

Schematic Design Report

Windermere Elementary School

Project # 048-0059 A

February 12, 2013

Draft report



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I. PROGRAM INFORMATION

In the fall of 2012 the Town of Ellington hired Silver/Petrucci + Associates to design the alternation of the existing Windermere Elementary and Intermediate School, located at 2 Abbott Road in Ellington. A feasibility report was prepared by Moser Pilon Nelson Architects dated November 10, 2011.

During the Schematic Design Phase of the project, the proposed program space layout was reviewed with the Building Committee and Administrators. The collaboration, confirmed the validity of each space, its size and the specific needs. Each of the program spaces have been discussed in detail, augmenting the space summaries with some furniture and fixture layouts, equipment and use information that gave better definition to the program spaces that are expected in the elementary school. One of the main goals of the educators is to satisfy the educational program requirements in the most cost effective manner possible.

This schematic report represents the design intent and conceptual ideas expressed throughout the design process by the design team, administrators, educators and building committee. The design team will begin to progress further into design process with a next milestone being Design Development. The sections detailed below are to provide a conceptual understanding of the overall project. The report does not address the construction activities or timeline in detail but, preliminary discussion with the construction manager consisted of a multiple phased construction sequencing. The building will remain operational during construction resulting in creative solutions to scheduling and safety. These details will be discussed by the project team as the project progresses.

The Pre-K program is currently located at the Center School. Crystal Lake and Windermere currently serve K-4 students. Current enrollment at Windermere is approximately 849 students within approximately 84,500 SF. Implementing a Pre-K program at Windermere will provide adequate classroom space as the 5th and 6th grades will be relocated to Crystal Lake and Center School. This reconfiguration will yield four (4) classrooms to be adjacent the Kindergarten classrooms. Toilet rooms, new casework with sink, display areas, storage cabinetry and back-pack storage is needed within those classrooms. Additional alternations to the school include the expansion of the computer labs, remedial reading areas for English Language Learners. Administration offices for guidance, social works and school psychologist will be created. Staff restroom will be created with new fixtures to meet better water efficiency. FF&E will be provided for the new program spaces only. All other spaces will remain as is.

Limited/localized systems will be provided for the new program spaces. The base systems will remain as is and the building envelope will remain untouched. A new pre-k playscape will be installed with a fenced in area with an accessible route to and from the school.

II. SYSTEM NARRATIVES

A. SITE CONDITIONS

This site consists of property located at 2 Abbott Road in Ellington, Connecticut. The site is triangular-shaped parcel that is bordered by Windsorville Road to the west, Abbott Road to the east, and several residential properties to the north. The site includes an approximately 80,000 square foot, one-story building, with two (2) bituminous parking/drop-off areas, enclosed play areas and two (2) fields. The extent of site work for this project is a renovation of the existing handicap and student drop-off areas to bring them up to current Connecticut Building Code, as well as the construction of a new 2-5 age group play area.

Existing Conditions:

The building contains two (2) main entrances; one located on the west side of the school (Windsorville Road parking connection) and one located off the east side of the school (Abbott Road parking connection). The site accommodates 143 parking spaces, including five (5) handicap spaces, which is the minimum required by the code.

Windsorville Road Parking Area – The bituminous lot adjacent Windsorville Road is utilized as a parking area, parent drop, and small bus drop and contains two (2) handicap spaces. The existing handicap parking and loading zone do not meet code because the slopes across them exceed the 2.00% maximum grade.

Abbott Road Parking Area – The bituminous lot adjacent Abbot Road is utilized as a parking area and bus drop and contains three (3) handicap spaces. The existing handicap parking and loading zone meet the current code.

Proposed Improvements:

Windsorville Road Parking Area – A small portion of the bituminous lot is being replaced to provide grades per code at the two (2) handicap spaces, as well as the passenger loading zone. The entirety of the bituminous sidewalk along the parking area and the school is being replaced with a new concrete sidewalk. A flush concrete curb adjacent the parking area will be constructed as part of the sidewalk. Additionally, an area of unused bituminous sidewalk adjacent the building is being replaced with landscape plantings.

Abbott Road Parking Area – No renovation or construction is required in this parking area.

Play Areas – the project proposes a playground that is age appropriate for the 2-5 age group, including a poured in place rubber surface. The play areas will be located southeast of the building, within the currently fenced play area. This location has been previously designated by the administration as the location for this play area. This location currently meets accessibility requirements from the school.

B. ARCHITECTURAL RENOVATIONS AND ADDITIONS

1. EXISTING EXTERIOR IMPROVEMENTS AND RENOVATIONS

The existing building envelope will remain untouched as part of this alteration project.

2. EXISTING INTERIOR IMPROVEMENTS AND RENOVATIONS

The interior improvements and renovations include items such as the reconfiguration of existing kindergarten classrooms into pre-k classrooms. New cabinetry, casework and associated finishes will be installed.

General Finish Schedule:

- **Pre-K Classrooms:**
 - Flooring: VCT flooring (new and patch to match)
 - Walls: Prime/Painted CMU One Wall Accent Color Wall
 - Ceilings: 2x2 15/16" grid with Fine Fissured High Reflectivity (ex. Armstrong School Zone™)
 - Window Treatment: Opaque Sun Shades and or Blinds
 - 4'x12' tack/white boards (2)per classroom
 - Plastic Laminate countertops and cabinetry
- **Restrooms**
 - Flooring: Porcelain/Ceramic Tile 8x8 (2 colors)
 - Walls: CMU
4x4 glazed ceramic tile (2colors) mosaic pattern (half height)
 - Ceilings: 2x4 grid and tile (ex. Armstrong School Zone™)
 - Toilet Partitions: Solid Phenolic Partitions
- **Administrative Offices:**
 - Flooring: Carpet Tile
 - Walls: Prime/Painted gypsum Board
 - Ceilings: 2x4 grid and tile (ex. Armstrong School Zone™)

D. MECHANICAL ,ELECTRICAL, PLUMBING AND FIRE PROTECTION SYSTEMS

MECHANICAL CONSIDERATIONS

General

This project addresses ADA accessibility and changes in space use. Alterations and augmentation of Mechanical Systems will be provided to support these renovations. All new systems will be designed in accordance with all applicable codes and authorities having jurisdiction, including the State of Connecticut Building Code, and the International Plumbing, Mechanical and Energy Conservation Codes.

Construction phasing will be coordinated closely with the school administration, since school may remain occupied during construction. The contract documents will delineate the general division of system service areas if affected systems serve both project work and occupied school areas.

Existing Mechanical Systems-Overview

The building is primarily heated by means of dual-fuel boilers and a hydronic piping system serving finned tube radiation, convectors, unit heaters, cabinet unit heaters, and unit ventilators.

Ventilation/exhaust is provided using dedicated toilet/utility area and general building exhaust systems.

Proposed Mechanical Systems

Mechanical systems will be revised and or augmented in the following work areas to coordinate with space renovations:

New Boys and Girls Toilet Rooms, Upper Grades Wing: At these locations, two existing classrooms will each be split into an office and a toilet room. According to the locations indicated on the 1993 MPN drawings, the existing classroom unit ventilators and associated thermostats (located near the existing classroom door) can remain undisturbed to serve the new smaller offices. Present classroom exhaust grille locations will be relocated to within the new offices, reduced in size, and exhaust air quantities adjusted. Exhaust will be provided for each new toilet room at a minimum rate of 75 CFM per water closet or urinal; this can be accomplished by upgrading the existing local toilet/utility exhaust system with a fan of higher capacity. Other spaces in the area, including staff toilets, storage, janitor's room, etc. will be collected to this exhaust system of increased capacity. Heating for the new toilet rooms will be accomplished by ceiling cabinet heaters utilizing hot water. The hot water mains will need to be tapped into and a local control can be provided by a wall mounted thermostat.

The new computer room will require a ductless split system that will consist of a wall mounted air handling unit and exterior condensing unit. Ventilation air will be provided by the central exhaust system and operable windows. Preferred location of the exterior condensing unit would be the relatively flat roof.

The Administration Office Area rework involves construction of a new small office which will be furnished with a small ductless split system or heat pump. The condensing unit may be grouped with existing condensing units at grade, or located on the roof. If a split system air conditioning system is used, heating for the new office will be provided either by a hydronic cabinet heater served from local space heating hot water mains, or by an electric cabinet heater. Ventilation will be provided from the central ventilation system. In other area office spaces to be renovated, minor re-work of existing ductless split systems may be required.

Where small interior toilet rooms are being added, exhaust can be accomplished by revisions to the existing central exhaust system. Possibly, new small exhaust fan(s) will be required.

Existing Plumbing Systems-Overview

Domestic water service enters at the boiler room. Domestic hot water is generated by a gas-fired water heater in the boiler room, and circulated through all wings. A higher temperature loop serves the kitchen.

Building sanitary exit is to a sanitary force main in Windsorville Road, connecting to a manhole off the southwest corner of the building. Roof drainage is by means of perimeter roof drains, exterior gutters and leaders, and routes to storm sewers in both Windsorville and Abbott Roads.

Proposed Plumbing Systems

Plumbing systems will be revised and or augmented in the following work areas to coordinate with space renovations:

New Boys and Girls Toilet Rooms, Upper Grades Wing: At these locations, two existing Boys/Girls toilet rooms will be demolished, and two new ADA-compliant Boys/Girls toilet rooms built. The existing Girls toilet room will become a new Janitor's Closet. Plumbing demolition includes plumbing fixture removal and removal and or abandonment of disused existing services per code. New plumbing work includes new plumbing fixtures and extension of new sanitary, waste, vent and domestic water to new fixtures, as well as passive radon mitigation system(s) for disturbed slab on grade areas. Plumbing services will be obtained from local mains. Existing non-freeze wall hydrant at the existing Girls' toilet room exterior wall will be retained, and re-fed as necessary.

New 1st Grade Classrooms (Renovation): Four new 1st Grade Classrooms in Middle Wing will be provided with ADA-compliant (age-appropriate height) classroom sinks. Each 2-classroom group either side of corridor will have an ADA-compliant (age-appropriate height) single-occupant toilet room accessed from both classrooms. Plumbing services will be extended from the vicinity of the existing Boys/Girls toilet rooms further west in the wing as required. Passive radon mitigation systems will be provided for disturbed slab on grade areas.

New Pre-K Classrooms (Renovation): Four new Pre-K Classrooms in South Wing will be provided with ADA-compliant (age-appropriate height) classroom sinks. Each 2-classroom group either side of corridor will have an ADA-compliant (age-appropriate height) single-occupant toilet room accessed from both classrooms. Plumbing services will be extended from area services. Passive radon mitigation systems will be provided for disturbed slab on grade areas.

Additional Toilet Room work: Presently, two toilet rooms with water closets only exist in the vicinity of the proposed Pre-K classrooms. These toilet rooms will be provided with lavatories. If slabs are disturbed for this work, the passive radon mitigation systems for the new Pre-K Toilet Rooms will serve these areas as well.

Air Conditioning Condensate Removal: New air conditioning systems at new Computer and administration area Office will be provided with coil condensate removal, routed either by gravity or by condensate pumps to the building sanitary systems per code.

Existing Fire Protection Systems-Overview

The building is provided with limited area sprinkler systems only, protecting areas such as janitor's closets and larger storage rooms, and served from the building's domestic water system.

Proposed Fire Protection Systems

Limited Area Fire Protection systems will be revised and or augmented to coordinate with space renovations. It is anticipated that this will only occur in the area of the New Boys and Girls Toilet Rooms, Upper Grades Wing, where a new Janitor's Closet is being created.

ELECTRICAL CONSIDERATIONS

Demolition

Existing electrical systems will be removed or modified as required to complete renovations to the existing building. This will involve removal of multiple electrical devices and lighting in each of the impacted areas. We also anticipate the need to relocate or replace one existing panelboard.

Power Distribution

The existing electrical service is rated at 120/208 Volt, 3 Phase, 800 Amp. We do not anticipate that the relatively minor scope of the proposed renovations will result in the need to replace the main service equipment. This equipment is in good condition and should be able to serve the facility for the foreseeable future. Several sub-panels are located throughout the building. These are of varying age and no significant issues were noted. One panelboard is located in an area of demolition and will need to be relocated. We anticipate that the existing feeder and branch circuit wiring will be extended to the new location. While existing power and lighting branch circuits will be utilized to the extent possible, we anticipate the need to install one new panelboard to provide branch circuits for the proposed new Computer Lab as well as several new HVAC units. Branch circuits will be armored cable (type MC) where concealed and building wire in conduit or surface raceway where exposed. We would require that all electrical installations be concealed where possible but would allow new installations on existing masonry walls to be surface raceway. New devices will be installed in areas of renovation. In the Pre-K rooms, any existing receptacles will be replaced with new tamper-resistant devices.

Lighting

New lighting systems will be provided for areas of significant ceiling renovation. In most cases, new lighting will be designed to match the existing fixtures serving similar spaces. These will be recessed fluorescent with acrylic lenses, T8 lamps and electronic ballasts. New lighting in the administrative offices could utilize a high efficiency, recessed indirect style to improved glare control. Occupancy sensor controls will be utilized in all renovated areas. Emergency lighting will be provided where required by extension of the existing inverter system. We do not anticipate that any exterior lighting additions or replacements are in the scope of work.

Communication Systems

We anticipate the need for modifications and minor additions related to telephone, public address, clock and data systems. The newly created Janitor's Room and Administrative Office will likely require new equipment. Other locations will utilize relocated equipment where possible. The new Computer Lab will necessitate the addition of a network switch and patch panel for connection of the new data ports. We have allowed for the cost of a new wall cabinet to house this equipment but will evaluate the option of installing it in an existing rack.

Fire Alarm

The existing Simplex addressable fire alarm system is in good condition and should be capable of serving the buildings needs for many years. A number of renovated spaces will require new fire alarm notification devices. It is likely that the existing control panel does not have sufficient power capacity for these new devices and we have included the cost of a new booster power supply to cover this condition.

III. PROGRAM REQUIREMENT, SPACE STANDARDS AND MEETING MINUTES

WINDERMERE ELEMENTARY/INTERMEDIATE SCHOOL
Educational Specifications
June 2012

Rationale for the Project

The Ellington Public Schools provides educational services to 2746 students, who are presently organized in six schools housed in five buildings. The current grade configuration is PreK-4, K-4, K-4, 5-6, 7-8, and 9-12. The pre-kindergarten program is currently housed at Center School, which also serves grades K-4. Crystal Lake School and Windermere Elementary School currently serve students in grades K-4. Windermere Intermediate School serves all grade 5 and 6 students in Ellington. Windermere Elementary School and Windermere Intermediate School are housed in one building but function as separate schools with different time schedules and staff. Ellington Middle School serves grades 7 and 8, while Ellington High School provides for grades 9-12.

Members of the Board of Education, as well as members of other town boards and the community, have been engaged in an analysis of the enrollment and facility needs for the school district for a number of years. The first School Facilities Study Committee was created in December 2003 and made a public report in March 2005. This committee considered several options and a few architectural concepts were authorized. A Long-Range School Facilities Planning Study was completed by the New England School Development Council and presented in April 2008. An Ad Hoc Facilities Committee of the Board of Education, which included liaisons from the Boards of Selectmen and Finance as well as parent representatives, continued the work of previous committees. Its work resulted in the passage of a town-wide referendum on February 14, 2012 which approved both the Windermere and the Crystal Lake projects.

Enrollment across the district has increased by approximately twenty percent over the past decade and a significant increase is projected through the next decade. Windermere Elementary/Intermediate Schools have seen an increase in enrollment of approximately one hundred students in the past four years. As a result, there is no free classroom space available. At the start of the 2011-2012 school year, the intermediate school computer lab was dismantled to make room for an additional grade five classroom resulting in limited access to technology for all intermediate school students.

A Long-Range School Facilities Planning Study completed by the New England School Development Council lists an operating capacity for Windermere Elementary and Windermere Intermediate School of 738 students. Current enrollment is already at 849 students. As all grade 5 and grade 6 students across town attend Windermere Intermediate School, many students experience bus rides of one hour twice per day. This grade configuration also requires an additional transition for all students. The reconfiguration from K-4 to K-6 will not only reduce the length of the bus ride for many students but will also allow the district to move from a three-tier to a two-tier transportation system.

As a result of this building project, the three elementary schools will serve kindergarten through grade six with the pre-kindergarten program moving from Center School to Windermere School. The transition of the pre-kindergarten program to Windermere School is necessary to provide adequate classroom space at Center School to house grades 5 and 6. Part of the alteration to Windermere Elementary School is a required conversion of four classrooms as appropriate facilities for the relocation of the district's pre-kindergarten program. In addition, there will be renovations to provide appropriate distribution of lavatory facilities throughout the building. Additional work will be done to provide appropriate instructional spaces for computer instruction, remedial reading and services for English Language Learners. Finally, there will be some minor alterations to provide for administration and related services such as guidance, social worker and school psychologists.

Long Range Educational Plan

Enrollment across the Ellington Public Schools increased twenty percent over the last decade and is projected to continue to increase over the upcoming decade. The Ellington Public Schools do not have adequate classroom space to accommodate the projected enrollment increase. The renovation and addition to Crystal Lake School, coupled with the alterations to Windermere School will provide classroom space to meet the projected enrollment increases across the district. The projects will allow reconfiguration of the district from the current K-4 & 5-6 to a district-wide K-6. In addition to meeting the overall enrollment needs of the district, the combined projects will ease the current overcrowding at Windermere Elementary and Windermere Intermediate schools. The completion of the project will also eliminate one transition for all students. The district will also be able to move from a three-tier to a two-tier transportation system. Under the proposed configuration, each of the three elementary schools in Town will serve students in grades K-6 and will operate on a common schedule.

The result of the project will also address current educational deficiencies at Windermere School. Alterations will be made to accommodate the transition of the pre-kindergarten program to Windermere Elementary School. The result of the project will provide designated space for two computer labs for student use, remedial reading instruction, and services for English Language Learners. Finally, the project will provide for administration and related services such as guidance, social worker and school psychologists.

Learning/Educational Activities

The configuration of the Ellington Public Schools will change from the current K-4 and 5-6 to a K-6 model across the district. Windermere School is currently well above capacity. As a result of the project, the school will not be overcrowded. The district's special education pre-kindergarten program will be moved to Windermere School. Based upon enrollment, each grade K-6 will have four or five classrooms. At the start of the 2011-2012 school year, the Windermere Intermediate School computer lab was dismantled to provide for an additional grade 5 classroom. The project will provide for two dedicated computer labs, one for the intermediate school and one for the elementary

school. The project will also provide dedicated space for instruction for English Language Learners and remedial reading.

Enrollment Data / Proposed Project Capacity

The New England School Development Council provided capacity figures for the Ellington Public Schools in its Long-Range School Facilities Planning document of April 2008. The planned operating capacity for the combined Windermere Elementary and Windermere Intermediate Schools is 738 students. Enrollment at the two schools is well over capacity at 849. District planned operating capacity for pre-k through grade 6 is 1,320 students. This represents planned operating capacity as follows: Center School PK-4 at 396; Crystal Lake School K-4 at 186 and Windermere Elementary/Intermediate at 738. Current district enrollment PK-4 is well over capacity at 1,514. The New England School Development Council also provides enrollment projections for the Ellington Public Schools. The enrollment projection completed by NESDEC on January 5, 2012 projects an enrollment of 1,685 students PK-4 in 2018-2019. The ten room addition to Crystal Lake School along with the transition of the pre-kindergarten program to Windermere School will add capacity of 296 students. The current enrollment K-4 is 1032 distributed as follows: Windermere Elementary 436; Center School 385; and Crystal Lake School 211.

Detailed Description

Windermere will undergo limited programmatic alterations within the existing building footprint (approx. 84,500 sf) to support the change from a K-4 with district-wide grades 5 and 6 facility to a local K-6 with full district pre-k program. The pre-kindergarten program currently housed at Center School will be relocated to Windermere. As this facility is currently overcapacity (849 students) in its current configuration, this change (distribution of the 5th & 6th grades across three facilities) will help lower the student occupancy at this facility consistent with the State's Space Standard formula (approx. 660 students). Available classroom spaces gained due to the lowered student population will be converted to programs in need of space, such as computer labs, administration, miscellaneous student support, and lavatories. Windermere Elementary School will then serve all pre-k students in the district. A new pre-k play area will be created on the site. No other site work, no expansion of the building, and no capital improvement scope will occur.

The new pre-kindergarten area will occupy four (4) existing classrooms to be altered, each with a toilet room, in-room sink, low accessible casework, display areas, storage cabinets, and in-room hooks for backpacks and coats.

Two (2) new computer classrooms will be developed in existing rooms through casework, Fixtures Furniture & Equipment (FF&E), power and technology modifications.

Expanded student toilet rooms and staff toilet rooms will be created in the largest building wing, where the greatest student population is housed. Full accessibility and water saver fixtures will be provided.

New FF&E will be obtained primarily at pre-kindergarten and new computer labs. Other rooms will reuse available furnishings.

Building Systems

Limited/localized systems modifications will be made on a room by room basis to match the alterations. No new building wide systems or upgrades will be implemented. No building envelope improvements or replacements will be provided.

Interior Building Environment

Primarily the cutting and patching of existing finishes to support direct alterations will take place. There are limited hazardous materials which may be encountered. **Asbestos:** the visible friable asbestos thermal system insulation was abated. Before work can begin, a detailed asbestos (NESHAPS) inspection will be performed. Some construction materials which are present may contain asbestos including pipe insulation, mudded pipe fittings; different floor coverings and mastics; blackboard glue; sheetrock/joint compound. **Lead paint:** From experience, interior walls probably do not contain lead paint. However, the original portion of the school was constructed in a period when the use of lead paint was still allowed. Because some of the renovations planned involve a pre-kindergarten program, the relatively new EPA lead renovator rules will apply and some areas may require lead abatement.

Site Development

A new pre-k playscape area with play equipment is planned. This area will be accessible and fenced, and designed in conformance with current regulations.

Construction Bonus Requests:

The district may be eligible for a construction bonus as a result of our participation in the Open Choice program. Over the past four years the number of Hartford resident minority student enrolled in the Ellington Public Schools has increased from 8 to 56. That number is projected to increase to 71 in 2012-2013 and eventually to about three percent of district enrollment. Windermere Elementary School currently enrolls seventeen Hartford Choice students and has offered six additional seats in 2012-2013. Windermere Intermediate School currently enrolls six Hartford Choice students. It is expected that a K-6 Windermere School would have approximately twenty-eight Hartford Choice students.

Community Uses:

Windermere Elementary/Intermediate School is currently used quite extensively by the Ellington community. The school is used extensively by the Ellington Department of Parks and Recreation as well as a variety of youth groups such as Boy Scouts and Girl Scouts. There is nothing in this project that would necessarily increase that usage.

SPACE STANDARDS WORKSHEET

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

**State Standard Space Specifications
 Grades**

Projected Enrollment	Pre-K and K	1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage per Pupil													
0 - 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 - 750	120	120	120	120	120	152	152	176	176	176	190	190	190
751 - 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8 year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	<u>120</u>	6	<u>152</u>
K	<u>120</u>	7	<u> </u>
1	<u>120</u>	8	<u> </u>
2	<u>120</u>	9	<u> </u>
3	<u>120</u>	10	<u> </u>
4	<u>120</u>	11	<u> </u>
5	<u>152</u>	12	<u> </u>
(a) Total (grades Pre-K through 12)			<u>1024</u>
(b) Number of grades housed			<u>8</u>
(c) Average [(a)/(b)]			<u>128</u>
(d) Highest Projected 8-year Enrollment			<u>660</u>
(e) Maximum Square Footage [(c) x(d)]			<u>84,480</u>

3. Total square footage at completion of project:

- Existing area constructed pre-1950. 0
- Multiply "a." by 80% 0
- Area (at completion of project) constructed 1950 or later. 82,271
- Square footage for space standards computation (b+c). 82,271

If line 2(e) is greater than line 3(d) there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d). 100% *

* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.



MEMORANDUM OF MEETING

PROJECT: Windermere Elementary School

CLIENT: Town of Ellington

MEETING PLACE: Windermere Elementary School Conf. Room

DATE AND TIME: February 7, 2012 at 1:00 pm

ATTENDEES:

Stephen Cullinan	Superintendent of Schools
Steven Moccio	Principal- Windermere School
Dean Petrucelli	SP+A

Purpose: Confirm Program and Adjacencies

1 REVIEW OF SPACE PROGRAM

- D Petrucelli asked for confirmation of the original Moser Pilon (MP) floor plan
- S Moccio indicated that there has been reconsideration to the number of Pre-Kindergarten classrooms and feels that 4 (versus the original proposed 2) is now needed at Windermere School.
- S Moccio expressed the desire to keep the Pre K and K in the south wing of the facility. This wing will now consist of (4) kindergartens classrooms, (4) Pre K classrooms, (1) K-1 swing classroom with the computer lab and the Special Ed (PAL) classroom remaining in its current location.
- New Handicapped toilets will be constructed within the new pre-K classrooms to provide accessibility. The casework will also be modified to accommodate ADA requirements including counter heights, sinks access, etc.
- The 2 newly renovated Kindergarten spaces will be located in the current 1st grade classrooms as these spaces have recently been altered to accommodate an ADA compliant toilet room.
- S Moccio requested that there be (4) first grade classrooms, (4) 2nd grade classrooms in the middle wing along with (2) Special Ed classrooms (K-6 & 3-4) and a new Reading Classroom and a new Computer Classroom. These Reading & Computer

classrooms will be placed at the current location of the Reading & ELL Classroom currently housed in a large classroom with a folding partition. This partition to be removed as part of the project and a permanent wall constructed. The existing Speech Classroom in this middle wing will remain unchanged.

- The existing student toilets in the middle wing will remain unchanged.
- The newly constructed 1st grade classrooms will also be provided with new ADA compliant toilet rooms requiring modifications to the plumbing as no toilets are currently located in this location. New casework & sinks will be provided in these 1st grade classrooms to provide ADA compliancy.
- The existing office, teachers' lounge, work room, copy room and storage room are to remain in their current location in this middle wing.
- S Moccio requested that there be (4) of each 3rd grade, 4th grade, 5th grade and 6th grade located in the north wing of the school.
- The north wing will also be renovated to include the relocation of (1) OT/PT Classroom along with the construction of a new Computer Lab. Classroom.
- Due to the increase in population, the north wing will also be renovated to include a new bank of boys & girls Handicapped Toilet Rooms. S Moccio requested that there be at least 8 fixtures in each toilet rooms and to max out the number of fixtures for the Boys Toilet as there is a large demand for this requirement in this wing. A new Janitors closet should also be constructed/recaptured adjacent to the new toilet rooms.
- The north wing will also include the construction of 2 special Ed Classrooms in "half size" classrooms presumably adjacent to the new toilet rooms as these new spaces will consume the other half of the existing 2 Classrooms.
- The current Guidance, Psych office and Assistant principal office "block" will undergo alterations to increase the size of these spaces by eliminating the current awkward sub-corridor adjacent to these offices. A new admin. Office will also be constructed adjacent to the Assistant Principals Office utilizing the existing inefficient corridor space. This alteration will eliminate the current exterior door & glazing on the south side of the main office.
- S Moccio & S Cullinan agreed that the only spaces getting new children's furniture are the (4) new Pre K Classrooms, the (2) new Kindergarten Classrooms and the (2) new Computer Classrooms. All other moved or modified spaces will utilize the existing furniture as there is plenty "age appropriate" furniture for all spaces.
- Most moved/relocated spaces will have little work required as the existing casework, flooring, ceiling & lighting will be unchanged.
- The only spaces getting new flooring will be the spaces with new construction occurring including toilets, main office, etc.
- New single toilet rooms to have ceramic tile on the floors and unpainted concrete block on the walls matching existing construction.
- New large toilet bank rooms in north wing to have new ceramic tile floors & walls. These 2 new toilet rooms to also have new ACT ceilings & lighting.
- The 2 newly constructed computer rooms to have new ACT ceiling & appropriate non-glare lighting.
- S Cullinan stated that the Pre-K at Center school will move to Windermere at the completion of the Crystal lake renovations/addition project

- A new Pre-K playscape will be constructed as part of this project.
- No significant site improvements are anticipated, however, there will be minor modifications to the site to accommodate required ADA parking, van parking and passenger loading zone requirements.
- S Cullinan stated that it is still anticipated that construction at Windermere would not begin until Crystal Lake School is complete.
- SP&A reported that the current schedule is anticipating Construction at Crystal Lake to begin in the 4th quarter of 2013.

NEXT ACTION

D Petrucelli reported that SP&A intends to submit the final SD package to the Building Committee on Tuesday, February 12, 2103 and they they are currently on schedule with both projects.

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

Distribution: all attendees, P. Welti, P Williams, D. Stein, K. Sgorbati, W Walters,
File

VI. ENVIRONMENTAL REPORT