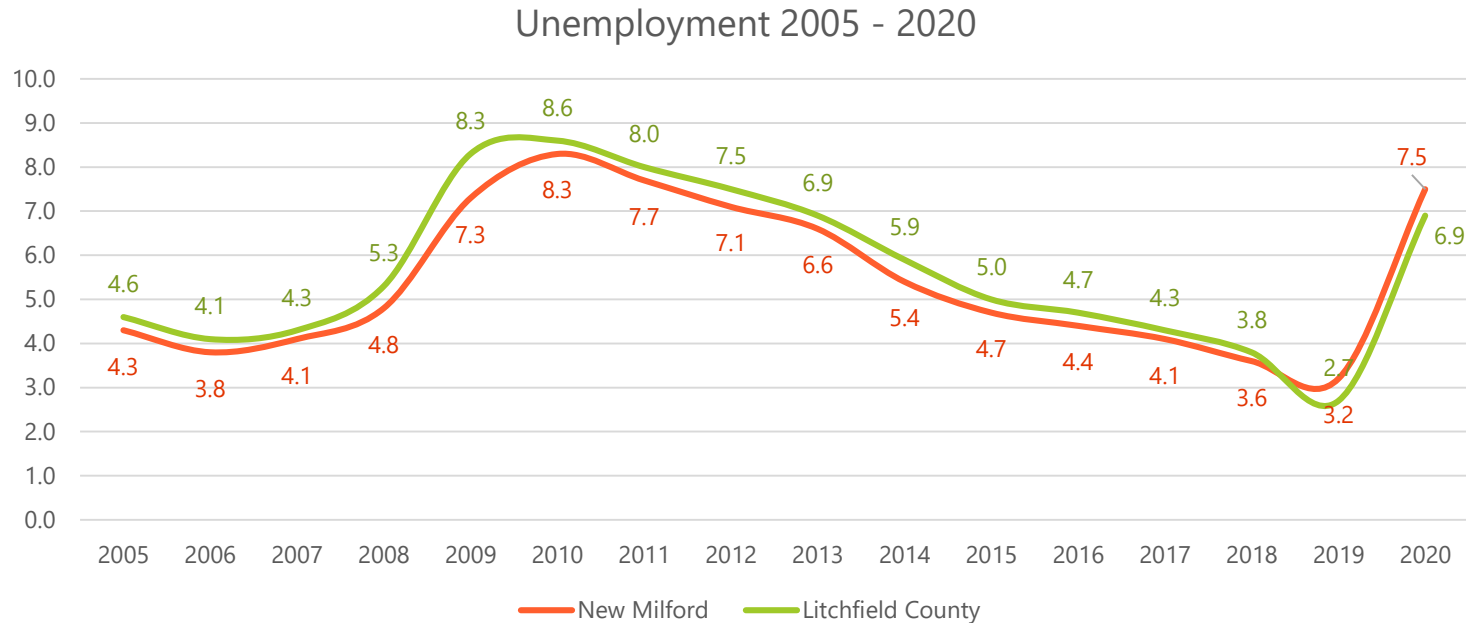


Source: US Census

- 2020 Census data shows that population in New Milford has held stable with a change of only 27 residents since 2010



Employment

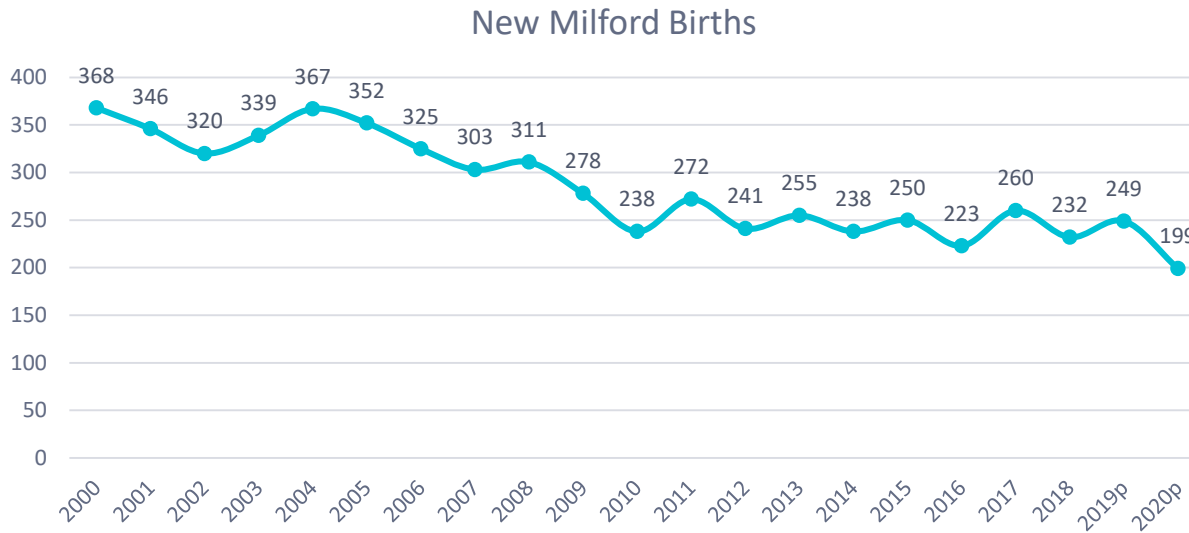


Source: Connecticut Department of Labor – Local Area Unemployment Statistics

- Significant increase in unemployment due to COVID-19 pandemic with a peak of 9.5% in June 2020.
- New Milford's unemployment rate has historically remained just below rate for Litchfield County
 - 2020 was the first year in recent history where town unemployment is higher than the county



New Milford Resident Births

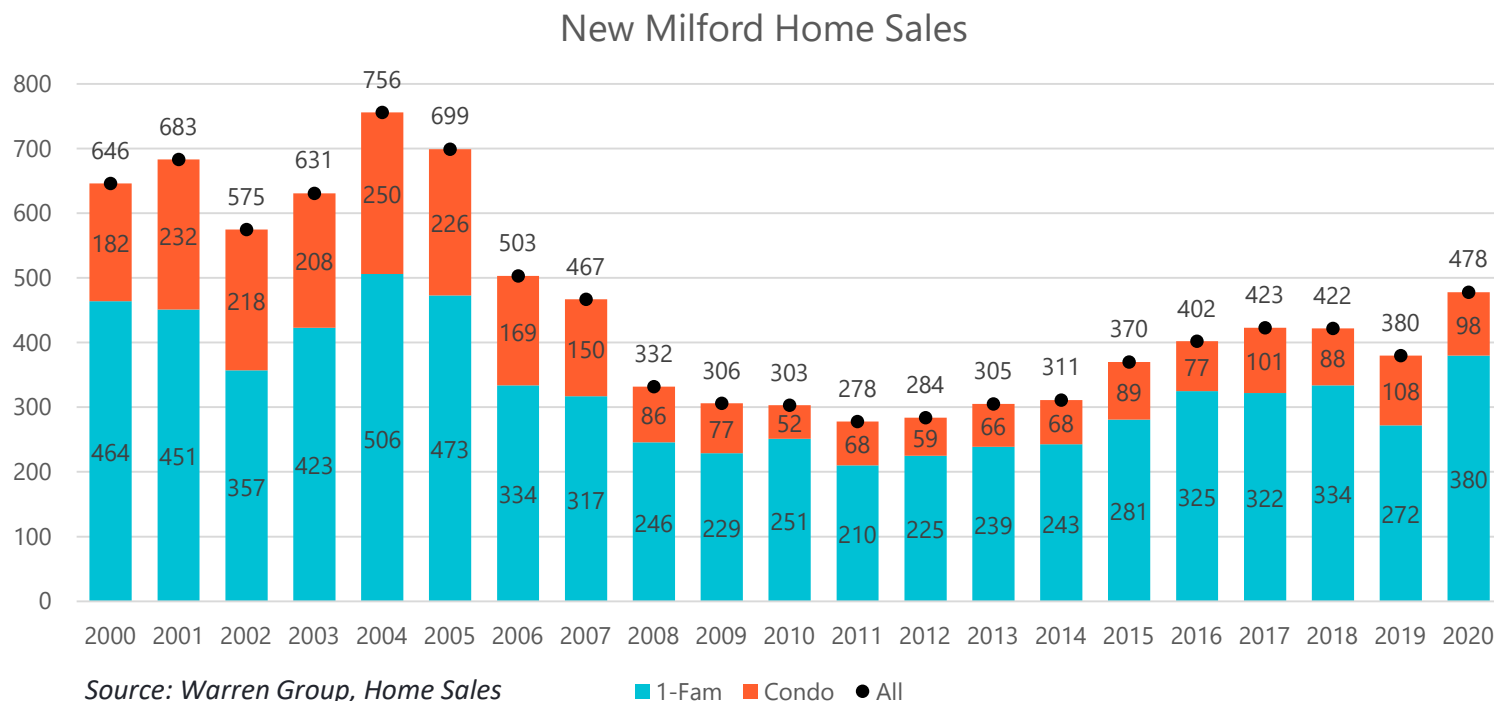


Source: CT Department of Public Health, p indicates provisional data

- New Milford births declined from 367 births in 2004 to 238 births in 2010
- From 2015 to 2019, births have stabilized and averaged 243 per year
- Births in 2020 fell to 199, a historic low



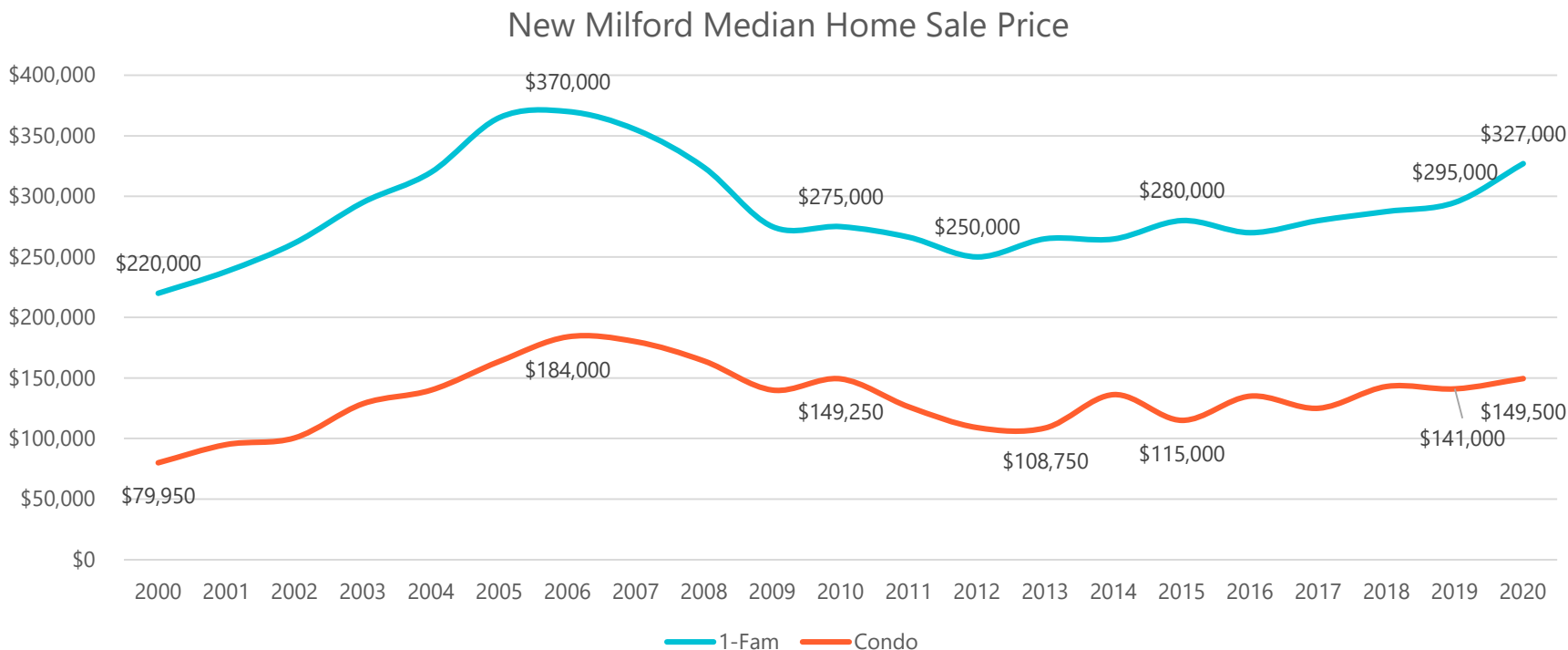
Home Sales



- Overall, single-family home sales have rebounded since the Recession, growing from a low of 210 sales in 2011 to a recent peak of 478 in 2020
- The increase in single family housing sales activity in 2020 is likely tied to the trends observed throughout Connecticut .
- Condominium sales for 2020 was 98, which is slightly above the five-year average



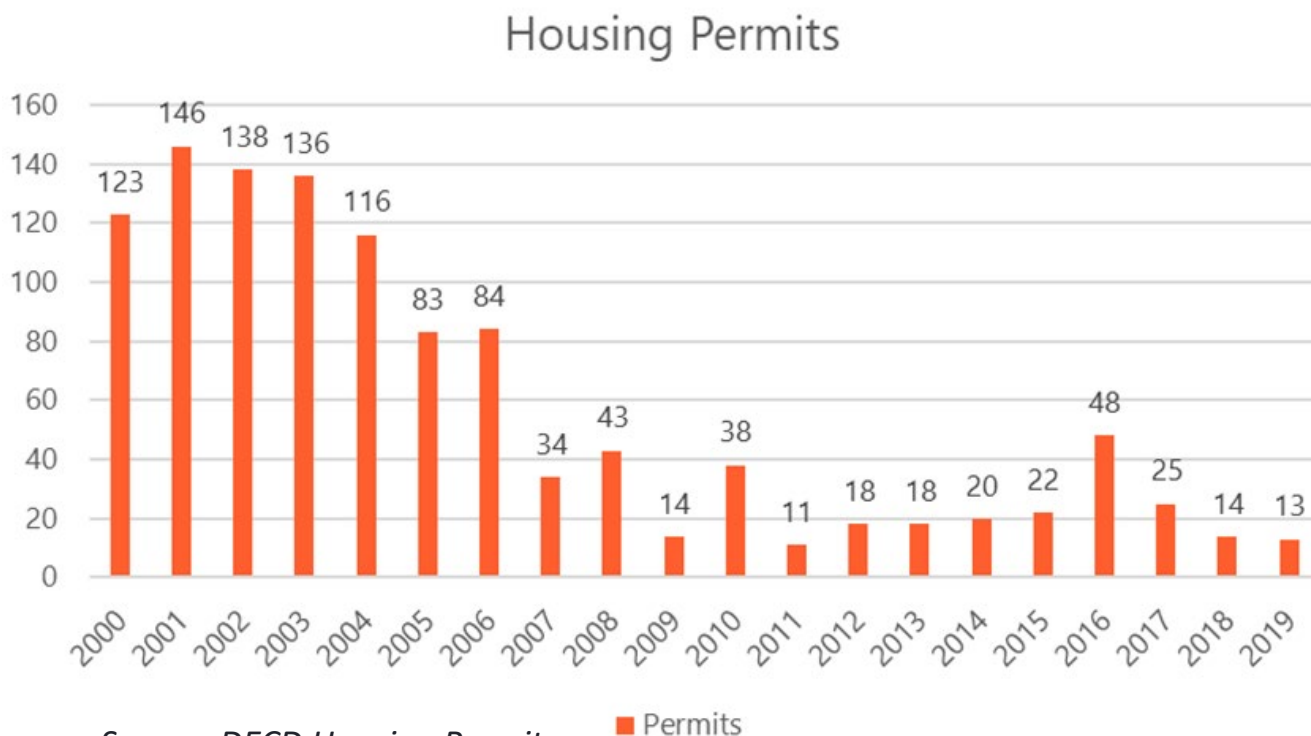
Home Sales Median Price



- Significant increase in median sale price for single family homes (11%) and condominiums (6%) from 2020 to 2019
- The COVID-19 pandemic has contributed to higher sale prices in New Milford and throughout the state
- Prices have not recovered to the pre-Recession peak



Housing Permits



- Between 2015 and 2019, New Milford averaged approximately 24 housing permits annually. However, the number of permits has been steadily declining, only 13 permits were issued in 2019
- New Milford has available land for the construction of new single-family homes, so this may be a driver of enrollment if new construction market strengthens



Future Housing Development

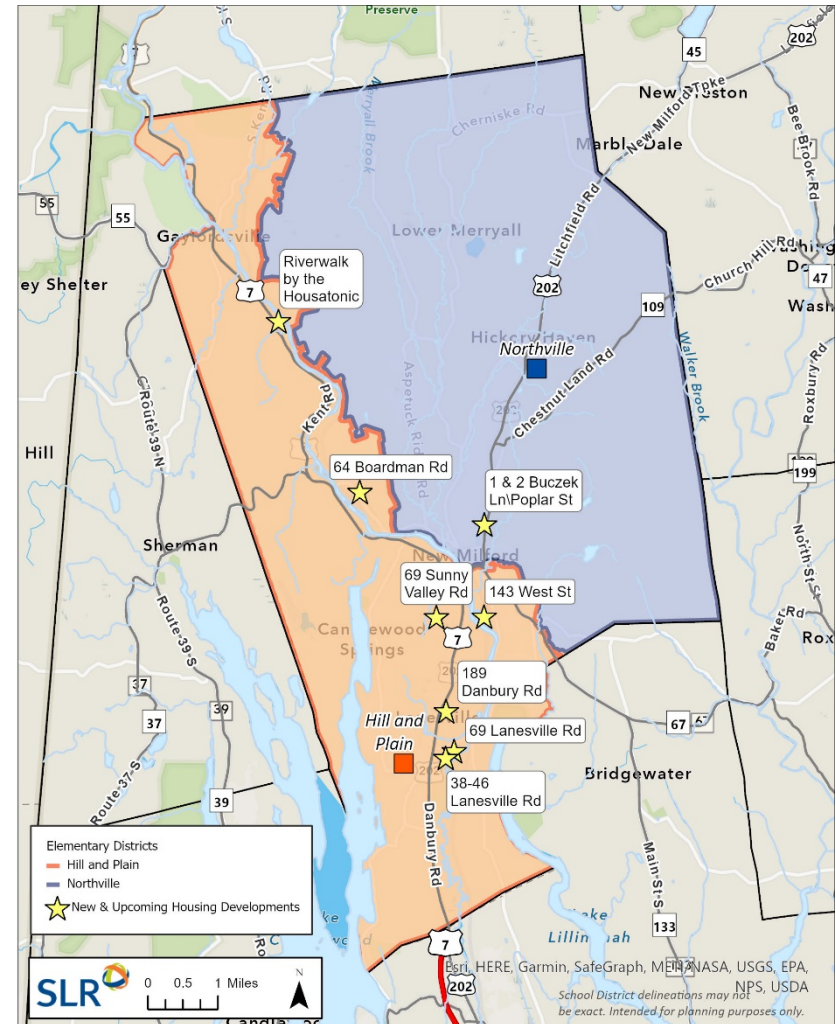
Name	District	Units	Type	Status
Riverwalk by the Housatonic	Hill and Plain	33	Affordable Housing Subdivision	Under construction
69 Lanesville Rd	Hill and Plain	30	2 Bedroom Multi-family	Permits recently issued
189 Danbury Rd	Hill and Plain	150	1, 2, & 3 Bedroom Multi-family mixed use	Approved
143 West St	Hill and Plain	109	1 & 2 Bedroom Multi-family	Approved
1 & 2 Buczek Ln / Poplar St	Northville	32	2 Bedroom Multi-family	Approved
38-46 Lanesville Rd	Hill and Plain	23	3 Bedroom Multi-family	Approved
64 Boardman Rd	Hill and Plain	12	1 Bedroom Multi-family	Approved
69 Sunny Valley Rd	Hill and Plain	6	Affordable Housing Subdivision	Approved
Total		395		

- 1 & 2 bedroom rental units do not typically generate students
- New Milford should not expect a significant increase in new students from currently planned/approved housing developments
- New students generated from housing are built into projections



Upcoming Developments

- Over the next few years, 395 new housing units are anticipated to come online.
- Approximately 99% are multi-family developments of varying sizes, with two developments constituting 259 new units in the Hill and Plain attendance zone

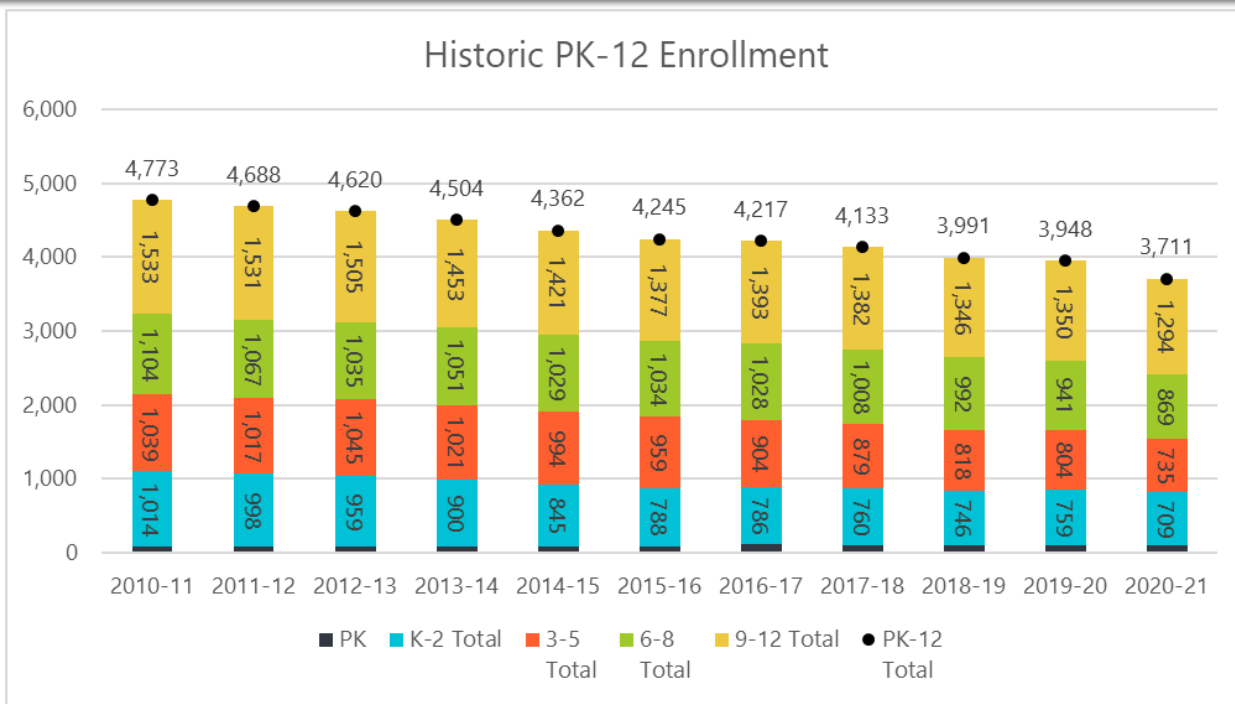




Enrollment Trends



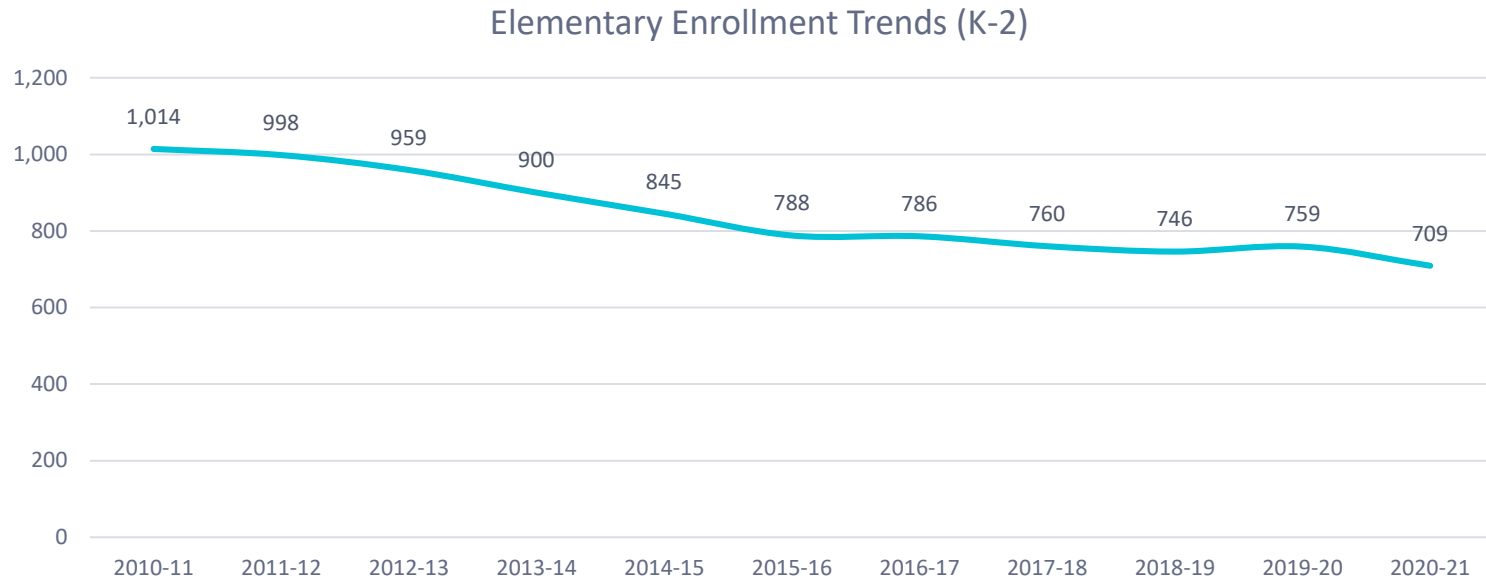
Enrollment Trends: District



- Overall, NMPS enrollment has declined 22% over the last decade
- In the last year, there was a large drop across all grade groupings, which can be attributed to the COVID-19 pandemic
- Since 2015-16, elementary enrollment has remained generally stable except for 2020-21
- Enrollment at the intermediate, middle, and high school grade levels have decreased consistently over the last 5 years



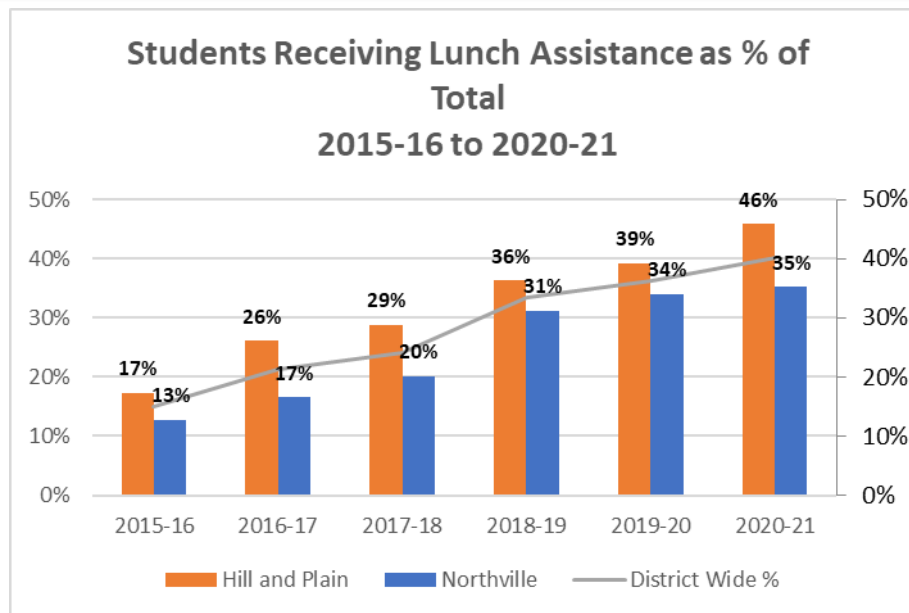
Enrollment Trends: Elementary (K-2)



- Elementary (K-2) enrollment appears to have been slowly declining before the 2020-21 pandemic dip
- Enrollment from 2015-16 to 2019-20 remained stable ranging by about 42 students over the five-year period
- Kindergarten enrollment in 2020-21 dropped by about 48 students, which is consistent with trends seen throughout the State.



Lunch Assistance

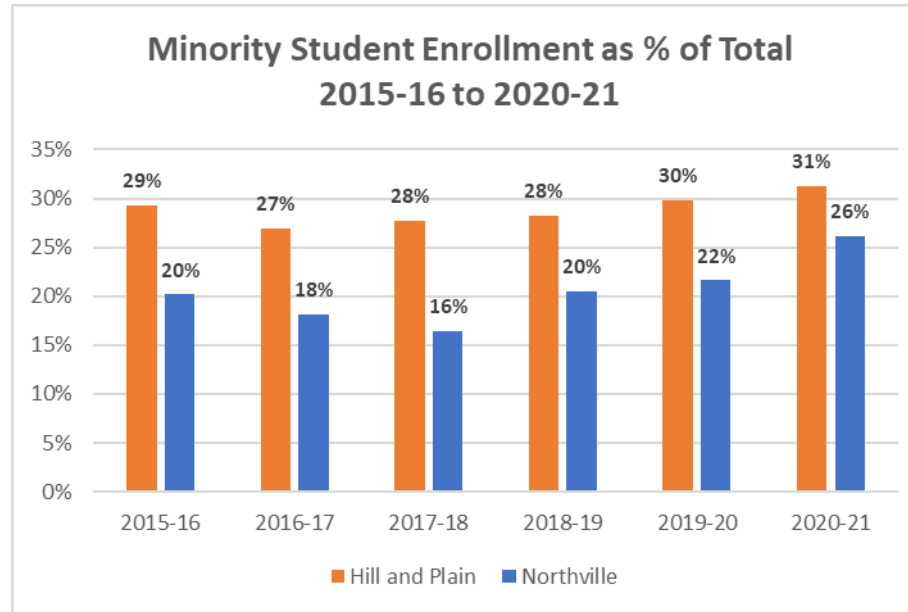


Source: EdSight

- The percentage of students receiving lunch assistance has increased steadily
- The need at Hill & Plain has increased more rapidly than at Northville, resulting in an 11% disparity between schools
- In 2020-21 40% of New Milford elementary students received lunch assistance, enabling the district to qualify for Title 1 funding eligibility



Elementary Diversity

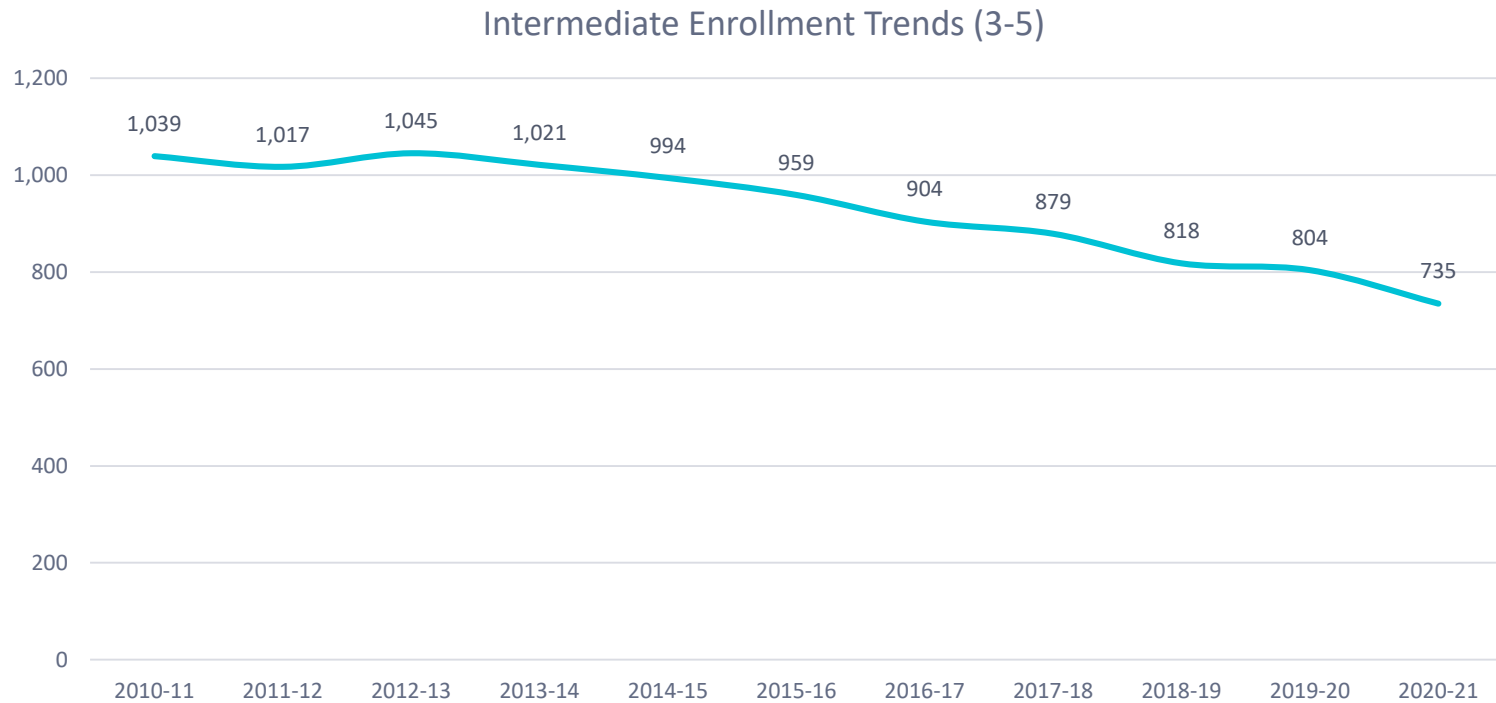


Source: EdSight

- Racial diversity has been inching upward over the last 5 years
- The minority population of the PK-2 cohort is currently 28%
- The diversity gap between the two schools has steadily shrunk and there is now a 5% disparity between schools



Enrollment Trends: Inter. School (3-5)



- Intermediate (3-5) enrollment appears to have been slowly declining before the 2020-21 pandemic dip, beginning in 2012-13
- Over the last 5 years Intermediate enrollment has decreased 18.7%



Enrollment Trends Summary

- Overall enrollment is trending downward
- All cohorts have seen declines in enrollment
- Trends started declining in 8-9 years ago and have tapered slowly or held stable over the past 5 years



Enrollment Projections



Projections Building Blocks

Starting Data

Critical to the overall accuracy of the projections, as each year builds upon the last.

District Projections

**Town of
New Milford
Births**

*Obtained from CT
DPH*

**Historic
Enrollment
Trends**

*Obtained from NMPS
and EdSight*

Individual School Projections

**Town of New
Milford
Births**

Obtained from CT DPH

**Geolocated
Enrollment
Data**

*Obtained from NMPS
and address matched*

Projection Assumptions

Several projection models are developed by applying different persistency ratios to building blocks

**5-Year
Average**

**3-Year
Average**

**3-Year
Weighted**

Blended

Demographic and Housing Data

Used to inform model selection

**Unemployment
(Town, Region)**

**Housing Permit
Activity**

**Home Sales
(1-family,
condos)**

**Women of Child-
Bearing Age +
Fertility Rates**

**Population
Projections &
Development
Capacity**



Projections Primer

Cohort Survival Method

- Based on Cohort Survival Methodology - Standard method for enrollment projections
- Methodology accepted by CSDE School Construction Projects (CGS 10-283)
- The Cohort Survival Methodology relies on **observed data from the recent past in order to predict the near future**
- Methodology works well for stable populations, including communities that are growing or declining at a steady rate



Projections Primer

Persistency Ratios

- Persistency ratios are calculated from historic enrollment data to determine growth or loss in a class as it progresses through school system.
- Persistency ratios account for the various external factors affecting enrollments, including housing characteristics, residential development, economic conditions, student transfers in and out of the system, and student mobility.
- Housing construction is accounted for in the persistency ratios.
- Persistency Ratio of 1.0 means cohort size remains the same; 1.05 means the cohort size increases by 5%, or a cohort of 100 grows to 105 the following year.
- Changes in population, housing stock and tenure, and economic conditions help explain persistency ratios.



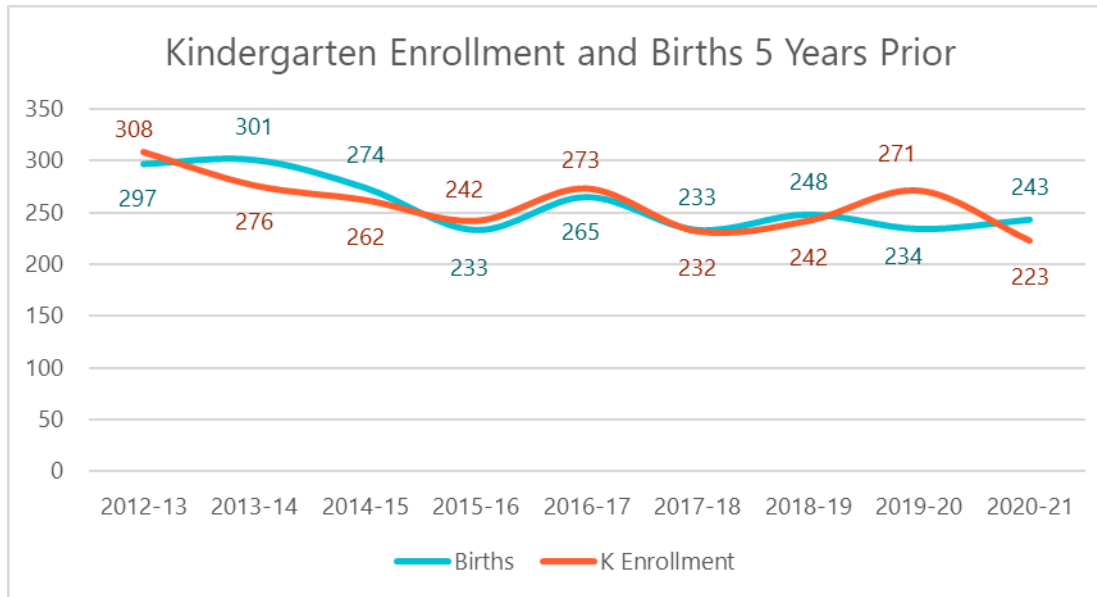
Persistency Ratios

Year	K-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9	9-10	10-11	11-12	Elem Migration (K-5 to 1-6)
2008-09	1.044	0.984	0.984	0.975	0.989	1.000	1.000	1.015	1.098	0.907	0.951	0.909	-0.42%
2009-10	1.036	1.017	0.965	0.987	0.994	1.031	1.013	1.013	1.012	0.925	0.992	0.971	0.53%
2010-11	1.040	1.003	1.003	1.017	0.987	0.997	0.984	0.995	1.047	0.924	0.987	0.948	0.68%
2011-12	1.073	0.985	0.994	0.986	1.013	0.997	0.989	0.986	1.033	0.933	1.018	0.946	0.73%
2012-13	0.984	0.980	0.985	1.017	1.008	1.019	0.995	1.017	1.048	0.941	1.021	0.964	-0.10%
2013-14	1.029	1.000	0.988	1.015	0.986	1.027	1.000	0.992	1.031	0.919	0.969	0.990	0.75%
2014-15	0.993	0.975	1.023	0.997	1.018	1.000	0.981	0.997	1.133	0.907	0.968	0.951	0.10%
2015-16	1.027	1.011	1.019	0.984	0.988	0.991	0.977	0.975	1.139	0.885	0.997	0.988	0.22%
2016-17	1.000	1.007	1.007	0.978	1.026	1.027	1.012	1.012	1.022	0.950	1.003	0.976	0.80%
2017-18	1.007	1.045	1.007	1.043	1.023	1.025	0.988	1.003	1.053	0.964	0.936	0.964	2.49%
2018-19	1.009	0.982	1.028	0.982	0.997	1.025	0.994	1.018	1.015	0.969	0.989	0.938	0.37%
2019-20	1.058	0.991	1.004	1.023	0.996	1.014	1.000	1.003	1.035	0.951	0.954	0.940	1.41%
2020-21	0.878	0.969	0.944	0.952	0.970	0.996	0.963	0.991	0.997	0.955	1.015	0.880	-4.86%

- Estimate of migration tracks changes in grades K-5 one year compared to grades 1-6 the following year
 - First year of negative elementary migration 2012-13
- Impact of pandemic noticeable
 - Elementary out-migration experienced for the first time in recent history
 - Lower persistency ratios across all grade, except for 10-11



Birth-K Persistency Ratios

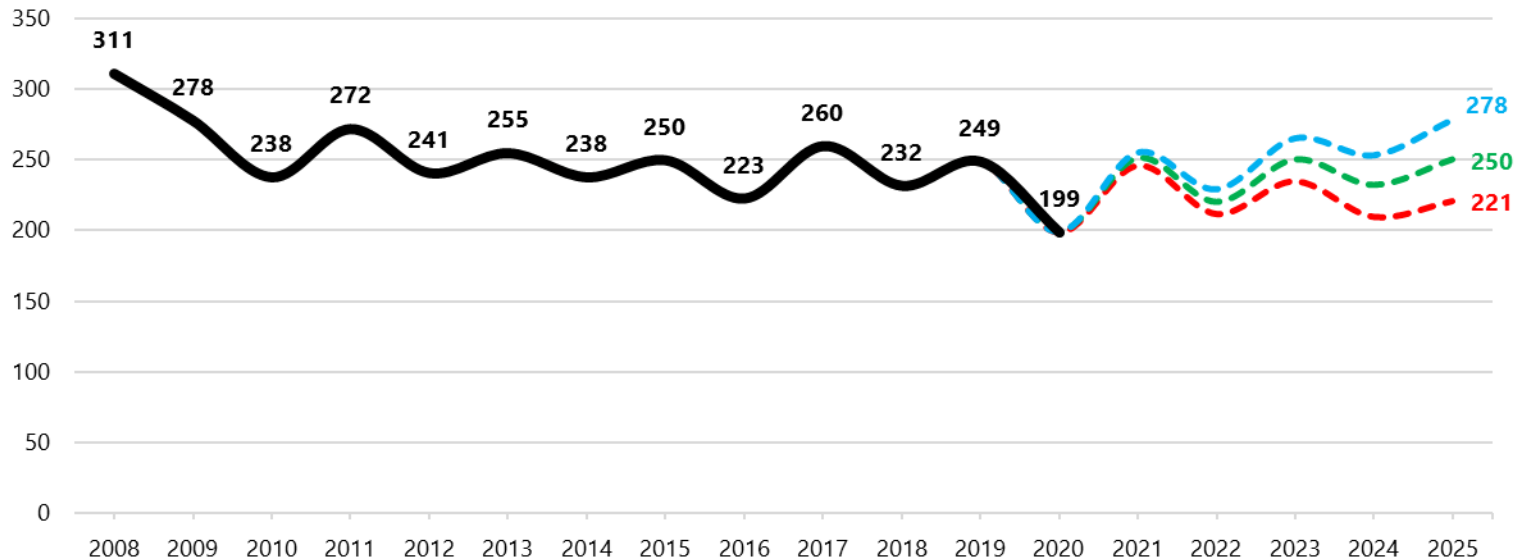


- Over the past five-years, **Birth-K persistency ratios have averaged 1.02** – or 102 kindergarteners for every 100 births 5-years prior
- **Birth-K persistency decreased to 0.92 in 2020-21, lower than last several years**
- Decrease in Kindergarteners this school year is similar to trends observed across the state. Homeschool, private kindergarten, and delayed entry all impacting this year's kindergarten class



Resident Birth Projections

New Milford Actual and Projected Births: 2008 to 2025



- Births projected from 2021 through 2025 corresponding with projected kindergarten classes for 2026-27 through 2030-31
- Absent of Cohort level 2020 Census information, linear trends were used to project births from 2021 through 2025, ranging from 210 to 278 per year through 2025



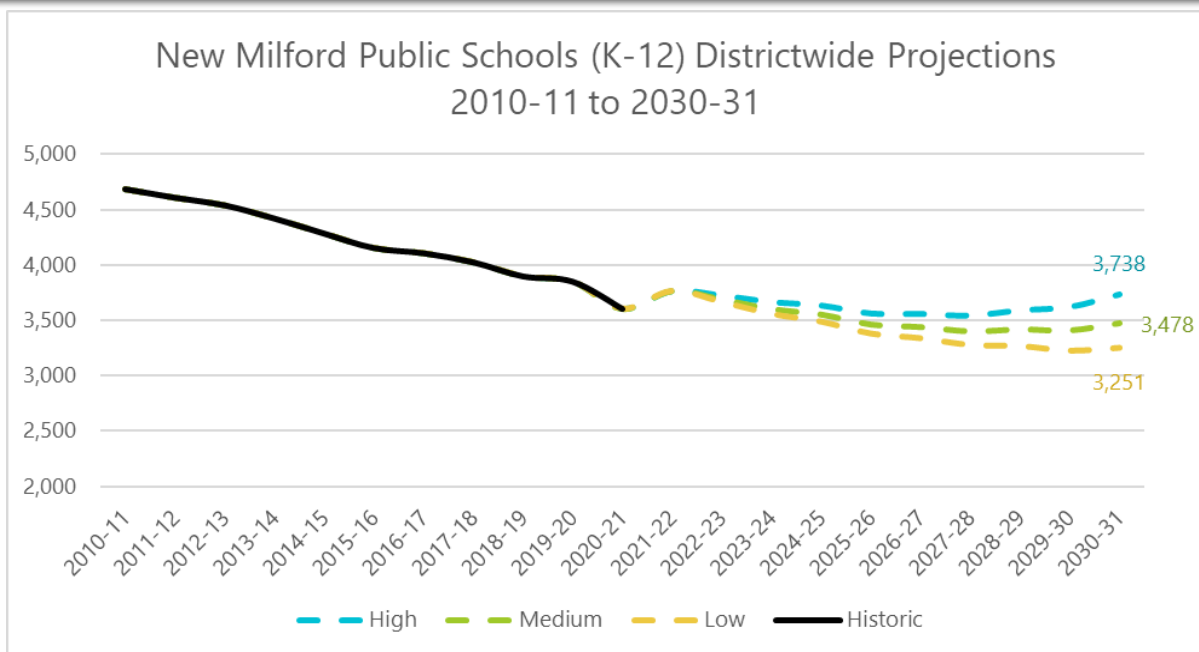
Housing Multipliers

Address	Total Units	Elementary District	Estimated Students Generated at Full Occupancy
189 Danbury Rd	150	Hill and Plain	33
143 West St	109	Hill and Plain	24
Total	259		57

- Housing multipliers were added for the developments with over 100 units
 - These units are not expected to have occupants until 2024-25. Occupancy rates are assumed to increase over time
 - Students generated were calculated using ESI Residential Demographic Multipliers
- Smaller developments are assumed in the base projection based on continued rate of construction



Districtwide Projections (Low, Med, High)



Medium projections model most closely aligns with underlying demographic, housing, and economic trends

- Medium model (recommended) assumes a moderate rate of recovery. High model would assume a more rapid recovery, while the low model assumes a prolonged recovery
- Recent changes to enrollment drivers from the pandemic bear watching. Should the current active housing market conditions continue, the High Projection Model may prove more accurate
- **Under the medium model, enrollment is projected to continue declining to about 3,478 students by 2030-31**



Districtwide Projections (Medium)

Enrollment Projections, by Grade: 2020-21 to 2030-31

School Year	K	1	2	3	4	5	6	7	8	9	10	12	PK	K-2 Total	3-5 Total	6-8 Total	9-12 Total	K-12 Total	PK-12 Total
2020-21	223	238	248	219	258	258	266	283	320	323	342	293	104	709	735	869	1,294	3,607	3,711
2021-22	268	271	257	248	219	269	284	290	320	334	345	332	117	796	736	894	1,342	3,768	3,885
2022-23	271	273	273	260	251	219	274	283	292	331	321	313	117	817	730	849	1,296	3,692	3,809
2023-24	242	276	275	277	263	251	223	273	285	302	318	313	117	793	791	781	1,241	3,606	3,723
2024-25	261	248	279	280	282	264	257	223	276	296	291	293	117	788	826	756	1,186	3,556	3,673
2025-26	213	266	250	283	284	282	269	256	225	285	284	290	117	729	849	750	1,138	3,466	3,583
2026-27	264	218	269	254	288	285	289	269	259	234	275	265	117	751	827	817	1,048	3,443	3,560
2027-28	231	269	220	272	257	288	291	288	271	268	225	260	117	720	817	850	1,017	3,404	3,521
2028-29	265	238	272	225	278	258	296	292	291	281	259	250	117	775	761	879	1,007	3,422	3,539
2029-30	246	270	239	276	228	277	264	295	293	301	270	205	117	755	781	852	1,025	3,413	3,530
2030-31	266	252	272	244	281	228	284	264	297	304	290	236	117	790	753	845	1,090	3,478	3,595

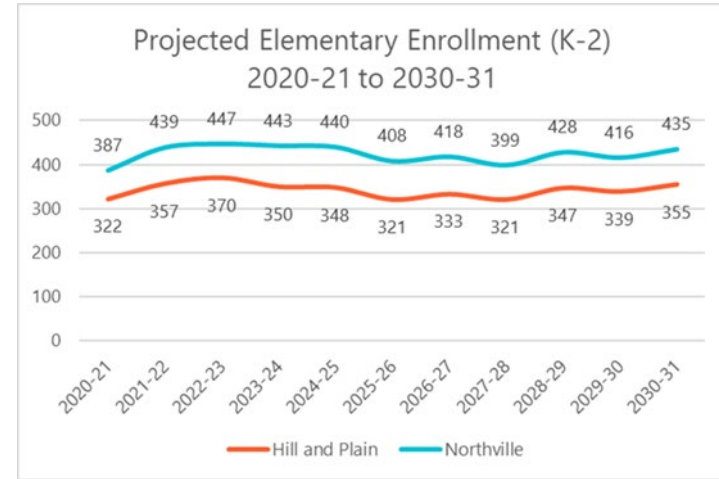
Source: SLR Projections based on variable Birth-K PRs and 4 year PRs for grades 1 through 12

- Overall total enrollment is expected to rebound in the short term and then decline over time



Elementary Projections (Medium)

Northville					
	K	1	2	Total	Utilization
2020-21	115	135	137	387	81%
2021-22	148	141	150	439	92%
2022-23	149	152	146	447	93%
2023-24	134	153	156	443	92%
2024-25	144	138	158	440	92%
2025-26	117	148	143	408	85%
2026-27	145	120	153	418	87%
2027-28	126	149	124	399	83%
2028-29	144	130	154	428	89%
2029-30	134	148	134	416	87%
2030-31	144	138	153	435	91%



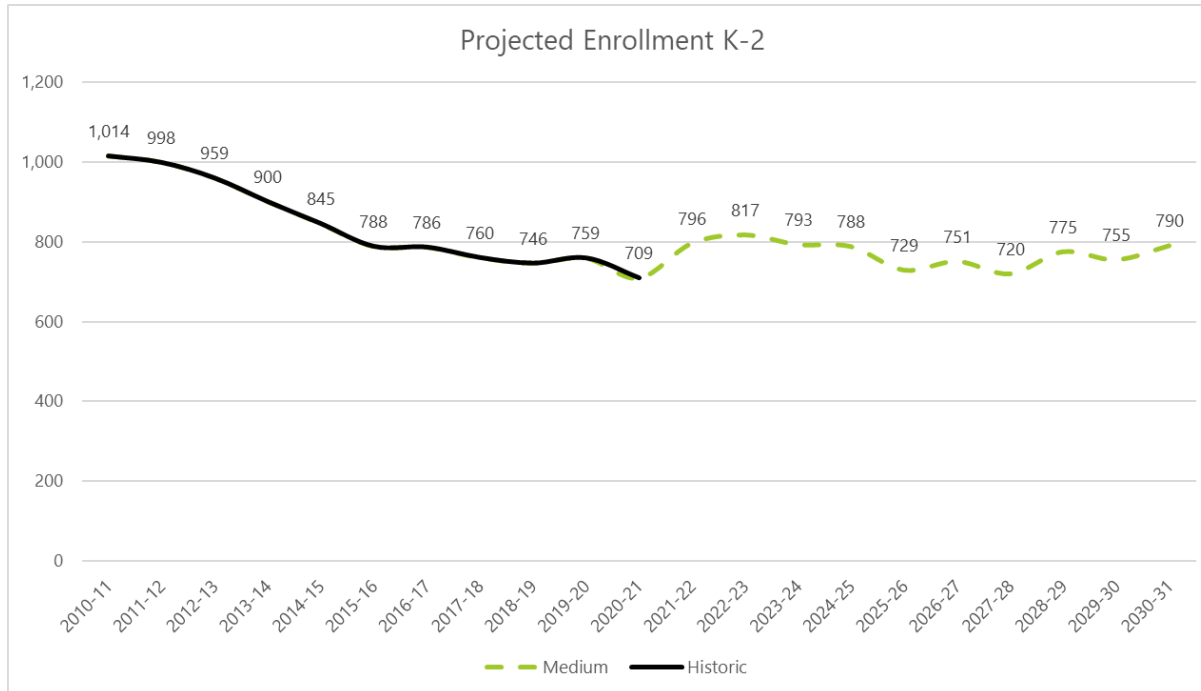
Source: SLR Projections

Hill and Plain					
	K	1	2	Total	Utilization
2020-21	109	101	112	322	90%
2021-22	120	130	107	357	99%
2022-23	122	121	127	370	103%
2023-24	108	123	119	350	97%
2024-25	117	110	121	348	97%
2025-26	96	118	107	321	89%
2026-27	119	98	116	333	93%
2027-28	105	120	96	321	89%
2028-29	121	108	118	347	97%
2029-30	112	122	105	339	94%
2030-31	122	114	119	355	99%

- Northville averages about 55% of total K-2 student share, Hill and Plain with remaining 45%
- Northville reaches peak enrollment of 447 students in 2022-23
- Hill and Plain reaches peak enrollment in 2022-23 with 370 students, and exceeds capacity
- By the end of the projection horizon, enrollment at Hill and Plain is projected to increase by 10.2%, and at Northville enrollment is projected to grow by 10.2%



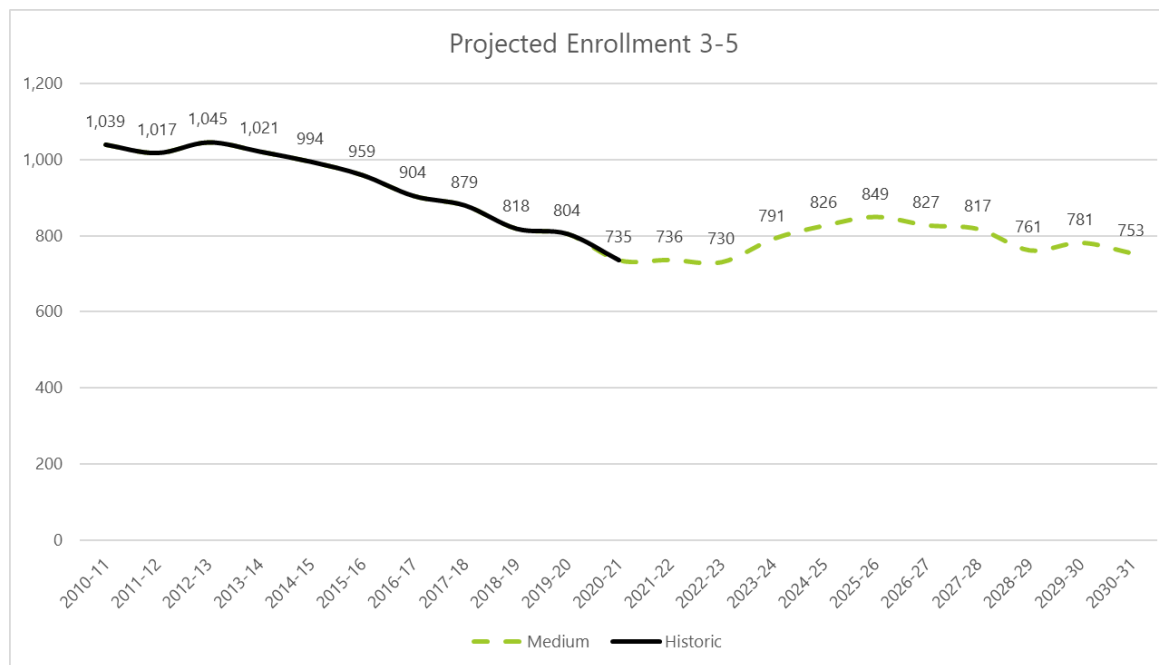
Elementary Projections (Medium)



- **Enrollments projected to rebound next year as homeschool students, delayed entry students, and private school students return to NMPS**
- Projections show a peak at 817 students in 2022-23 and relative stability in the first 5 years, similar to enrollment levels around 5 years ago
- Elementary enrollment is projected to fall in 2025-26 before gradually increasing to 790 in 2030-31



Intermediate School Projections (Medium)



- **Intermediate School enrollment projected to increase over the next ten years, reaching 753 students by 2030-31**
- Larger K-2 classes matriculating upward
- Intermediate enrollments are projected to peak in 2025-26 with 849 students
- Larger K-2 classes matriculating upward in the short term



School Facilities Overview, Capacity & Utilization



Space Recommendations

Guidance for student space allocations come from:

- Office of School Construction Grant Review (OSCGR) for funding future construction
- Professional organizations: National Science Teachers Association, US Centers for Disease Control, US Dept. of Education, American Institute of Architects Committee for Architecture in Education
- Guidance is not regulatory
- Best practices evolve and change over time



Enrollment Planning Guidelines

For capacity planning purposes we assume:

- Hill and Plain
 - 6 sections per grade at 21 students per class = 378
- Northville
 - 8 sections per grade at 21 students per class = 504
- Planning targets are 95% of functional capacity to allow for future flexibility
- Actual sections used in 2020-21 school year:
 - Hill and Plain 6 per grade
 - Northville 8 for K, 1st and 7 for 2nd

School	Class Size	Sections per grade	Functional Capacity (K2)	Planning Target (95%)
Hill & Plain	21	6	378	359
Northville	21	8	504	479
Total K-2			882	838

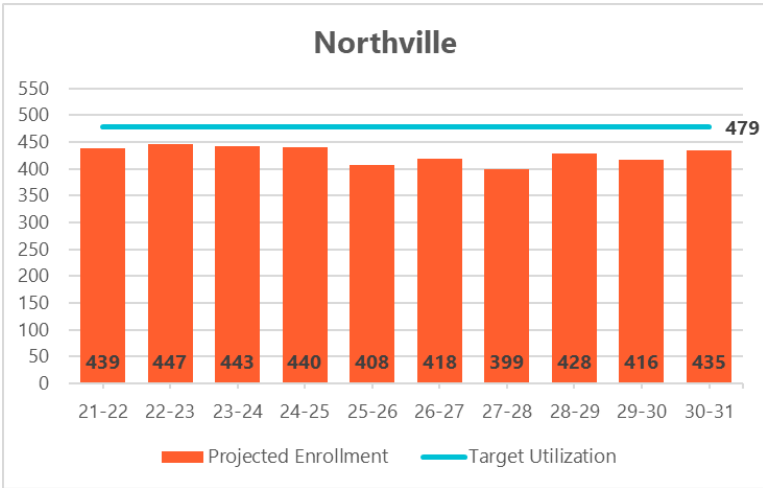
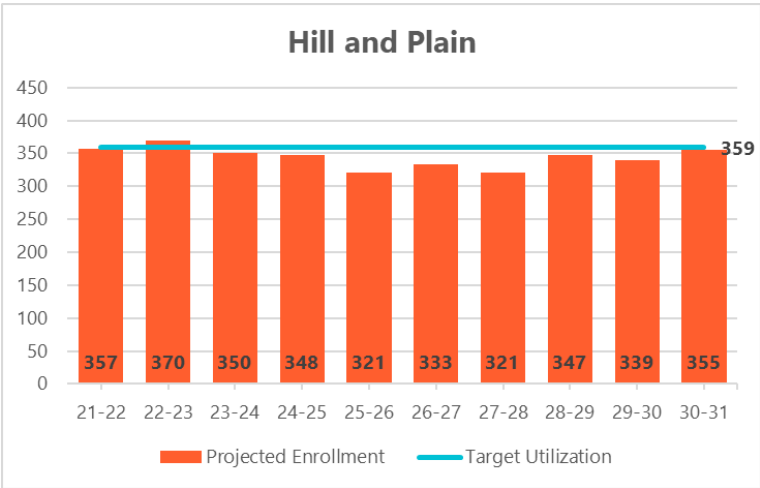
Enrollment Projections by Building & Grade

HILL & PLAIN		Grade					HILL & PLAIN
		PK	K	1	2	TOTAL	
	March 1, 2020	63	117	115	104	399	
	FY 21-22 Projected	64	115	117	115	411	
	Enrollment Change	1	-2	2	11	12	
	# of Teachers	2.5 (5 sec)	6	6	6		
	Current Class Size	12.6	19.5	23.0	20.8		
	New Class Size	12.8	19.2	19.5	19.2		
	Class Size Change	0.2	-0.3	-3.5	-1.6		

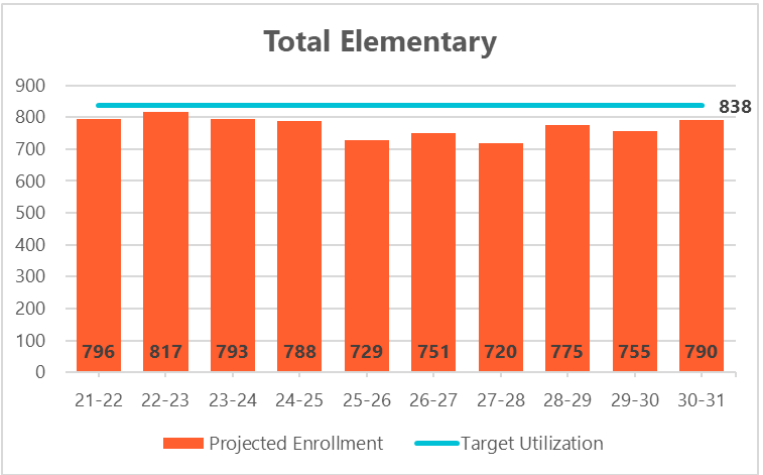
NORTHVILLE		Grade					NORTHVILLE
		PK	K	1	2	TOTAL	
	March 1, 2020	52	154	142	128	476	
	FY 21-22 Projected	53	153	154	142	502	
	Enrollment Change	1	-1	12	14	26	
	# of Teachers	2.5 (5 sec)	8	8	7		
	Current Class Size	10.4	22.0	17.8	18.3		
	New Class Size	10.6	19.1	19.3	20.3		
	Class Size Change	0.2	-2.9	1.5	2.0		



Elem. Capacity & Utilization

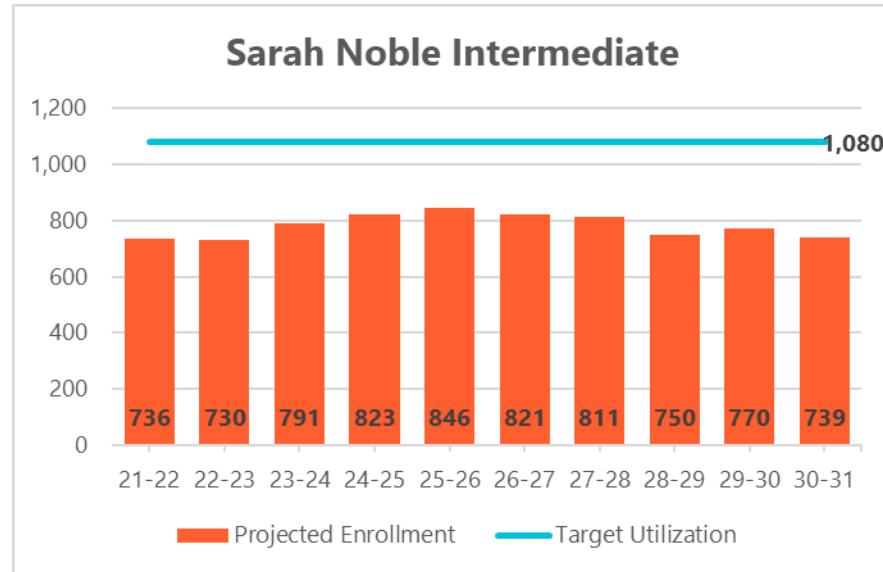


Assumes loading level of 21 students for Full-size CRs





Sarah Noble Intermediate Utilization

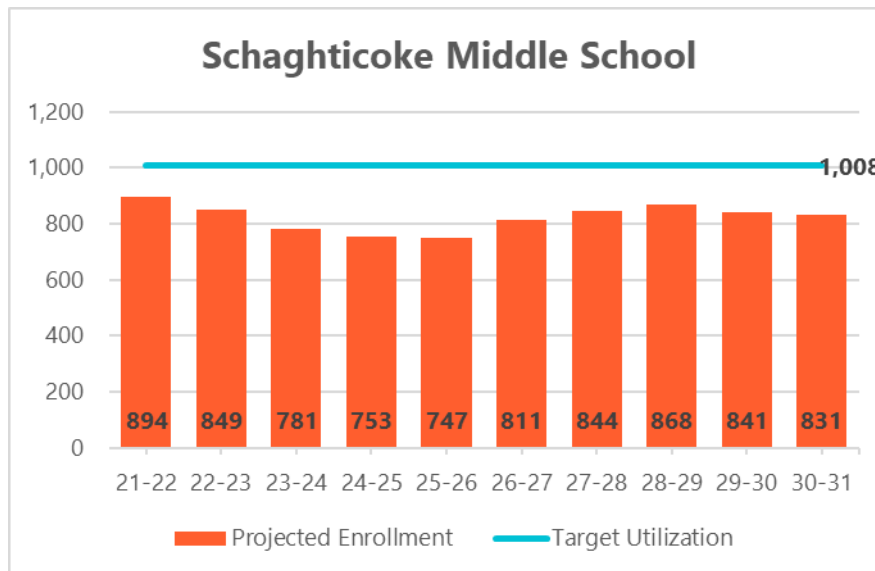


- Sarah Noble is well utilized and will not exceed capacity.

Assumes loading level of 24 students for
Full-size CRs



Schaghticoke Middle School Utilization

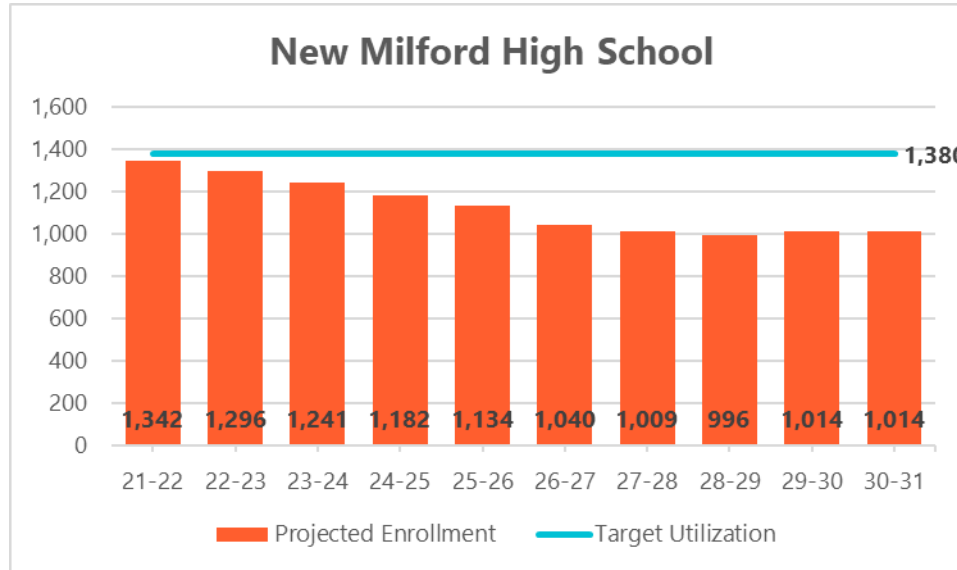


- Schaghticoke is well utilized and will not exceed capacity.

Assumes loading level of 24 students for
Full-size CRs



New Milford High School Utilization



- While New Milford High School is near capacity, enrollment is projected to fall, freeing up more space.

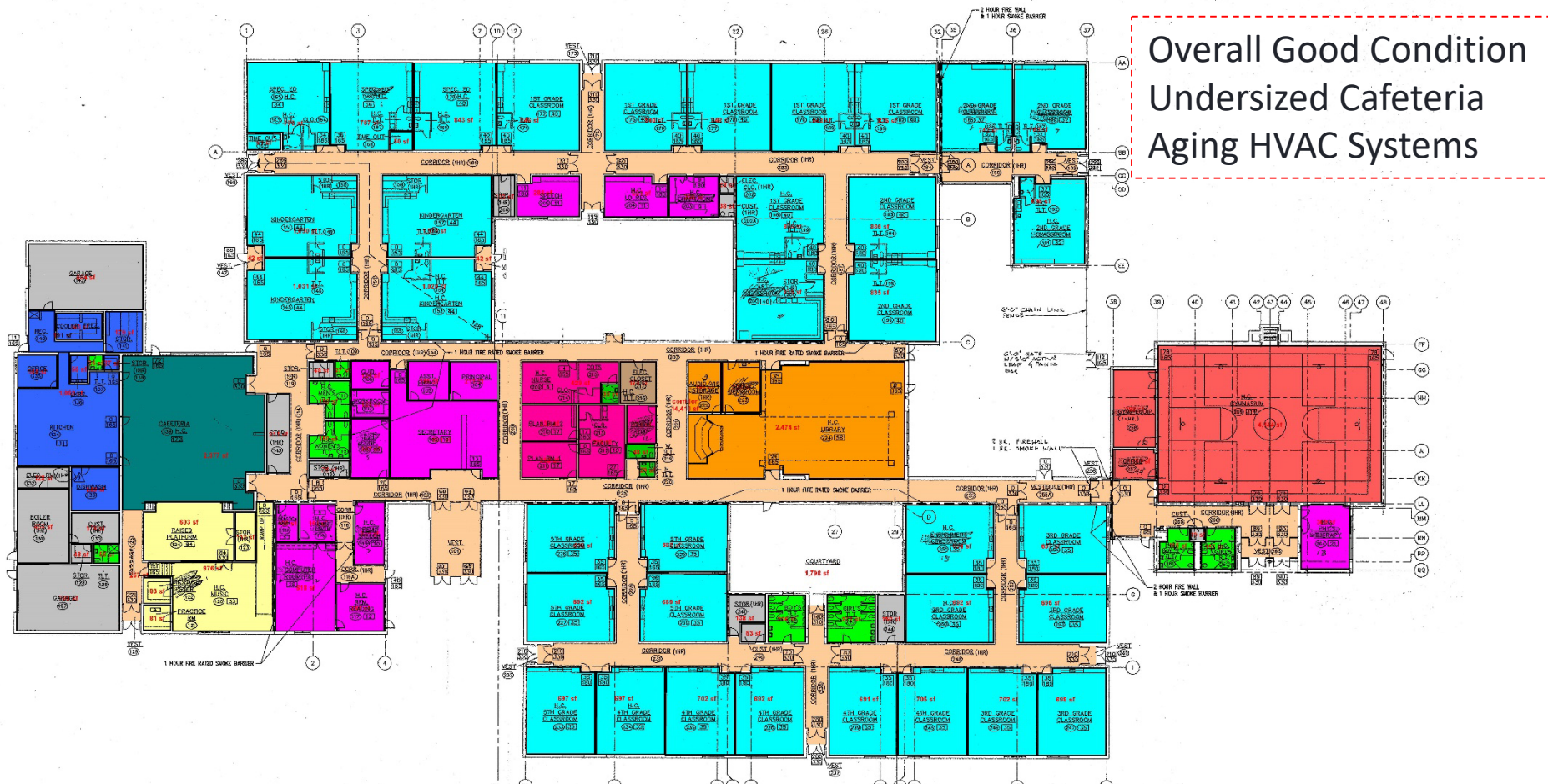
Capacity based on OSCGR calculation of
GSF





Building Assessments

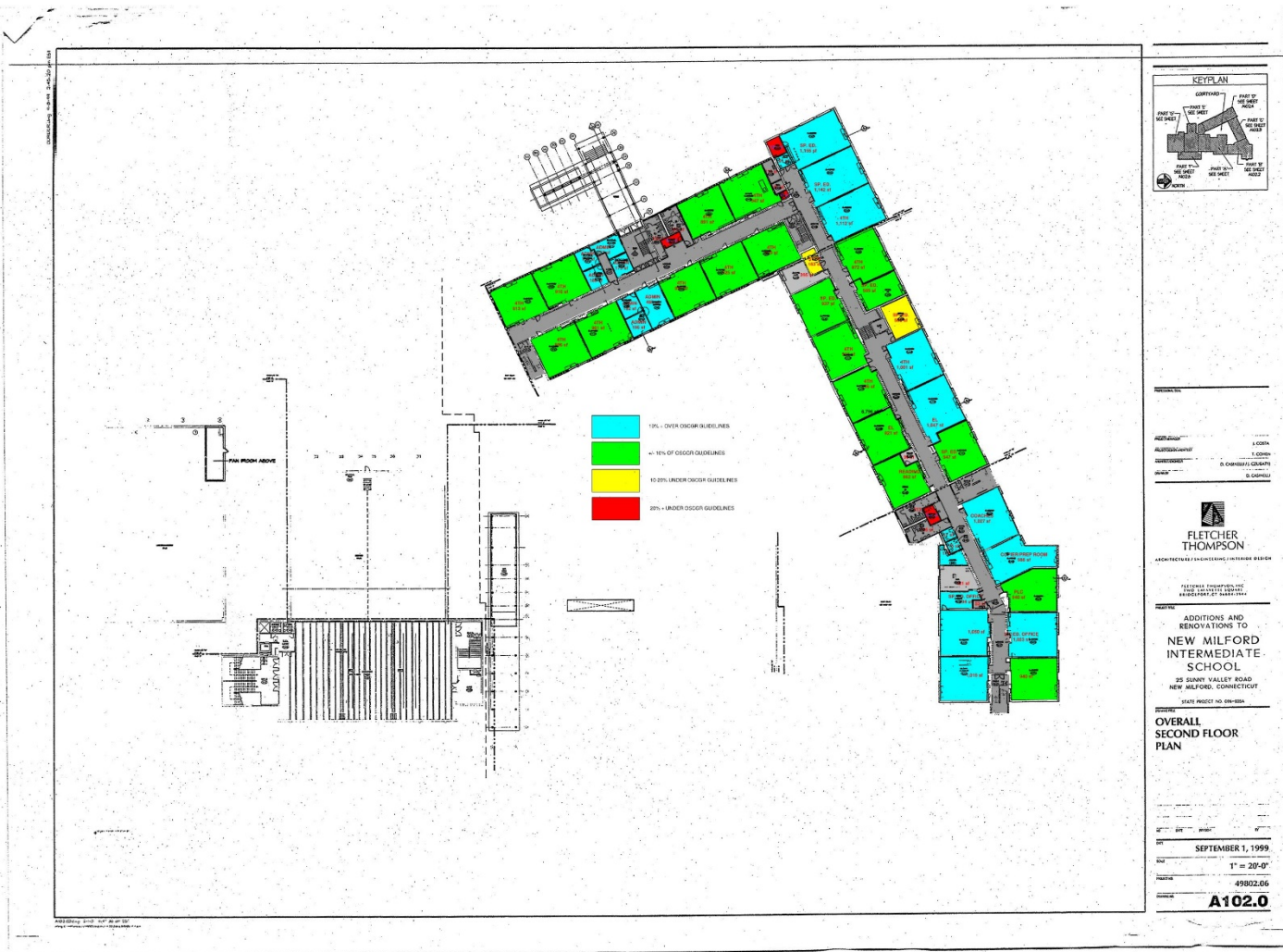
Northville Elementary School – Conditions Analysis





Building Assessments (DRAFT)

New Milford Intermediate School – Space Size Analysis – 2nd floor





Facility Recap

- Per current state construction guidelines both elementary schools have space deficiencies
- Kindergarten classes and their lavatory facilities show the greatest deficiency for instructional space
- A 21 student-to-teacher ratio exceeds space guidelines for some instructional classrooms
- Some space deficiencies can be resolved by lowering the student-teacher ratio
 - There are 12 classrooms at Hill & Plain where a 20-student load would meet state guidelines for 1st and 2nd grade
 - There are 18 classrooms at Northville where a 19-student load would meet state guidelines for 1st and 2nd grade
- Sarah Noble, originally built as a high school may serve a better purpose as a middle school



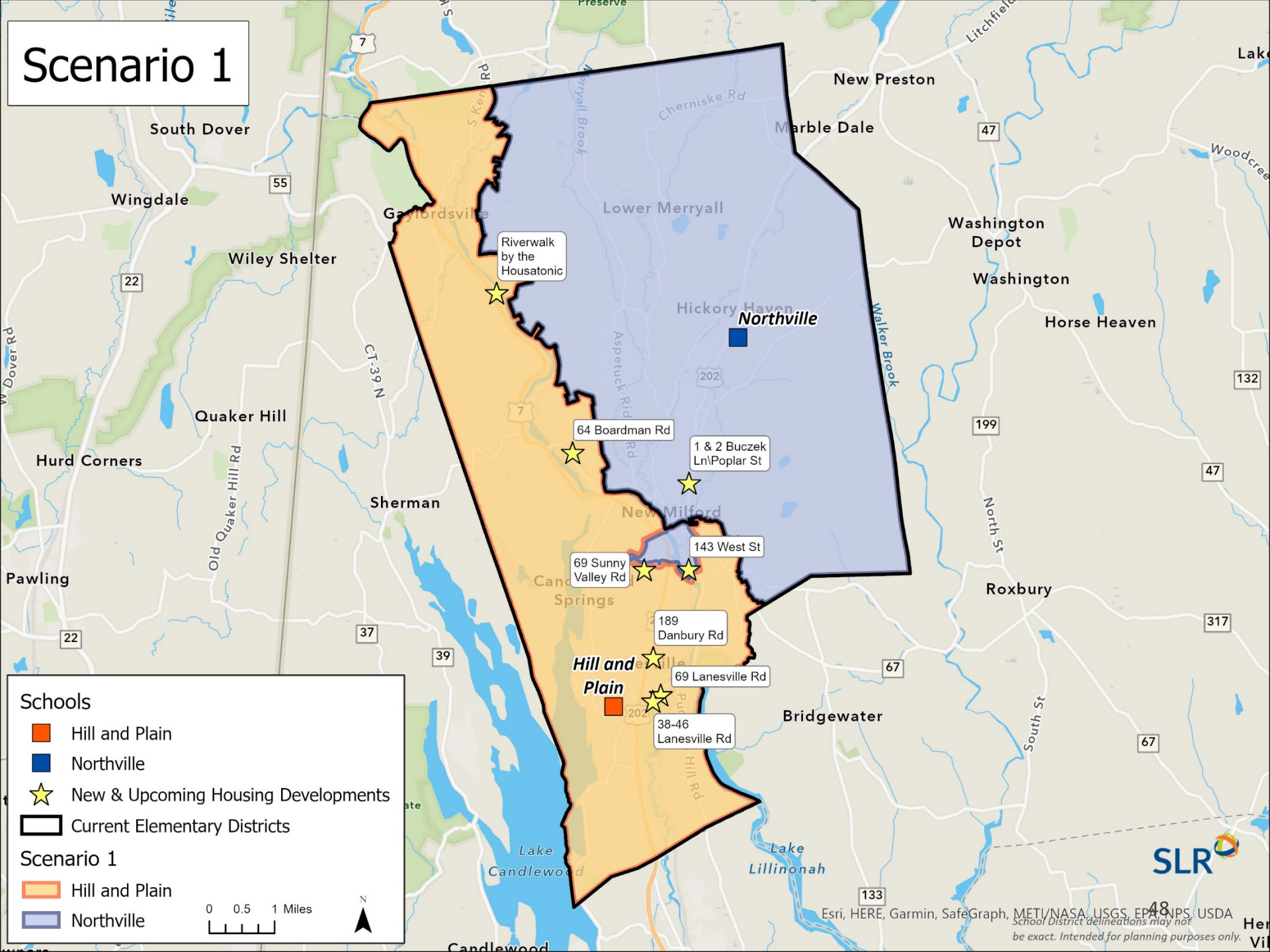
Elementary District Options



Redistricting Guiding Criteria

- Efficiency and Parity - Align enrollment with Planning Targets to better balance utilization and class sizes
- Future-oriented – Major planned or approved housing developments are taken into consideration
- Equity – improve balance of socioeconomics and diversity across elementary schools (+/- 5%)
- Minimize disruption to families and neighborhoods
- Strive for geographic proximity and natural boundaries, where possible

Scenario 1





Scenario 1 Equity

2020-2021 Enrollment Scenario 1

	Hill and Plain					Northville					K-2 Total				
Grade	Total	Minority	% Minority	Lunch	% Lunch	Total	Minority	% Minority	Lunch	% Lunch	Total	Minority	% Minority	Lunch	% Lunch
PK	42	11	26%	11	26%	60	19	32%	8	13%	102	30	29%	19	19%
K	88	20	23%	29	33%	136	44	32%	59	43%	224	64	29%	88	39%
1	83	19	23%	44	53%	153	42	27%	65	42%	236	61	26%	109	46%
2	97	31	32%	40	41%	152	45	30%	69	45%	249	76	31%	109	44%
Total	310	81	26%	124	40%	501	150	30%	201	40%	811	231	28%	325	40%

- In this scenario free and reduced lunch need is balanced equally at both schools, at 40% (totals are rounded)
- Minority enrollment is equitable, with both schools within 2% of the district average of 28% (totals are rounded)

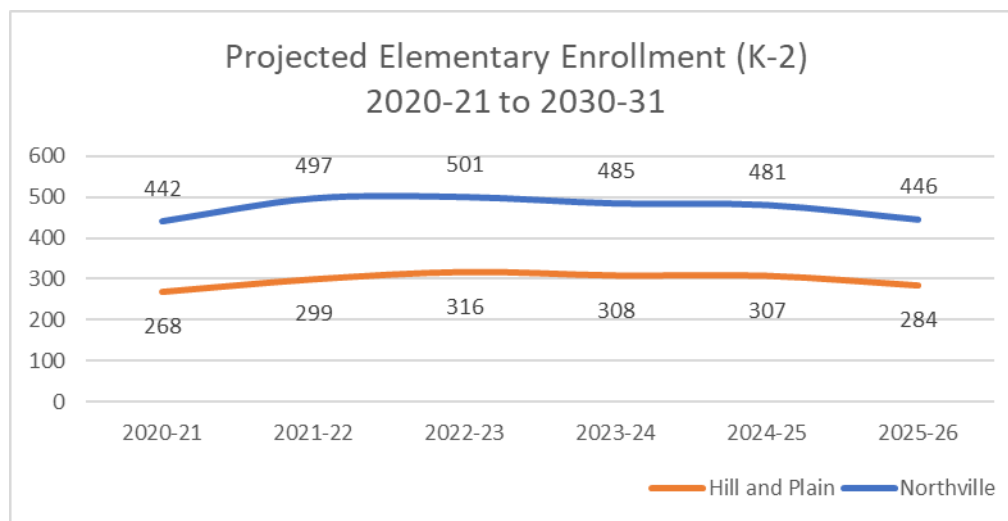


Scenario 1 Projections

- The **functional capacity** of Hill and Plain is **378** students and Northville is **504**.
- For planning purposes, our **target capacity** is **95%** of functional capacity. That equals **359** students for Hill and Plain and **479** for Northville
- In Scenario 1, we exceed our planning target at Northville but not the functional capacity of either school.

Scenario 1 Hill and Plain 5-yr Projected Enrollment					
	K	1	2	Total	Utilization
2020-21	88	83	97	268	75%
2021-22	106	105	88	299	83%
2022-23	107	106	102	316	88%
2023-24	96	108	104	308	86%
2024-25	104	96	107	307	86%
2025-26	84	103	96	284	79%

Scenario 1 Northville 5-yr Projected Enrollment					
	K	1	2	Total	Utilization
2020-21	136	153	153	442	92%
2021-22	162	166	169	497	104%
2022-23	164	167	171	501	105%
2023-24	146	168	171	485	101%
2024-25	157	152	173	481	100%
2025-26	129	163	155	446	93%





Scenario 1 Avg. Class Size

- Using a model of 6 sections per grade at Hill and Plain and 8 sections per grade at Northville we can estimate average class sizes
- In Scenario 1 average class sizes are not equitable, most notably for next year's second grade class.
- Space allocations for 1st and 2nd grade could meet state guidelines at Hill and Plain, but not at Northville.

Scenario 1 Hill and Plain Avg. Class Size			
	K	1	2
2020-21	14.7	13.8	16.2
2021-22	17.7	17.5	14.6
2022-23	17.9	17.7	17.1
2023-24	16.0	17.9	17.4
2024-25	17.4	16.1	17.8
2025-26	14.0	17.2	16.1

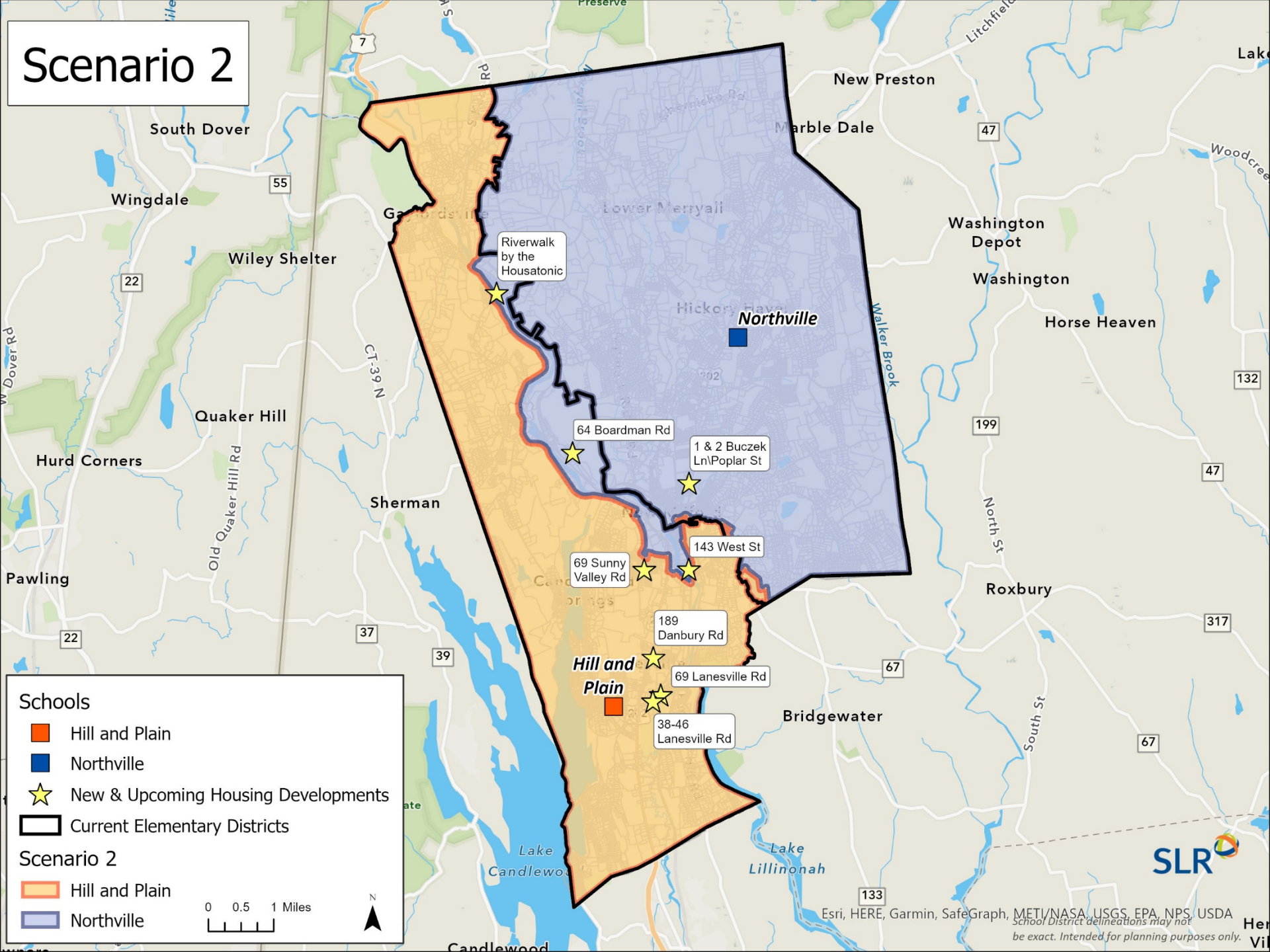
Scenario 1 Northville Avg. Class Size			
	K	1	2
2020-21	17.0	19.1	19.0
2021-22	20.2	20.8	21.2
2022-23	20.4	20.8	21.3
2023-24	18.3	21.0	21.3
2024-25	19.6	19.0	21.6
2025-26	16.1	20.3	19.3



Scenario 1 Summary

- Scenario 1 performs very well in balancing socio-economics and diversity
- Assigns 109 future multi-family units from Hill and Plain to Northville
- This scenario affects approximately current 50 K-2 students
- Scenario 1 does not provide balanced utilization

Scenario 2





Scenario 2 Equity

2020-2021 Enrollment Scenario 2

Grade	Hill and Plain					Northville					K-2 Total				
	Total	Minority	% Minority	Lunch	% Lunch	Total	Minority	% Minority	Lunch	% Lunch	Total	Minority	% Minority	Lunch	% Lunch
PK	43	11	26%	13	30%	59	19	32%	6	10%	102	30	29%	19	19%
K	98	26	27%	35	36%	126	38	30%	53	42%	224	64	29%	88	39%
1	96	24	25%	52	54%	140	37	26%	57	41%	236	61	26%	109	46%
2	112	37	33%	51	46%	137	39	28%	58	42%	249	76	31%	109	44%
Total	349	98	28%	151	43%	462	133	29%	174	38%	811	231	28%	325	40%

- In this scenario free and reduced lunch need is balanced equitably, with each school within 5% of each other (totals are rounded)
- Minority enrollment is equitable, with both schools meeting the district average of 28% (totals are rounded)

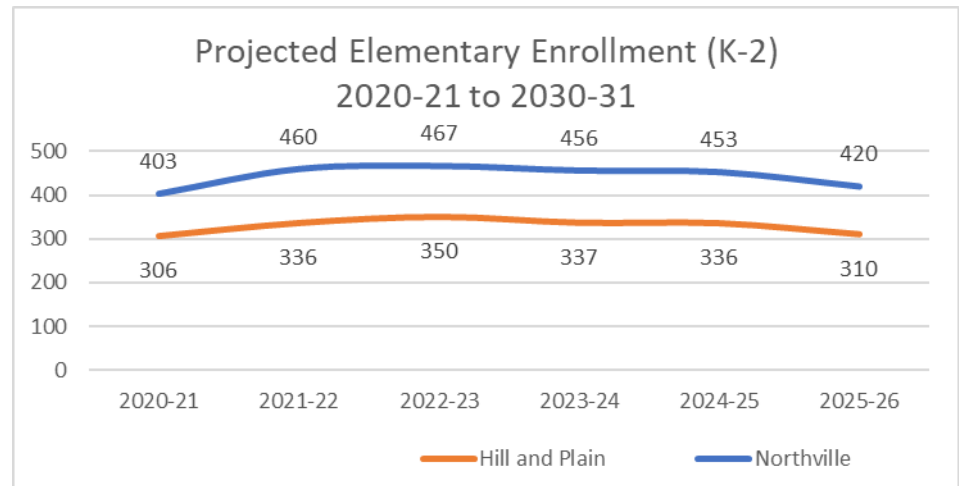


Scenario 2 Projections

- The **functional capacity** of Hill and Plain is **378** students and Northville is **504**.
- For planning purposes, our **target capacity** is **95%** of functional capacity. That equals **359** students for Hill and Plain and **479** for Northville
- In Scenario 2 utilization is balanced, with each school with 1-2% of the other.

Scenario 2 Hill and Plain 5-yr Projected Enrollment					
	K	1	2	Total	Utilization
2020-21	98	96	112	306	85%
2021-22	114	119	103	336	94%
2022-23	115	117	118	350	98%
2023-24	103	118	116	337	94%
2024-25	112	106	118	336	93%
2025-26	90	113	107	310	86%

Scenario 2 Northville 5-yr Projected Enrollment					
	K	1	2	Total	Utilization
2020-21	126	140	137	403	84%
2021-22	154	152	154	460	96%
2022-23	156	156	155	467	97%
2023-24	139	158	159	456	95%
2024-25	149	142	161	453	95%
2025-26	123	153	144	420	88%





Scenario 2 Avg. Class Sizes

- Using a model of 6 sections per grade at Hill and Plain and 8 sections per grade at Northville we can estimate average class sizes
- In Scenario 2 average class sizes are equitable with a slight imbalance in the 2021-22 second grade class
- These estimated class loads allow for 1st and 2nd grade classrooms at both schools to meet state guidelines for space allocation.

Scenario 2 Hill and Plain Avg. Class Size			
	K	1	2
2020-21	16.3	16.0	18.7
2021-22	19.0	19.8	17.2
2022-23	19.2	19.4	19.7
2023-24	17.2	19.7	19.3
2024-25	18.6	17.6	19.7
2025-26	15.0	18.9	17.8

Scenario 2 Northville Avg. Class Size			
	K	1	2
2020-21	15.8	17.5	17.1
2021-22	19.3	19.0	19.2
2022-23	19.5	19.5	19.3
2023-24	17.4	19.8	19.9
2024-25	18.7	17.8	20.1
2025-26	15.4	19.1	18.0



Scenario 2 Summary

- 154 future housing units moved from Hill & Plain to Northville
- This scenario moves approximately current 38 K-2 students.
- Balance is achieved for minority students
- Free and reduced lunch is within equitable targets (+/- 5%)
- School utilization is balanced throughout the 5-year planning horizon



Thank You

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New Milford Public Schools

Sarah Noble Intermediate School

25 Sunny Valley Road, New Milford, CT 06776

BOE Offices Relocation Study

June 30, 2021

Silver Petrucelli & Associates, Inc.
Architects / Engineers / Interior Designers

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TABLE OF CONTENTS

SECTION I _____	2
Introduction _____	2
SECTION II - Facility Assessment _____	3
SECTION III - Recommendations _____	6
Proposed Design Solution _____	6
Conclusion _____	10
SECTION IV - Meeting Minutes _____	11
SECTION V - Space Program _____	12
SECTION VI - Floor Plan, Estimates & Photographs _____	13

SECTION I

Introduction

This report is the result of a study commissioned by New Milford Public Schools to evaluate a portion of the existing Sarah Noble Intermediate School, Northeast Portion “Part B” located at 24 Sunny Valley Road, New Milford, Connecticut to be repurposed for use as the Board of Education administrative staff offices, conference, and storage space. This study will coincide with a demographic study prepared by MMI/ SLR to determine enrollment projections for the school and the resultant excess space of approximately 15,145 square feet that can be repurposed for the administrative functions for the long term.

Per the service request, the objectives of the project were as follows:

- Create separate entrance and exit points to the wing that negate any entry to the school facility.
- Reorganize space to include several offices, storage, and conference rooms, as well as toilet rooms, a staff break room, copy room, and dedicated reception area.
- Make the space compatible for intended use (additional electrical, phone and/or plumbing requirements).

This report was prepared by Silver/Petrucelli + Associates, Inc. (SP+A) of Hamden, Connecticut; an architecture, engineering and interior design firm specializing in municipal town planning, historic restoration, master planning and design.

The information contained in this report was gathered by SP+A via programming meetings, staff interviews and questionnaires, email correspondence, and visual observation of the existing facilities. The collected data was organized and appears in sections of this report in the form of meeting minutes, questionnaires, existing and proposed floor plans, photographs, projected schedule and estimates.

SECTION II - FACILITY ASSESSMENT

Existing Conditions - Architectural

The existing partial wing “Area B” is located on first and second floor of the two-story building.

- The floor material throughout is mostly vinyl composition tile (VCT) and resilient base except for a science classroom with welded sheet vinyl and a special education room with broadloom carpet.
- All existing door hardware is ADA compliant, and most doors have the required widths and push pull clearances; except for (3) doors on the first floor. They will be corrected on the proposed floor plan.
- Existing casework throughout the classrooms is in good condition but no longer needed for the BOE program. They are proposed to be removed along with associated plumbing fixtures, piping, and any electrical devices.
- Existing walls are in good condition; minor patch & repair from removal of equipment or casework may be needed. Existing combination whiteboards, tack boards, and chalkboard are to be removed. Each classroom currently has (2) teaching walls that consist of these combo units and an overhead light fixture. These are no longer needed for the BOE program.
- All existing classrooms and corridors have 2’x4’ acoustical ceiling tiles and metal grid with 2x4’ light fixtures. Ceilings are in marginal condition. Due to the reconfiguration of space and the need for improved acoustics, it would be recommended to replace the ceiling in the existing classrooms. Corridor ceiling are in similar condition and to keep it consistent, would be replaced with new. Alternatively, if cost is an issue, existing ceiling could remain in corridor. Refer to the electrical narrative for more information regarding light fixtures.
- The entire building is sprinklered.
- The corridors contain metal lockers, which will need to either be demolished or salvaged and relocated within the academic portion of the school. If to be demolished, the existing concrete step can remain and the niche repurposed with built-in bench seating or display opportunities.
- The existing ramp at the proposed BOE entrance at Stair #1 appears to be ADA compliant. The dimensions provide a minimum 60” diameter turning radius. Railings and handrails appear to be ADA compliant as well.

- An elevator exists with access on both the first and second floor off the corridor of “Part C” of the building. With proposed BOE solution, elevator is down the corridor within the school space.
- Windows are in good condition and proposed to remain.
- No new roof work is required.

Existing Conditions - Mechanical

The existing mechanical systems for this section of the building are Unit Ventilators at the perimeter designed for tempering the incoming ventilation to the classroom/area it serves. The units are somewhat dated, tend to be louder than other less antiquated options of heating and cooling, and are typically troublesome to control, operate and maintain. Areas are centrally exhausted based on the school’s schedule of operations, which may not necessarily coincide with proposed space use configurations, via corridor ductwork above the ceilings. Fresh air intake quantities will be reduced from the classroom occupancy to office/conference occupancy.

Perimeter finned-tube radiation is evident in several spaces, mostly on the first-floor perimeter, but it is not located consistent throughout the scope of proposed work areas. Where it is located, it is in good condition and was assumedly put in service to offset areas where additional heating was required to offset lack of capacity in the Unit Ventilators serving the space.

Existing Condition - Plumbing

Throughout several of the classrooms there is minor Science Lab related plumbing including gas, water and science-related faucets and molded science-classroom sinks integral to the cabinetry. All of the classrooms are equipped with stainless steel, classroom sinks as well.

Based on the use of corrosion-resistant, molded sinks in the science rooms, it is assumed that specialty chemical waste piping and venting may still be present within the walls.

No existing Toilet Facilities are within the proposed scope area.

Existing Conditions - Fire Protection

The entire area within the proposed scope area is fully sprinklered with an NFPA 13 approved, light hazard sprinkler system.

SECTION III - RECOMMENDATIONS

Silver Petrucelli looked at several options for converting the classroom wing into BOE administrative staff offices and storage; from utilizing most of the academic space available to more consolidated plan options. After reviewing and vetting these options, the final option; as described below, was determined to be in the best interest of the School and Board of Education.

Proposed Design Solution

- Security/Building Separation
 - The construction work would entail providing a fire separation between each building use; (E) Education and (B) Business. This requires the new wall along the corridor both first and second floors to have a 2-hour rated wall assembly.
 - The new doors at the first and second floor corridors that would separate the school and BOE offices would be locked. In the event of an emergency, fail-safe operation would allow free access upon activation of the fire alarm or power failure. The wall assembly would be fire rated.
- Existing Education Area impacted
 - Approx. 92 student lockers (+/-)
 - 12 Large Classrooms (including 1 Science Lab), 2 Smaller Support Classrooms, and 2 Storage rooms are proposed to be acquired for the relocation of the BOE offices.
- Proposed Plan (Scope of work)
 - Corridors:
 - ❖ Student lockers will need to be removed and/or salvaged for reuse elsewhere. Existing concrete step in select areas to be repurposed by constructing bench seating and/ or opportunities for a recessed display. The remaining recess to be infilled with CMU block wall to match adjacent walls.
 - ❖ Where new door openings are punching through to the corridor, a portion of the concrete step will have to be removed and materials patched as required.
 - ❖ Replace existing flooring, base, and ACT/ grid with new.
 - ❖ Signage to be replaced with new.

- ❖ Remove tack strips.
- ❖ Patch, repair and prep walls as required from signage and/or tack strips removal; paint walls.
- ❖ ACT/ Grid is proposed to be replaced with new throughout the BOE area. If cost saving options are needed, the grid can remain and only the tiles replaced. Additionally, areas can be identified where the system in its entirety is retained and only high visibility areas replaced.
- ❖ Proposed plan shows keeping some existing doors/ door frames. New hardware would be required for all.
- Classrooms/ Storage:
 - ❖ Remove existing casework (base, upper and tall cabinets) along with associated countertops, back/ side splashes including any elec. Devices, undercabinet lights, and sinks. Refer to Elec. And Plumbing narratives.
 - ❖ Remove teaching walls consisting of any projection screens, white, tack, chalk and smartboards and return to owner. Repair walls from removal. Wall mounted lights above boards to be removed - see elec. Narrative.
 - ❖ Replace existing flooring, base, and ACT/grid with new.
 - ❖ Salvage any wall mounted paper towel, soap dispensers, flags/ holders, phone, etc. and return to owner.
 - ❖ Select demolition of wall partitions; along with doors, frames, and any associated elec. Devices, mech. grilles. Etc. Refer to MEP narratives.
 - ❖ New gyp. board wall partitions with metal studs and acoustic batt insulation as well as new door assemblies to meet program requirements of new offices, conference, file, break, toilet rooms and reception.
 - ❖ Provide (4) single use toilet rooms - (2) on each floor.
 - Includes new plumbing fixtures and toilet accessories.
 - Proposed finishes include porcelain floor tile with cove base, ceramic wall tile at wet wall and painted at others, new ACT/ grid.

- ❖ Break Room - to be used as a shared space for the BOE staff. New casework - base and upper cabinets along with a solid surface countertop and back splash. It should be equipped with a microwave, refrigerator/freezer and coffee maker.
- ❖ Existing ACT/ grid proposed to be replaced with new due to the reconfiguration of the existing classrooms in addition to increased privacy and acoustics.

Mechanical

Based on the proposed layout, the use of Unit Ventilators as the primary source of HVAC in these new “sub-divided” classrooms converted to office spaces. Use of these, although they are considered to be in fair condition, could not be turned-down to the reduced airflows necessary for serving the smaller rooms they are, in and based on the motor capabilities do not have the ability to be ducted at their inlet or outlet to other spaces. As mentioned before, there are many drawbacks to Unit Ventilators, but they are best utilized in spaces that require high quantities of outside air while the space they serve is occupied - therefore they are tailor-made for the needs of a classroom and have been a staple in that application for decades.

Therefore, the most appropriate system for retro-fitting these reconfigured, existing spaces would be the Variable Refrigerant Flow (VRF) system, known commonly as ductless- or mini-split systems. In this scenario, each space would be served by its own heating/cooling fan coil unit which can be configured to be wall-, floor, ceiling or ceiling-recessed. Each room would be given its own thermostat for individual control. The benefit of these systems is that they could provide heating and cooling at the same time, using onboard system free-energy exchange for very high-efficiency operation. The ventilation ductwork necessary to support these units is much smaller than traditional HVAC air systems, and the heating/cooling is brought to each of these fan coils by two small, flexible pipes usually under an inch in diameter each. Roof- or on grade-mounted condensing units serve multiple, if not all in this case, fan coils. These systems are among the most efficient in the industry and afford the end-user more individual comfort control and fewer complaints. They also have the innate capability of having their own intrinsic control system which can operate on a standalone basis or can be monitored/controlled by a BACnet compatible control system as well.

Additional exhaust fans, ERV's or a connection to the existing exhaust system will be utilized for exhausting the proposed Toiler Rooms and act as general area exhaust. An ERV, or Energy Recovery Ventilator, is most recommended due to its ability to reclaim energy for a 50% to 70% savings in energy being exhausted for the tempering of incoming ventilation - a large source of energy consumption in any HVAC system - and has the added effect of reducing the size and up-front cost of other equipment as a result.

Plumbing

Demolition of the existing plumbing systems will be required. In there place, the following will be provided:

- Four (4) proposed Toilet Rooms are being added to meet plumbing code count code requirements. Each adjacent pair of Male and Female Toilet rooms will be stacked on top of each other for consolidation of all plumbing services required.
- Break Room piping to include a sink and plumbing for coffee maker and water at refrigerator/ freezer is anticipated.
- Condensate removal piping will be added for the fan coil units.

Fire Protection

The existing spaces are fully sprinklered in accordance with NFPA 13, light hazard coverage. The same hazard level will be required for the proposed space occupancy. Sprinkler heads will be relocated as required to satisfy the spacing requirements of NFPA 13, and any additional heads that result will be tied into the existing sprinkler main with new piping. All relocated sprinkler heads will be provided as new; no reuse of sprinkler heads will be acceptable.

Electrical

- Existing fluorescent light fixtures in the First and Second Floor areas of renovation will be removed and replaced with energy efficient LED light fixtures. The new fixtures will be set in the new ceiling grid in all the spaces.
- Existing light switches and wiring in the First and Second Floor areas of renovation will be removed and replaced with wall or ceiling mounted occupancy sensors. Occupancy sensors will reduce the light when the room is not in use and turn them off after a period of no activity.

- Existing outlet circuits will be removed back to the source or relocated in the First and Second Floor areas of renovation. New outlets will be installed as required in the new areas.
- Existing data outlets and wiring will be removed back to the source or relocated in the First and Second Floor areas of renovation. New data outlets will be installed as required in the new areas and new data cable will be run from the data racks to each data outlet.
- Addition of Exit and Emergency Lighting as required by local codes and as dictated by the new floor plan.
- Addition of new fire alarm devices as required by local codes and as dictated by the new floor plan.

Conclusion

Silver Petrucelli + Associates reviewed the current building conditions and assessed the required space program. This report documents that information to date along with the impact of the reduction in existing classrooms/ support rooms and student lockers. This report will coordinate our architectural and engineering evaluation services with MMI/ SLR that is determining the enrollment projections for the school and the resultant excess space that can be repurposed for the administrative functions for a long term. As well a proposed floor plan, estimate, and approximate project schedule is included.

SECTION IV - MEETING MINUTES



SILVER / PETRUCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

MEMORANDUM OF MEETING

PROJECT: BOE Office Relocation to Sarah Noble Intermediate School

CLIENT: New Milford Public Schools – Interim Superintendent of Schools

MEETING PLACE: Zoom meeting

DATE AND TIME: June 18, 2021 @ 1:00pm

ATTENDEES:

Alisha DiCorpo	Interim Superintendent - NMPS
Amanda Cleveland	Principal Designer – SP+A

Purpose: Initial meeting to review BOE departments, staff and space needs.

The Following departments were identified for relocation to Sarah Noble Intermediate School. Each department listed includes required offices, stations and support spaces.

Office of the Superintendent:

- (1) private office for the superintendent with visual connection to their secretary station outside; no conference table in office.
- (1) private office for the assistant superintendent with visual connection to their secretary station outside. Include small conference table in office for 6-8 people.
- (1) Future director's office.
- (2) administrative assistant stations.
- (1) shared conference room to seat between 6-8 people: access from waiting area and door into superintendent's office.
- Area for file storage adjacent to conference room but easily accessed by administrative assistants. Files should be fireproof and lockable.
- Copy area for bulk printing; adjacent to the conference room.
- Superintendent and admin. Assistant should have personal printers for confidential documents.
- Waiting area to seat 5 people.

Business Office:

- (1) Private office for the Business Director
- (1) Admin. Assistant immediately adjacent to director's office. Assistant is also insurance and benefits.
- (5) additional stations for grounds and transportation, accounts payable, payroll, grants & state reporting.
- Area for file storage; files should be fireproof and lockable.
- Copy area for bulk printing.

Special Education Office:

- (1) private office for director (Director of Pupil Personnel and Special Services)
- (3) secretary stations sharing same office space.
- File storage easily accessible for active files of current students. Archive storage; currently offsite, should be relocated. Contains archives files for students up to 7 years. All files should be lockable and fireproof.
- Large conference room for a minimum of (10) people.
- Waiting area for at least 5 people.

Facilities Office:

- (1) private office for director. Small conference table in the office for staff meetings. Access to another conference room should larger meetings be needed.
- (1) private office for the assistant director.
- (1) workstation for secretary
- Small waiting area for 2-3 people.
- Small file requirement for their immediate space. Additional file storage in farmhouse on HS property.

Human Resources:

- (1) private office for the director
- (2) workstations for secretaries; (1) being a future growth position.
- Conference room with seating for (8) people; access through directors' office as well as waiting area.
- Large file capacity in a separate room; locking and fireproof.
- Finger printing needs its own room with secured access.
- Area in reception with (2) computers for online applications/ paperwork.
- Waiting area for (5) people.

Technology:

- (1) private office for director.
- (3) workstations together for Network Specialist, Technician and a secretary.
- (1) added space for district level technician. Need room to receive large deliveries and run diagnostics before deploying equipment to the schools.

Staff Break Room (shared by all departments):

- Full size refrigerator, coffee maker, microwave, etc.

- Sink, cabinets and area for snacks.
- Seating for at least (10) people.
- Wants to be a place where all departments can come together and collaborate.

Follow-up email notes:

6.18.2021 - The previous superintendent of schools was looking for a room where the Board of Education could hold their meetings and live stream from their own space and also for the district offices to have a receptionist placed in one location in the building who would let everyone in instead of having separate buzzing in systems.

7.2.2021 - Asst Supt and the Supt to have separate conference rooms, if it is possible, as we hold so many meetings and it may be very difficult to share a space.

Next Steps:

- SP+A will obtain existing building drawings.
- SP+A will visit the site to review existing conditions and confirm plan accuracy. File counts will be needed to right-size storage in new space.
- Upon confirmation of the program components, first pass layouts will be generated along and a draft feasibility report.

Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: A. DiCorpo, SP+A, file.

SECTION V – SPACE PROGRAM

**New Milford BOE Offices
SPACE PROGRAM**

30-Jun-21

Room #	SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS			PROPOSED SQUARE FOOTAGE		
		No.	NSF	Total NSF	No.	NSF	Total NSF
	Superintendent's Office						
	Superintendent's Office	1	220	220	1	248	248
	Waiting/ Open Office - Administrative Assistant	1	230	230	1	360	360
	Communication Specialist	1	120	120	1	113	113
	Conference Room	1	220	220	1	266	266
	File Room	1	100	100	1	189	189
	Subtotal			890			1,176
	Assistant Superintendent's Office						
	Assistant Superintendent's Office	1	180	180	1	229	229
	Waiting/ Open Office - Administrative Assistant	1	200	200	1	272	272
	Closet	1	40	40	1	43	43
	Conference Room	1	220	220	1	239	239
	File Room	1	100	100	1	83	83
	Subtotal			740			866
	Business Director's Office						
	Business Director's Office	1	180	180	1	291	291
	Open Office - Administrative Assistant, Fiscal Services, and Accounting	6	150	900	1	940	940
	File Room	1	150	150	1	171	171
	File Room	1	250	250	1	268	268
	Subtotal			1,480			1,670
	Special Education						
	Director's Office	1	180	180	1	248	248
	Waiting/ Open Office - Administrative Assistants	4	150	600	1	609	609
	File Room	1	250	250	1	277	277
	File Room	1	250	250	1	249	249
	Conference Room	1	300	300	1	320	320
	Subtotal			1,580			1,703
	Facilities Office						
	Director's Office	1	180	180	1	300	300
	Assistant Director's Office	1	150	150	1	250	250
	Waiting/ Open Office - Administrative Assistants	1	150	150	1	325	325
	File Room	1	100	100	1	175	175
	Conference Room	1	350	350	1	212	212
	Subtotal			930			1,262

New Milford BOE Offices
SPACE PROGRAM

30-Jun-21

Room #	SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS			PROPOSED SQUARE FOOTAGE		
		No.	NSF	Total NSF	No.	NSF	Total NSF
	Human Resources						
	Director's Office	1	180	180	1	219	219
	Waiting/ Open Office - Administrative Assistant	1	175	175	1	408	408
	HR Secretary Office	1	125	125	1	232	232
	Conference Room	1	200	200	1	291	291
	File Room	1	250	250	1	278	278
	File Room	1	250	250	1	325	325
	Subtotal			1,180			1,753
	Technology						
	Director's Office	1	200	200	1	218	218
	Open Office - Administrative Assistant	2	150	300	1	458	458
	Closet	1	40	40	1	50	50
	Technology Office II	1	125	125	1	138	138
	Subtotal			665			864
	Staff Support Areas						
	Toilet Rooms	4	50	200	4	66	264
	Break Room	1	500	500	1	590	590
	Reception Area	1	250	250	1	373	373
	Mail Room	1	120	120	1	115	115
	Conference Rooms	1	600	120	1	735	735
	Subtotal			1,190			2,077
	Total Area			8,655			11,371
	Circulation and Structure		30%	2,597		30%	3,411
	Total Net square footage			11,252			14,782

SILVER / PETRUCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

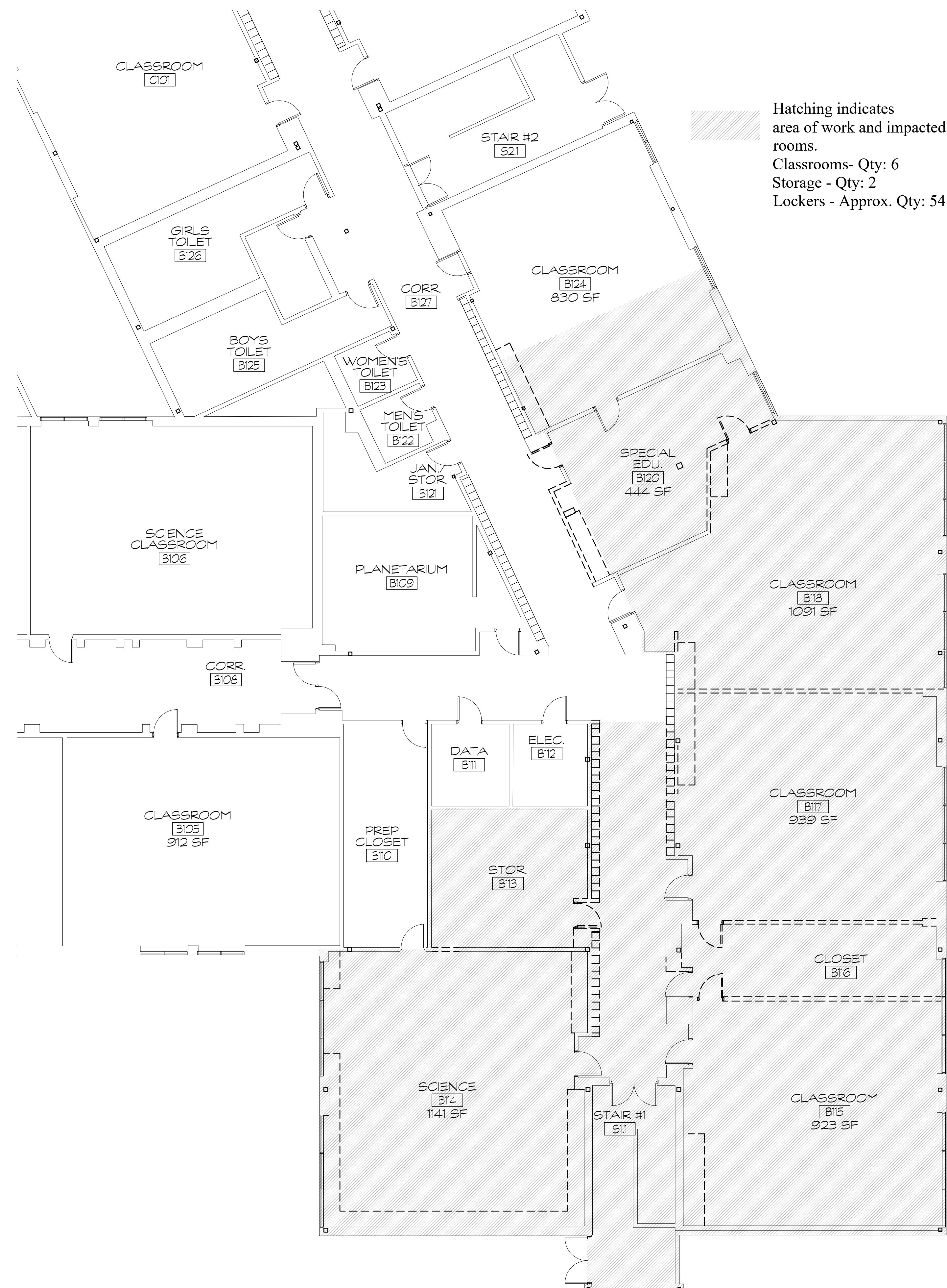
3190 Whitney Avenue, Hamden, CT 06518-2340

Tel: 203 230 9007 Fax: 203 230 8247

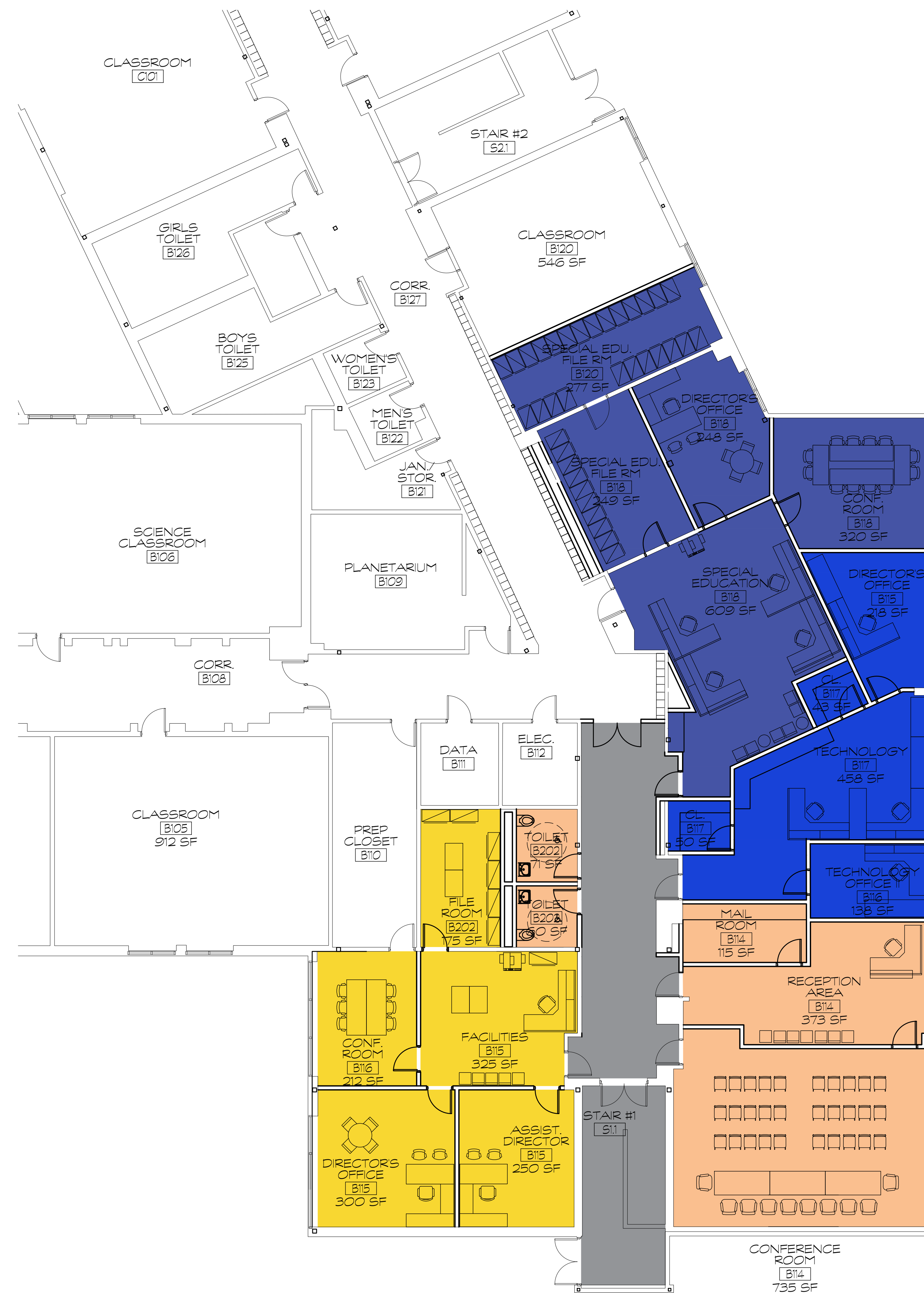
silverpetrucelli.com



SECTION VI - FLOOR PLAN, ESTIMATES, SCHEDULE, & PHOTOGRAPHS









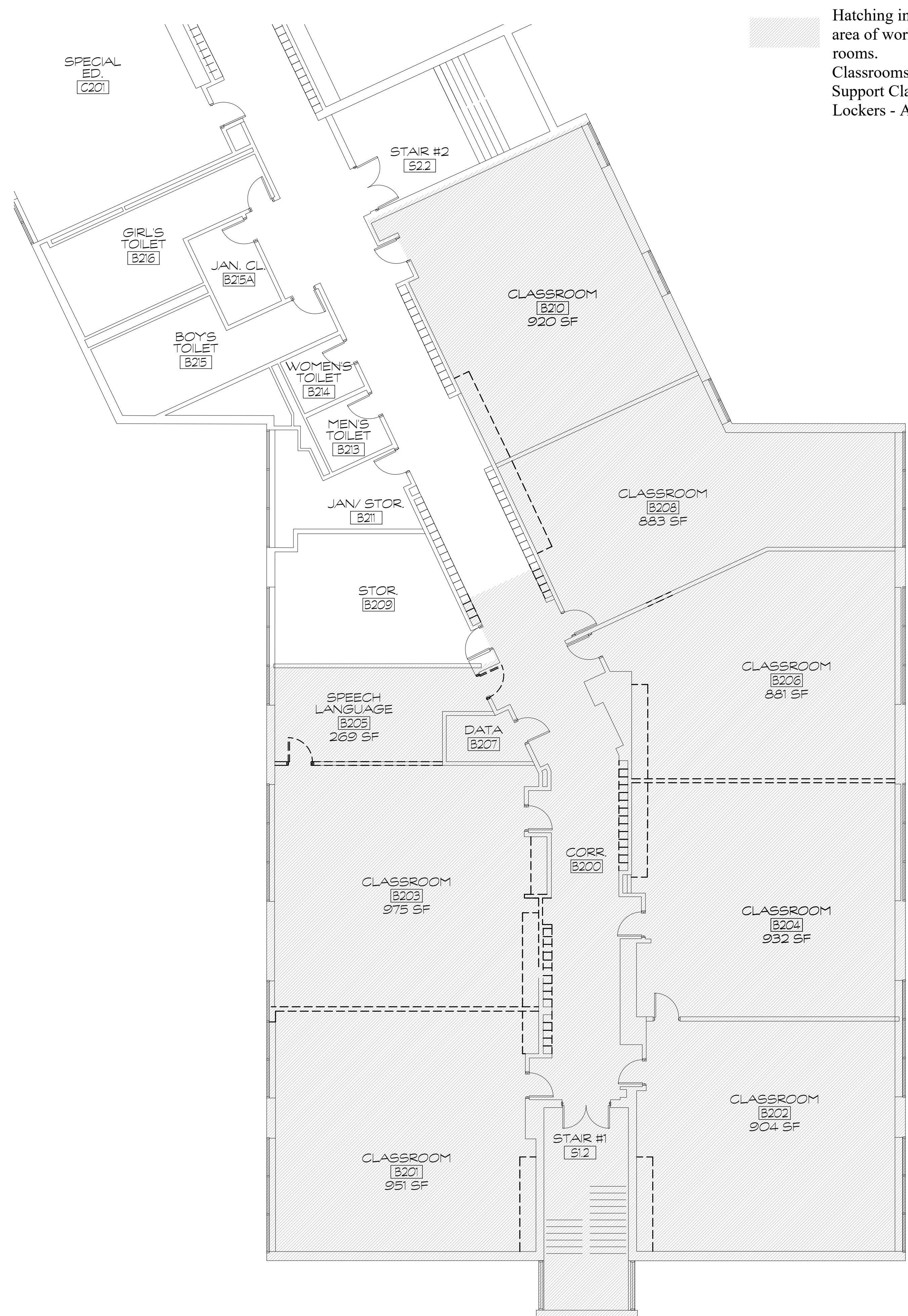
1 PARTIAL FIRST FLOOR - DEMO PLAN



2 PARTIAL FIRST FLOOR - PROPOSED NEW

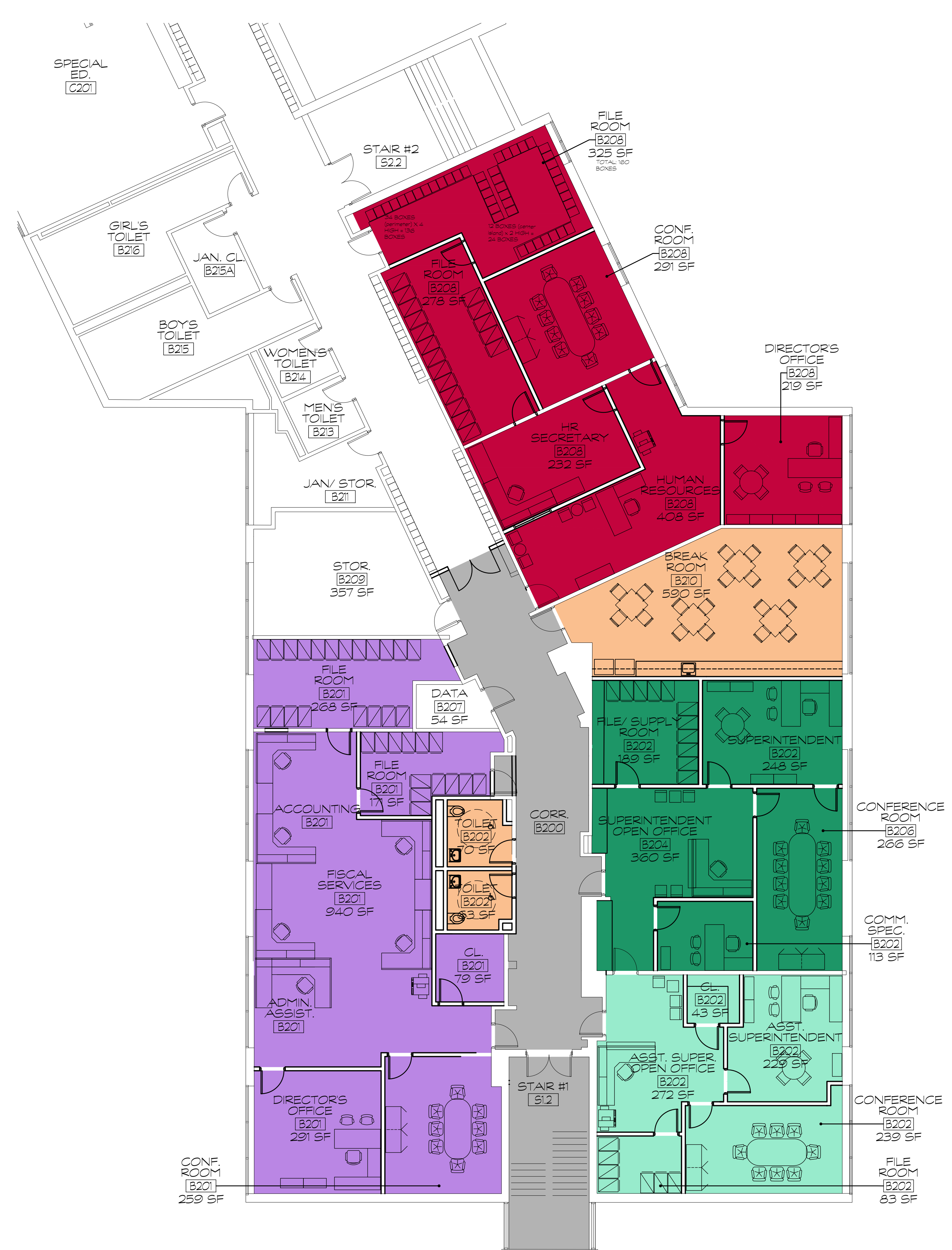
- Legend:

- | | |
|---|----------------------------|
|  | Superintendent's Office |
|  | Business Director's Office |
|  | Special Education Office |
|  | Facilities Office |
|  | Human Resources |
|  | Technology |
|  | Support Spaces |
|  | Circulation |



Hatching indicates area of work and impacted rooms.
 Classrooms- Qty: 7
 Support Classrooms- Qty: 1
 Lockers - Approx. Qty: 38

1 PARTIAL SECOND FLOOR - DEMO PLAN
 1/8"=1'-0"



- Legend:**
- Superintendent's Office
 - Asst. Superintendent's Office
 - Business Director's Office
 - Special Education Office
 - Facilities Office
 - Human Resources
 - Technology
 - Support Spaces
 - Circulation

TOTAL GROSS SF:
 8,454 SF

2 PARTIAL SECOND FLOOR - PROPOSED NEW
 1/8"=1'-0"

Feasibility Study for New Milford BOE Offices at Sarah Noble Intermediate School

Issued Jun 30, 2021

25 Sunny Valley Road, New Milford, CT

Owner: New Milford Public Schools

OPINION OF PROBABLE CONSTRUCTION COST

Phase: Feasibility Study

Project type: Renovation

TOTAL RENOVATED SPACE 15,145 SQUARE FEET

SECTION NUMBER	WORK CATEGORIES	QTY.	UNIT	MATERIAL COST		ALLOWANCE	TOTAL \$
				UNIT \$	TOTAL		
	DIVISION ONE - General Requirements						
	STATE PERMITS (2%)			\$10,418	\$10,418		\$10,418
	100% PAYMENT & PERFORMANCE BOND (1.5%)			\$7,813	\$7,813		\$7,813
	LIABILITY INSURANCE (1.5%)			\$7,813	\$7,813		\$7,813
	DAILY FINAL CLEANING	15,145	SF	\$0.30	\$4,544		\$4,544
				OTHER SUB-TOTAL		\$30,588	
	DIVISION TWO - TWELVE						
	GENERAL DEMOLITION & CONSTRUCTION	15,145	SF	\$ 100.00	\$ 1,514,500.00		\$1,514,500.00
	ENVIRONMENTAL			\$ -	\$ -		\$0.00
				DIVISION THREE SUB-TOTAL		\$1,514,500	
	DIVISION TWENTY-ONE - Fire Protection						
	MOBILIZATION AND DEMOBILIZE	1	LS	\$2,500.00	\$2,500		\$2,500
	NEW	1	LS	\$68,400.00	\$68,400		\$68,400
				DIVISION TWENTY-ONE SUB-TOTAL		\$70,900	
	DIVISION TWENTY-TWO - Plumbing						
	MOBILIZATION AND DEMOBILIZE	1	LS	\$7,500.00	\$ 7,500.00		\$7,500
	DEMO	1	LS	\$20,000.00	\$ 20,000.00		\$20,000
	NEW	1	LS	\$50,000.00	\$ 50,000.00		\$50,000
				DIVISION TWENTY-TWO SUB-TOTAL		\$77,500	
	DIVISION TWENTY-THREE - HVAC						
	MOBILIZATION AND DEMOBILIZE	1	LS	\$10,000.00	\$ 10,000.00		\$10,000
	DEMO	1	LS	\$25,000.00	\$ 25,000.00		\$25,000
	NEW VRF HTG/COOLING	40	Tons	\$7,500.00	\$ 300,000.00		\$300,000
	FANS / ERVS	1	LS	\$50,000.00	\$ 50,000.00		\$50,000
				DIVISION TWENTY-THREE SUB-TOTAL		\$385,000	
	DIVISION TWENTY-SIX - Electrical						
	DEMO	15,145	SF	\$5.00		\$75,725.00	\$75,725
	NEW LIGHTING	15,145	SF	\$6.00		\$90,870.00	\$90,870
	NEW POWER	15,145	SF	\$10.00		\$151,450.00	\$151,450
	DATA	15,145	SF	\$15.00		\$227,175.00	\$227,175
				DIVISION TWENTY-SIX SUB-TOTAL		\$545,220	

CONSTRUCTION SF TOTAL: \$190.57

SUBTOTAL (INCLUDING O&P): \$2,623,708

GENERAL CONDITIONS: 10% \$262,371

CONSTRUCTION TOTAL: \$2,886,117

SOFT COSTS

CONSTRUCTION CONTINGENCY 10% \$288,612

DESIGN CONTINGENCY 10% \$288,612

A&E FEES \$230,889

FF&E \$312,000

PRINTING \$500

SOFT COSTS TOTAL: \$1,120,613

TOTAL PROJECT COST: \$4,006,730

STATE FUNDING (% of Construction Total+ A&E Fees Only) 23.00% \$716,911

TOWN FUNDING 77.00% \$3,289,818



SILVER/ PETRUCCELLI + ASSOCIATES

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Email: info@silverpetrucelli.com



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silverpetrucelli.com

As Requested ☐

For Review ☐

Please Comment ☐

For Your File ☐

Memorandum

To: Alisha DiCorpo, Matt Cunningham, Nestor Aparicio

From: K. Delinski

Email:

Date: 6/30/2021

Phone:

Re: New Milford BOE relocation to Sarah Noble Intermediate School project timeline and SCG possible reimbursement rates

New Milford BOE Relocation

State of Connecticut School Construction Grant (SCG)

Reimbursement will typically cover 50% of general construction for BOE facilities. Your current rate for New Milford is 46.07% and it is possible that they will cover 23.035% of this cost. This cost includes the construction total and A&E fees only. Some line items, for example the contingencies, are non-reimbursable costs.

Schedule

State of CT Construction grant process to run concurrently at all phases.

- Present to Building Committee, BOE in September 2021 – Study
- Approval to Proceed with A/E design (approx. by beginning of October 2021) and start process for SCG funding.
 - Schematic Design – 2 months: December 2021
 - Design Development into Construction Documents – 2 months: February 2022
- State and local review of construction documents (by AHJ and CT DAS SCG&R), Committee/ BOE approval, specs & estimates for bidding– 1 month: March 2022
 - Project out to bid and Contract award – 1 month: April 2022
 - Construction to begin – 6 month duration: October 2022

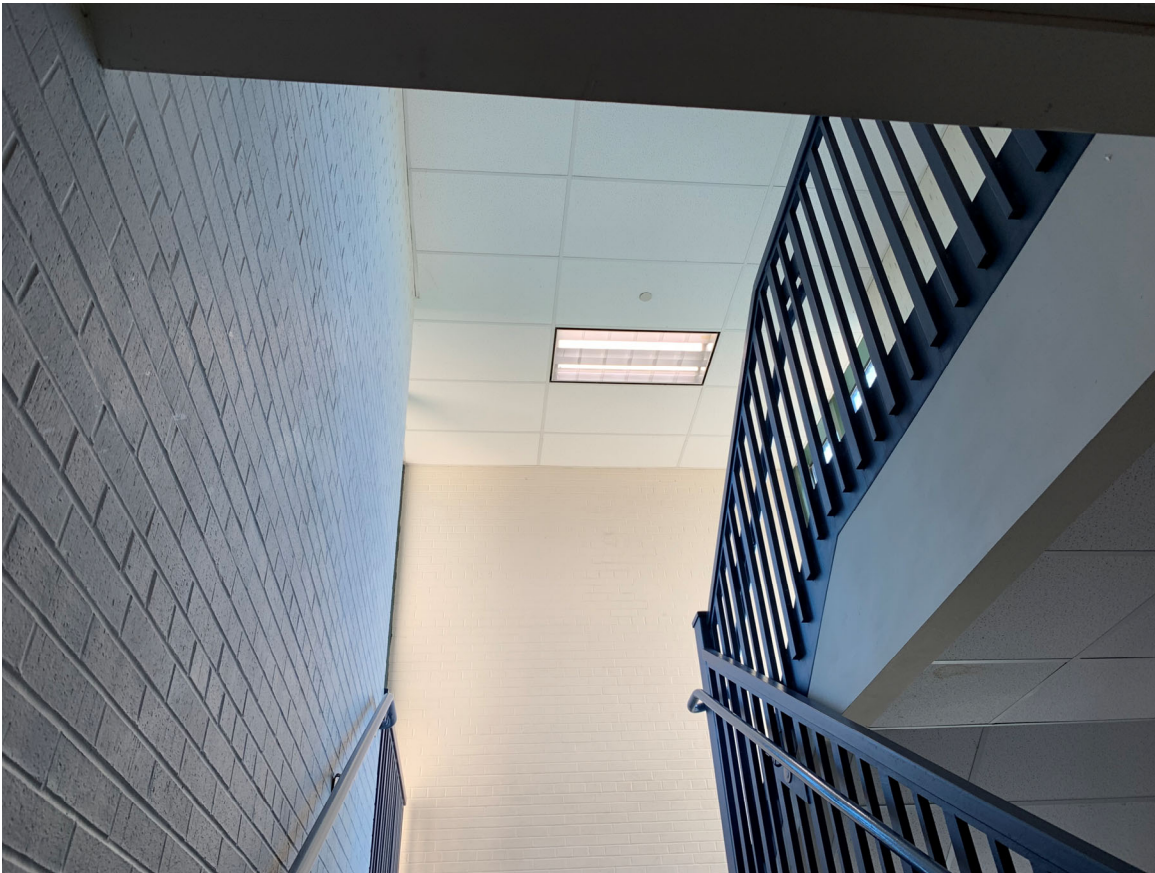
Photographs

Corridor/ Stairwell:









Classroom/ Storage:











*silver***petrucelli**.com