

## **Agenda**

- I. **Call to Order / WebEx Log-in Info**  
**<https://woodbridgeps.webex.com/woodbridgeps/j.php?MTID=m92d938bbfb4b50147defe1da7af12a4c>**  
**Meeting number: 2495 250 5401 Password: pJVwR2Qht22**
- II. **Public Comment - The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. During the COVID 19 epidemic, please feel free to submit Public Comments via email to [mdegennaro@woodbridgeps.org](mailto:mdegennaro@woodbridgeps.org)**
- III. **Continued Discussion of Prior Work and Potential Next Steps**
  - A. HVAC
  - B. Hazardous Materials Abate
  - C. Oil Tank Removal / Abandonment
  - D. Removal of Well Head
  - E. Drainage Issues
  - F. Roof Replacement / Refurbishment
  - G. Asphalt / Sidewalks
  - H. Technology
  - I. Other
- IV. **Executive Session in accordance with State statute**
  - A. Discussion of Matters Concerning the Deployment of Security Strategies
- V. **Adjourn**



# WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South  
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

## MEMORANDUM

TO: Woodbridge Ad Hoc Capital Plan Committee

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: November 8, 2021

RE: Current Beecher Road School Building Usage Analysis

For our continued work, here are details of Beecher Road School building space and usage. This analysis includes all spaces except for bathrooms, closets, and rooms housing mechanicals and storage.

Purpose of Space (based on sizing)	Total #	Further Breakdown	Notes
Typical classroom instruction	54	<ul style="list-style-type: none"> <li>• 1 Pre-K</li> <li>• 43 Grades 1-6</li> <li>• 3 special education intensive</li> <li>• 2 art</li> <li>• 2 general music</li> <li>• 2 Spanish</li> <li>• 1 STEAM</li> </ul>	<ul style="list-style-type: none"> <li>• Because 55 spaces are needed, a conversion of the Rotunda for 2021-22 has occurred.</li> </ul>
Small-group instruction	13	<ul style="list-style-type: none"> <li>• 1 ELL</li> <li>• 1 literacy</li> <li>• 1 social work</li> <li>• 2 mathematics</li> <li>• 2 speech/language</li> <li>• 3 school psychology</li> <li>• 3 special education resource</li> </ul>	<ul style="list-style-type: none"> <li>• Because additional spaces are needed, conversions for 2021-22 of the Commons, the Special Services Office Conference Room, and a portion of the Library Media Center have occurred.</li> </ul>
Large-group instruction / assembly	9	<ul style="list-style-type: none"> <li>• Cafeteria</li> <li>• Commons</li> <li>• Instrumental Music</li> <li>• Library Media Center</li> <li>• Rotunda</li> <li>• South Assembly Room</li> <li>• Technology Center</li> <li>• 2 Gymnasiums</li> </ul>	<ul style="list-style-type: none"> <li>• The Commons has been converted for 2021-22 to three small-group special education teacher/provider spaces.</li> <li>• A portion of the Library Media Center has been converted for 2021-22 to a speech/language small-group instruction space.</li> <li>• The Rotunda, with an adjacent small-group instruction room, has been converted for 2021-22 to a special education intensive classroom.</li> </ul>
Conference room	3	<ul style="list-style-type: none"> <li>• North Office</li> <li>• Special Services Office</li> <li>• Superintendent's Office</li> </ul>	<ul style="list-style-type: none"> <li>• The Special Services Office Conference Room has been converted for 2021-22 to a special education resource small-group instruction space.</li> </ul>
Individual offices	6	<ul style="list-style-type: none"> <li>• Superintendent</li> <li>• Business Manager</li> <li>• Director of Special Services</li> <li>• Principal</li> <li>• Asst. Principal</li> <li>• Facilities Manager</li> </ul>	
Other		<ul style="list-style-type: none"> <li>• Business Office – houses Payroll/Benefits Coordinator &amp; Accounts Payable Admin. Asst.</li> <li>• Copy Center</li> <li>• Health Services Office – size of typical classroom</li> <li>• Kitchen</li> <li>• Pool</li> </ul>	

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Staff Lunchroom</li><li>• Town of Woodbridge Recreation Department Office – size of large typical classroom</li></ul> |
|--|---|

Potential topics for discussion include:

- Additional development of typical classroom instruction space: 55 spaces of this type are anticipated for upcoming years, and temporary conversions of spaces such as the Rotunda (see yellow above) are undesirable. Currently, health is taught without a dedicated classroom space. I would not recommend increasing other specials taught without dedicated classroom spaces, as that would likely have a negative impact on our instructional program.
- Additional development of small-group instruction space: temporary conversions of spaces such as the Commons and conference rooms (see green above) are undesirable.
- Analysis of space at BRS used for other purposes, recognizing that in most cases those purposes are necessarily linked to the work of the school.

Please let me know of any questions you may have, or additional information you would like.



# WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South  
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

## MEMORANDUM

TO: Woodbridge Ad Hoc Capital Plan Committee

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: November 8, 2021

RE: Current Beecher Road School Enrollment Analysis

For our continued work, here are details of Beecher Road School K-6 enrollment projected out through 2028. The first basis is our current October 1 enrollment, projected forward. Although students can, and do, move in and out of Woodbridge, this analysis assumes that the transfers in will balance the transfers out.

Since the prior commissioned enrollment study has generally accurately predicted Kindergarten enrollment, it is the basis for each new Kindergarten enrollment number; however, as we extrapolate out, the number is less reliable, as it is based on assumptions of live births that have not yet occurred.

Each cell indicates the total number of students at the grade level; in parentheses is the number of sections needed at that grade level based on class size guidelines<sup>1</sup>.

Grade	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
K	116 (6)	127 (7)	105 (6)	110 (6)	109 (6)	111 (6)	112 (6)
1	118 (6)	116 (6)	127 (7)	105 (6)	110 (6)	109 (6)	111 (6)
2	103 (6)	118 (6)	116 (6)	127 (7)	105 (6)	110 (6)	109 (6)
3	110 (6)	103 (6)	118 (6)	116 (6)	127 (7)	105 (6)	110 (6)
4	133 (7)	110 (6)	103 (5)	118 (6)	116 (6)	127 (6)	105 (6)
5	124 (6)	133 (7)	110 (6)	103 (5)	118 (6)	116 (6)	127 (6)
6	126 (6)	124 (6)	133 (7)	110 (6)	103 (5)	118 (6)	116 (6)
<b>TOTAL</b>	<b>830 (43)</b>	<b>831 (44)</b>	<b>812 (43)</b>	<b>789 (42)</b>	<b>788 (42)</b>	<b>796 (42)</b>	<b>790 (42)</b>

In summary:

- Although total enrollment is projected to drop 5% between now and 2028, that will result in a reduction of only one typical classroom based on class size guidelines. In fact, for 2022-23, one additional typical classroom is anticipated to correspond with an increase in Kindergarten enrollment (based on a higher than usual number of live births in 2017).

Please let me know of any questions you may have, or additional information you would like.

<sup>1</sup> Class size guidelines: 17-19 students in Grades K-3; 19-21 students in Grades 4-6.



# WOODBIDGE SCHOOL DISTRICT

40 Beecher Road – South  
Woodbridge, Connecticut 06525

Jonathan S. Budd, Ph.D. – Superintendent

## MEMORANDUM

TO: Woodbridge Ad Hoc Capital Plan Committee

FROM: Jonathan S. Budd, Ph.D., Superintendent

DATE: November 9, 2021

RE: Relevant Documents Packet #2

Please find attached two documents relevant to our work:

- (1) 8/16/21 UCS proposal for Jace replacement;
- (2) 9/2020 Tremco proposal for roofing restoration/replacement.



**Proposal:**

Emergency Jace Upgrade

**Prepared By:**

United Control Solutions Inc.

**Prepared For:**

Beecher Rd School

**Delivered On:**

8/16/2021

**Contact Information:**

Proposal #:	Q21-0050
Date:	8/16/2021

Sales Executive:	Eric Beach
Branch Address:	119 South Colony St Meriden, CT 06450
Telephone:	860.993.7362
Email:	eric.beach@ucsddc.com



### **Scope of Work:**

- **Removal and disposal of failing Honeywell WEBS 700 AX Jace**
  
- **Furnish and install the following:**
  - 1 Honeywell WEBS 8000 N4 Titan Jace
  - 2 RS 485 Communication Expansion Modules
  - 1 N4 Jace Power Supply
  - 1 3 Year Software Maintenance Agreement
  - All low voltage wiring
  
- **Provide the following services:**
  - Migration of existing database to new N4 Platform
  - Set up trends and alarms as needed
  - Verification of graphics database
  - Verification of points database
  
- **Functional checkout and control system commissioning**
  
- **One-year warranty on all provided material, equipment and workmanship**

### **Clarifications and Exclusions:**

- **All work based on normal labor hours. Premium time labor is excluded**
- **Sales and Use Taxes are excluded**



**Sell Price:**

Investment Cost- initial here if accepted x _____	..... \$17,829.00
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**Payment Terms**

**Terms and Conditions Disclaimer:**

The Customer acknowledges that when approved by the Customer and accepted by United Control Solutions Inc.: (i) the Proposal and the Contract Terms and Conditions, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter (collectively, hereinafter referred to as the "Agreement") and (ii) in the event of any conflict between the terms and conditions of the Proposal and the terms and conditions of The Contract Terms and Conditions, the Contract Terms and Conditions shall control.

**BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT UNITED CONTROL SOLUTIONS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE CUSTOMER.**

This Proposal is based on the United Control Solutions, Inc. Standard Terms and Conditions and the "Scope of Work" and are to be considered part of this proposal. Proposal is valid for thirty (30) days from the delivery date of this quote. Payment is due within 30 days of invoice date.

**Payment Terms: 30% mobilization in advance, progress payments**

**Proposed By:**

United Control Solutions Inc \_\_\_\_\_

**Company**

Eric Beach \_\_\_\_\_

**Name**

Q21-0050 \_\_\_\_\_

**Proposal #**

\$17,829.00 \_\_\_\_\_

**Proposal Amount**

8/16/2021 \_\_\_\_\_

**Date**

**Accepted By:**

Beecher Rd School \_\_\_\_\_

**Company**

\_\_\_\_\_

**Name (Printed)**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Title**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Purchase Order**





## Terms & Conditions

**The information contained in this proposal is proprietary and confidential to United Control Solutions (UCS) and is offered solely for your own use and evaluation. We intend to maintain the confidentiality of any information you have provided us, and we require that this proposal be kept in strict confidence and that it not be disclosed to any outside party for any other purpose.**

1. Project services provided under this agreement will be performed during normal working hours unless otherwise noted. Normal working hours are defined as 7:00am to 3:30pm, Monday through Friday inclusive, excluding holidays.
2. Reasonable and **safe** means of access to the equipment being serviced shall be provided to UCS. UCS shall be permitted to start and stop all equipment necessary to perform its services. If any of the equipment requiring service is considered unsafe, the client will be required to properly correct the unsafe condition before UCS will proceed with the service.
3. The guarantees and services provided under the scope of this agreement are conditioned upon the Client properly operating and maintaining the system. Client will do so in accordance with industry accepted practices.
4. Client agrees to pay invoices within thirty (30) days of receipt. UCS reserves the right to cancel this and/or stop work under this agreement without notice, should payment become sixty (60) days or more delinquent.
5. Client agrees to pay in advance for material, equipment and engineering costs necessary for the start of the project.
6. It is understood and agreed to that this project is not subject to any retention.
7. UCS shall not be liable for any loss, delay, injury or damage that may be caused by circumstances beyond its control including, but not restricted to acts of God, war, civil commotion, acts of government, fire, theft, corrosion, flood, lightning, power fluctuation, freeze-ups, strikes, lockouts, differences with workmen, riots, explosions, quarantine restrictions, delays in transportation, fuel, labor or materials, or malicious mischief.
8. In no event shall UCS be liable for business interruption losses or consequential or speculative damages, but this sentence shall not relieve UCS of liability for damage to property or injury to persons resulting from accidents caused directly by the negligence of UCS in performance or failure of its obligations under this agreement.
9. UCS shall warrant the control system to the extent that all hardware/software repairs, modifications, revisions, and/or changes must be performed by UCS. Any unauthorized hardware/software repairs, modifications, revisions, and/or changes will void the UCS warranty, (if applicable).
10. In the unlikely event of failure to perform its obligations, UCS's liability is limited to repair or replacement at its option and such shall be Client's sole remedy. Under no circumstances will UCS be responsible for loss of use, loss of profits, increased maintenance or operating costs, claims of clients or client's tenants, or any special, indirect or consequential damages.



Mr. Vito Esparo  
Facilities Manager  
Beecher Road School  
Woodbridge Public Schools  
40 Beecher Road - South  
Woodbridge, CT 06525

Mr. Vito Esparo, per your request, here are budgets for roof restoration and full roof replacement of the K Wing, D Wing and Library roof sections at Beecher Road School, at 40 Beecher Road Woodbridge, CT.

- K Wing
  - Approximately 22,500 square feet,
  - Roof Restoration, \$337,500
  - Full Replacement, \$562,500
- D Wing
  - Approximately 7,000 square feet,
  - Roof Restoration, \$105,000
  - Full Replacement, \$175,000
- Library
  - Approximately 7,000 square feet,
  - Roof Restoration, \$105,000
  - Full Replacement, \$175,000

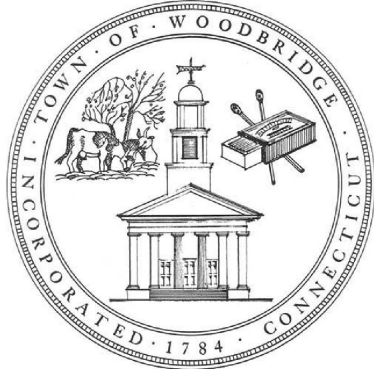
Both roof restoration and full roof replacement budgets are based around a seamless finished product, the AlphaGuard Bio System. Designed to eliminate the most common failure in traditional roofing products, roof leaks through deteriorated seams and flashings, this system is built to be the last roof system installed on this building.

Respectfully ,

**Andrew Hall**

Field Advisor – Southern CT  
Tremco Roofing & Building Maintenance  
T. 914.355.8789  
AHall@Tremcoinc.com  
3735 Green Road, Beachwood, OH 44122  
[www.tremcoroofing.com](http://www.tremcoroofing.com)

9/2020



# *DRAFT*

# Capital Planning & Beecher Road School Needs

Woodbridge Board of Education

November 15, 2021

Members of the Ad Hoc Capital Plan Committee

# Review of Relevant History

- \*\*\*
- September 20: BOE establishes Ad Hoc Capital Plan Committee “to assess and evaluate building and grounds needs at Beecher Road School, including review and potential revision of the District’s Capital Plan”

# Key Topics

HVAC	Roof Replacement/Refurbishment
Hazardous Materials Abatement	Asphalt/Sidewalks
Oil Tank Removal/Abandonment	Technology
Removal of Well Head	Security
Drainage Issues	Other

# Operational Understandings

- Capital Projects
  - Maintain or improve the community asset through infrastructure
  - Typically are structural, with life expectancy of at least ten years
  - Should exceed \$25,000
  - Require Town bonding
- Other Projects
  - Can be funded through WSD operating budget, sometimes over multiple years

# Building Usage & Enrollment at BRS

- \*\*\* [details here]
- Architectural review commissioned via ARP ESSER

# Analysis of BRS Needs: HVAC

- Significant improvements over past 5 years, including addition of humidistats & CO2 in every classroom space, as well as improved controls for outside air intake
- Current retrocommissioning project occurring via ESSER II funding
- Findings of that project may suggest additional needs
- New JACE control center = ~\$25,000
- Recommendation: Operating Budget, multi-year



# Analysis of BRS Needs: Hazardous Material Abatement

- Asbestos remains in South parts of BRS under carpeting and should be abated via federal removal guidelines
- Cost = ~\$80,000
- Many of these areas of the building are potentially affected by building expansion or footprint development via ARP ESSER
- Recommendation: Either ARP ESSER, *or* Operating Budget, multi-year

# Analysis of BRS Needs: Oil Tank Removal/Abandonment

- 10,000-gallon underground storage tank
- Cost of removal = ~\$25,000 + potential cleanup of any disturbed soil that becomes contaminated
- Recommendation: Pending further research, Operating Budget

# Analysis of BRS Needs: Removal of Well Head

- Abandoned well head and deteriorating fence a potential safety concern
- Cost of removal = ~\$40,000; Cost of improvement = ~\$10,000
- Recommendation: Pending further research, Operating Budget

# Analysis of BRS Needs: Drainage Issues

- Fuss & O'Neill 2011 study prompted grounds improvements that have partially solved, but not totally remediated, drainage issues
- Prior Capital Plan request included site improvements of \$575,000 for FY25
- Additional consulting services for planning and schematic design = ~\$58,000; additional consulting services for bid review & construction oversight = ~\$30,000 - ~\$55,000
- Recommendation: Capital Budget, multi-year

# Analysis of BRS Needs: Roof Replacement/Refurbishment

- Prior Capital Plan request included restoration of K Wing roof (\$337,500) & full replacement of D Wing / Library roofs (\$350,000) for FY22
- Roof replacement may be a stronger option than restoration
- Additional consulting services for roof replacement = ~\$20,800
- Recommendation: Capital Budget, multi-year

# Analysis of BRS Needs: Asphalt/Sidewalks

- Prior Capital Plan request included asphalt replacement of \$93,500 in FY22 & \$500,000 in FY24
- Removal and replacement estimates = ~\$92,000 - ~\$140,000
- Additional engineering services are desired to guide this project
- Additional consulting services = ~\$\*\*\*
- Recommendation: Capital Budget, multi-year

# Analysis of BRS Needs: Technology

- Prior Capital Plan request included a placeholder each year for \$20,000
- \*\*\*
- Recommendation: Operating Budget, multi-year

# Analysis of BRS Needs: Other, Slide 1 of 2

- Prior Capital Plan request included door replacement of \$80,000 for FY23
- Prior Capital Plan request included unit ventilator replacement of \$215,000 for FY23
- Prior Capital Plan request included flooring replacement (including asbestos abatement) of \$141,855 for FY23
- Recommendation: Pending further research, Operating Budget, multi-year



# Analysis of BRS Needs: Other, Slide 2 of 2

- Prior Capital Plan request included casework/cabinet replacement of \$63,000 for FY23
- Prior Capital Plan request included painting of \$313,800 for FY24
- Recommendation: Pending further research, Operating Budget, multi-year

# In Summary

<b>Operating Budget</b>	<b>Capital Budget</b>
HVAC (multi-year)	Drainage Issues (multi-year)
Hazardous Materials Abatement (or ARP ESSER)	Roof Replacement/Refurbishment (multi-year)
Oil Tank Removal/Abandonment*	Asphalt/Sidewalks (multi-year)
Removal of Well Head*	
Technology (multi-year)	
Security (multi-year)	
Door, Unit Ventilator, Flooring, Casework Replacement (multi-year)	
Painting (multi-year)	

## **MINUTES OF THE WBOE AD HOC CAPITAL PLAN COMMITTEE**

Friday, November 5, 2021  
Conducted via Google Meet

**I. CALL TO ORDER:** Dr. Jonathan Budd, Superintendent, called the meeting to order at 9:00 a.m.

**PRESENT:** Jonathan S. Budd, Ph.D., Superintendent; Richard Huot, Interim Director of Business Services & Operations; Vito Esparo, Facilities Manager; Anthony Billings, Information Technology Manager; Dr. Jay Dahya, BOE representative; Jeff Hughes, BOE representative; Sheila McCreven, Town of Woodbridge representative; Jeanne Ciarleglio, teacher representative; Daniel Cowan, community representative.

3 additional members of the BOE were in attendance: Maria Madonick, Lynn Piascyk, & Erin Williamson.

**ABSENT:** Stephen Francis, community representative.

**II. PUBLIC COMMENT:** There was no Public Comment.

### **III. CONTINUED DISCUSSION OF PRIOR WORK AND POTENTIAL NEXT STEPS:**

The Committee discussed the documents provided in Documents Packet #1, including putting HVAC needs in the ongoing operating budget, preparing to replace the Jace, using the existing Jace as a backup, and assessing the current risk before proceeding with oil tank removal.

### **IV. EXECUTIVE SESSION IN ACCORDANCE WITH STATE STATUTE:**

The Committee adjourned to Executive Session to discuss matters concerning the deployment of security strategies.

Meeting Adjourned: 10:30 a.m.