

School Facilities Review Committee Minutes
August 7, 2019, 6:00 PM
Norwich Public Schools Central Office Conference Room

Mark Bettencourt called the meeting to order at 6:04 PM.

Committee Members Present: Chair Mark Bettencourt, Vice Chair Tricia Staley, Alderman Joseph DeLucia, Alderwoman Stacy Gould, Board of Education Chairperson Dr. Yvette Jacaruso, Parent Representatives Charles Cottle and Ryan Telford, Community Representative John LeVangie, NPS Staff Susan Blinderman and Cindy Beauregard, and Superintendent Dr. Kristen Stringfellow (ex-officio)

Committee Members Absent: Attorney Michael Driscoll (ex-officio), Facilities Supervisor Ed Guntner (ex-officio), Business Administrator Athena Nagel (ex-officio) Mayor Peter Nystrom (ex-officio), Comptroller Joshua Pothier (ex-officio) and City Manager John Salomone (ex-officio)

Others Present: Heather Romanski

Determination of Quorum: It was determined a quorum was present.

Prior Meeting Minutes: On a motion by Ryan Telford, seconded by Yvette Jacaruso, the meeting minutes of July 10, 2019 were approved with the following amendment:

The second to the last paragraph from:

Kristian will check in with education director to see if they want a special sheltered site for special needs or spread them out in many different schools so they can socialize more. The administrative team will tour the sites scheduled to close to see which offer more flexibility for administration and planned programmatic special needs sites.

To:

Kristen will check in with the Special Education Director to discuss where additional special education programs, designed to service students currently placed out of district, will best be placed. The central office administrators will tour the sites scheduled to close to see which offer flexibility for administration and planned student programs. As long as there is a student program in each of the two central office sites the building will be eligible for housing reimbursement from the state.

Citizen Comment: None

Old Business: None

New Business:

Chair Mark Bettencourt asked Dr. Kristen Stringfellow to present the Facilities Committee Brief, Enrollment June 1, 2019 and Operational Savings Estimates. She handed out hard copies of the presentation to all members. The presentation is attached to these minutes. The committee held discussion and generally agreed that capital and utilities would be considered cost savings, and staffing would not. The presentation does not include costs associated with expansions of schools.

Susan Blinderman noted the importance of considering the total enrollment at each school. Discussion ensued.

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Discussion and action on plan for ancillary buildings:

Chair Bettencourt handed out copies of DRAFT Norwich School Facilities Committee Report to the Mayor. Alderman DeLucia recommended that the committee combine Plan A and Plan B into one flexible plan. There was agreement on this idea.

Discussion ensued on options for Wequonnoc School.

Dr. Stringfellow confirmed that the students currently at Case Street can be absorbed into other NPS schools.

Make decisions needed to complete draft proposal:

Discussion ensued on the total enrollment at each elementary school in a new configuration.

Ryan Telford made a motion to adopt the Superintendent's recommendations as well as the plan to close Mahan, renovate-as-new Moriarty, Stanton and Uncas, build a new school, and leave Veterans open for consideration of the Building Committee. Yvette Jacaruso seconded the motion.

Discussion ensued. Alderman DeLucia referred to enrollment at the schools. A new school would need to have capacity of 300-600 students with that decision tied to the use of Veterans and the total capacity of the other renovate-as-new schools.

Ryan Telford and Yvette Jacaruso withdrew the motion and the second.

Ryan Telford made a motion to:

- Renovate-as-new Moriarty, Stanton and Uncas with large expansions for Pre K- Grade 5
- Renovate-as-new Teachers with a small expansion
- Build a new Pre-K – Grade 5 school with 300 – 600 student capacity
- Status of Veterans to be based on the total capacity of the renovated-as-new and built schools
- Goal of 3,000 – 3,200 total Pre-K – Grade 5 student capacity
- Renovate Huntington with Capital Improvements suggested in Facilities Committee Brief, Enrollment June 1, 2019 and Operational Savings Estimates to house Central Office, Registration and NTA
- Renovate Wequonnoc for ADA compatibility and capital improvements outlined in Facilities Committee Brief, Enrollment June 1, 2019 and Operational Savings Estimates to house Adult Education and VLA
- Maintenance and Food Service to be housed at either Huntington or Wequonnoc
- Close and market Case Street, Bishop, Hickory Street #1, Hickory Street #2, Mahan and John Mason

Yvette Jacaruso seconded.

The motion was approved. Alderwoman Stacy Gould voted nay.

Anything else to be brought before the committee:

Discussion ensued on the procedure going forward. A revised DRAFT will be emailed to all committee members. Chair Bettencourt reminded members to reply only to Trish Staley and himself, not to all. It was decided that the summary of survey data will be attached as an appendix to the final report to the Mayor. The DRAFT will be finalized and sent to the Mayor.

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A Special Meeting was scheduled for August 19, 2019 at 5:30 PM at Central Office.

Adjournment: On a motion by Tricia Staley, seconded by Yvette Jacaruso, the meeting adjourned at 8:15 PM.

The next meeting will be Monday, August 19, 2019, at 5:30 PM, at the John Mason School, Central Office, 90 Town Street, Norwich.

Respectfully submitted,
Melinda Wilson
Recording Secretary



Facilities Committee Brief Enrollment June 1, 2019 and Operational Savings Estimates

August 7, 2019



June 1, 2019 Enrollment

	Bishop	Case	Hunfington	Mahan	Moriarty	Stanton	Uncas	Vets	Weq	Kelly	TM	NTA	Total
Pre-School	207	62		11									280
K			63	37	66	54	52	48	45				365
K/1 (K)							12						12
Grade 1			63	45	64	55	49	55	42				373
K/1 (1)							8						8
Grade 2			55	36	61	56	51	45	40				344
Grade 3			62	36	74	47	47	54	48				368
Grade 4			67	35	75	47	31	50	49				354
Grade 5			56	44	74	71	35	50	46				376
Grade 6										230	130		360
Grade 7										197	132		329
Grade 8										225	126		351
SpN M & N				11								18	29
STARS			22			7							29
STRIVE						8							8
TOTAL	207	62	388	255	414	345	265	302	270	652	388		3,566

PK-5 Enrollment 2,526

6-8 Enrollment 1,040

On July 10, 2019 the Norwich Facilities Committee voted on the following district configuration:

- Kelly & Teachers Middle Schools Grades 6-8
- Moriarty, Stanton and Uncas Elementary Schools will be renovated and expanded Grades Pk-5
- A new elementary school will be built Pk-5 (near the Veterans School site)
- Central Office will relocate to Huntington and the Mason Building will be taken off line
- Mahan, Veterans and Wequonnoc will be taken off line
- Bishop will serve as the CO overflow and Special Needs Programs

The committee charged the school district staff to determine if there was a possibility for programs currently at Bishop, Case St, Hickory (Adult Ed) and Hickory (NTA) to be housed at Bishop or another site (Mahan, Veterans or Wequonnoc)

Also, if the NPS expanded special education programs in an effort to return out of district placed students to the district could those programs be housed at Huntington or Bishop or another school?

Tours on July 31, 2019

School department staff toured Huntington, Bishop, Case St, Hickory NTA and Hickory NAE with the following parameters in mind:

- All central office staff need to be accommodated in the new configuration.
- Adequate parking is necessary for all staff and visitors.
- Handicap accessibility is required.
- NTA (Norwich Transition Academy), NAE (Norwich Adult Education) and VLA (Virtual Learning Academy Program for expelled out of district high school students) need to be accommodated in the new configuration.
- Maintenance, Technology, Registration and Food Service need to be accommodated in the new configuration.
- Location on the city/state transportation bus route is important.
- It would be advantageous for student programs to be offered at both sites so that future capital expenses are reimbursable by the state.

Results

Huntington will need renovation to become office space (HVAC, etc.) but can likely accommodate:

- All central office staff, registration, technology and NTA (student program)
- Possibly maintenance & food service

Wequonnoc will need renovation for Handicap Accessibility but can likely accommodate:

- Norwich Adult Education-student program
- VLA (Virtual Learning Academy)-student program
- Possibly maintenance & food service (if they cannot fit at Huntington)

This would allow the facilities committee the flexibility to take offline the following (if that is their wish):

- Case Street (currently preschool)
- Bishop (currently preschool)
- Hickory #1 (currently NAE Norwich Adult Ed)
- Hickory #2 (currently NTA Norwich Transition Academy)

Bishop does not appear to offer parking, accessibility or site size conducive to the needs of the planned facilities use.

The Special Education program expansions will need to be accommodated in the PK-8 buildings per state and federal guidelines.

Operational savings estimates in taking a site offline

- Staffing savings vary by site.
- Utilities (provided by NPU & school department business office) include electricity, gas, sewer and water.
- Trash and Insurance information provided by the school department business office.
- Known capital expenditures were provided by the business office (not a complete comprehensive capital plan).
- Deferred maintenance costs on each building were not included.
- Costs associated with the expansion of sites are also not included.

Electricity, Water & Sewer

	2018-2019
Bishop	\$45,610.81
Huntington	\$73,315.86
Mahan	\$43,290.31
Moriarty	\$110,515.63
Stanton	\$96,952.34
Uncas	\$88,888.74
Veterans	\$37,350.42
Weq	\$47,581.85
Kelly	\$212,309.00
Teachers	\$114,571.45
Adult Ed	\$19,175.00
CO	\$16,236.39
NTA	\$7,053.30
Case St	\$18,941.45
TOTAL	\$931,729.55

Natural Gas-Heat

	2018-2019
Bishop	\$27,644.21
Huntington	\$70,433.35
Mahan	\$34,124.19
Moriarty	\$45,009.20
Stanton	\$55,213.25
Uncas	\$38,274.49
Veterans	\$22,681.78
Weq	\$30,105.40
Kelly	\$71,903.30
Teachers	\$87,310.55
Adult Ed	\$17,892.78
CO	\$15,760.96
NTA	\$3,490.69
Case St	\$5,548.07
TOTAL	\$525,392.22

Trash Removal

*the closure of sites may not impact these costs if overall trash remains the same.

	FY19
Bishop	\$ 878.53
Huntington	\$ 2,248.36
Mahan	\$ 1,355.26
Moriarty	\$ 2,408.66
Stanton	\$ 1,505.16
Uncas	\$ 1,694.60
Veterans	\$ 1,355.26
Weq	\$ 1,280.32
Kelly	\$ 3,801.40
Teachers	\$ 3,274.70
Adult Ed	\$ 678.67
CO	\$ 125.91
NTA	\$ 27.06
Case St	\$ 184.28
TOTAL	\$ 20,818.19

Insurance

*Insurance will decrease in sites closed
and increase in sites renovated

*City will need to maintain insurance coverage
specific to vacant buildings pending any
future use

	FY 19
Bishop	\$ 14,130.47
Huntington	\$ 36,166.31
Mahan	\$ 21,798.43
Moriarty	\$ 38,741.58
Stanton	\$ 24,209.29
Uncas	\$ 27,256.40
Veterans	\$ 21,798.43
Weq	\$ 20,592.98
Kelly	\$ 78,403.70
Teachers	\$ 52,671.13
Adult Ed	\$ 10,916.94
CO	\$ 4,853.56
NTA	\$ 435.28
Case St	\$ 2,975.11
TOTAL	\$ 354,949.61

Bishop

Offline Estimated Operational Savings

Staffing	\$177,500
Capital	\$1,544,000
Utilities	\$73,255.02
Total	\$1,794,755.02

Utilities do not include insurance or trash removal

Capital-Replace 2 portions of roof, replace elevator, replace floors

Case St

Offline Estimated Operational Savings

Staffing	\$101,600
Capital	NA
Utilities	\$24,489.52
Total	\$126,089.52

Utilities do not include insurance or trash removal

Capital-None

Mahan

Offline Estimated Operational Savings

Staffing	\$515,000
Capital	\$719,750
Utilities	\$77,414.50
Total	\$1,312,164.50

Utilities do not include insurance or trash removal

Capital-parking lot and floors

Huntington

Offline Estimated Operational Savings

Staffing	\$540,000
Capital	\$1,533,000
Utilities	\$143,749.21
Total	\$2,216,749.21

Utilities do not include insurance or trash removal

Capital-Roof and floors

Veterans

Offline Estimated Operational Savings

Staffing	\$515,000
Capital	\$367,500
Utilities	\$60,032.2
Total	\$942,532.2

Utilities do not include insurance or trash removal

Capital-Floors

Wequonnoc

Offline Estimated Operational Savings

Staffing	\$510,000
Capital	\$1,002,750
Utilities	\$77,687.25
Total	\$1,590,437.25

Utilities do not include insurance or trash removal

Capital-fire alarm system and roof

201 Hickory-NTA Norwich Transition Academy House

Offline Estimated Operational Savings

Staffing	NA
Capital	\$200,000
Utilities	\$10,543.99
Total	\$210,543.99

Utilities do not include insurance or trash removal

Capital-elevator

Mason Building-Central Office

Offline Estimated Operational Savings

Staffing	NA
Capital	\$708,750
Utilities	\$31,997.35
Total	\$740,747.35

Utilities do not include insurance or trash removal

Capital-Elevator, Windows, Roof

191 Hickory NAE Adult Education

Offline Estimated Operational Savings

Staffing	NA
Capital	\$2,437,500
Utilities	\$37,067.78
Total	\$2,474,567.78

Utilities do not include insurance or trash removal

Capital-roof & windows

Building Details
From NPU

Location	Year Built	Sq Ft	Acreage
Bishop	1925	23,350	1,165
Huntington	1928	118,334	4,184
Mahan	1968	36,000	10.62
Moriarty	1975	64,000	14
Stanton	1956	40,000	24.7
Uncas	1975	45,000	11.9
Veterans	1968	36,000	12.26
Wequonnoc	1962	34,000	8.67
Kelly	1962/2013	133,240	18.9
Teachers	1975	87,000	30.2
Adult Ed	1963	18,000	.69
Central Office Mason	1659/1998	3,351	minimal
NTA Hickory St	1920/1998	700	.75
Case St	1977/2001	4,910	10.67

NPU

Energy Star
Rating

EUI
Energy Use
Index
(Consumption relative
to sq Ft)

Green highlights
indicate best

Location	Energy STAR Rating 1-100 (100 being best)	EUI
Bishop	51	68.3
Huntington	76	48.9
Mahan	43	75.9
Moriarty	35	71.5
Stanton	6	131.2
Uncas	65	53.1
Veterans	64	60.4
Wequonnoc	26	91
Kelly	29	76.2
Teachers	26	85.9
Adult Ed	N/A (energy ratings are on schools)	106.6
Central Office Mason	N/A (energy ratings are on schools)	205.6
NTA Hickory St	N/A (energy ratings are on schools)	72
Case St	2	121.7