

Board of Education Special Meeting 2024

Thursday, June 13, 2024 6:30 PM

Meeting House Hill School Cafetorium, 24 Gillotti Road, New Fairfield, CT., 3
Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER (Each Board/Commission)

II. PLEDGE OF ALLEGIANCE

III. INFORMATION ITEMS

III.A. Bus Parking Lot Update

III.A.1. Introduction of Boards and Purpose of Meeting

III.A.2. Reading the Working Group Statement into the
Record

III.A.3. Statements on Collaboration

III.A.4. Next Steps and Engineering Study

III.A.5. Future Updates and Timelines

III.A.6. Board Member Question and Answer Session

IV. ACTION ITEMS

IV.A. Permanent Building Committee - Discuss and
Possible Vote Concerning Bus Lot Engineering Study

IV.B. Board of Education - Discuss and Possible Vote Concerning
Bus Lot Engineering Study

IV.C. Board of Selectmen - Discuss and Possible Vote
Concerning Bus Lot Engineering Study

IV.D. Board of Finance – Discuss and Possible Vote on
Appropriation of Funds for Bus Lot Engineering Study

V. PUBLIC COMMENT

VI. ADJOURNMENT

Memorandum

June 10, 2024

To: Boards of Education, Finance & Selectmen and Permanent Building Committee

From: Bus Lot Working Group (see membership listed below)

Subject: Update on Working Group's Progress

Introduction

In January 2024, New Fairfield reached an impasse on the location for the school bus parking lot. In an effort to resolve issues pertaining to the Bus Lot location and also take a fresh look at previous work performed for sites analysis, plus evaluate new potential sites, the First Selectman and the Superintendent of Schools have put together a group of key advisors/stakeholders that has been meeting once a week and has performed a tremendous amount of work in a short period of time.

The Bus Lot Working Group consists of:

Melissa Lindsey, First Selectman

Dominic Cipollone, Board of Education Chair

Kenneth G. Craw, Ed.D., Superintendent

Don Kellogg, Permanent Building Committee Chair

Tony Iadarola, Town Engineer

Carrie DePuy, Director of Business & Operations

Evan White, Town Zoning Enforcement Officer

Phil Ross, Director of Buildings and Grounds

James D'Amico, High School Principal

Mark Ottusch, High School Athletic Director

Karen Gruetzner, Middle School Principal

Scott Pellman, Colliers International, Owner's Representative

Working Group Norms

This group has committed to each other and the community to work collectively and cooperatively, in the most expeditious manner possible, to find the best and most feasible location to build and operate a bus lot. This group understands that building trust between all involved, and with the community, is the highest priority at hand. An agreement, by all group members, to create a safe place to bring forward ideas, opinions, and concerns, openly and with NO judgment, is the core of the existence and working philosophy of this group. Everyone on the working group has equal power and has shown a tremendous respect for each other's opinion.

Overview of Process

This group started from the ground up to formally evaluate all previous work performed by the Permanent Building Committee (PBC) on possible sites, and to also brainstorm other possible sites to evaluate. A well-organized evaluation sheet, that had multiple evaluation criteria, was developed for previous and new sites. All sites were collectively graded by using a scoring system in a large matrix sheet, that was developed

collaboratively, in order to shortlist them and rank them from most favorable to least favorable. The group came up with four sites that would eventually go through a very defined and formal process of evaluation of existing concepts and/or development of possible new concepts for the build out of a bus lot. Below is an update on the group's progress and the recommended next steps:

Bus Parking Lot Criteria

All members of the group agreed that going forward they must erase any preconceived ideas that anyone had about different sites, and start this process at the beginning for all selected sites. The group proceeded by establishing a list of minimum requirements and amenities that the bus lot should have in order to function effectively and efficiently. This work was critical since some original requirements were enhanced and expanded, and this work also clarified some previous issues with the scope of this project. Fifteen criteria were identified and agreed upon for the initial evaluation phase. These criteria encompass the characteristics of the site, accessibility to necessary resources, detailed design criteria, and safety considerations such as traffic flow and sight lines.

Site Locations

The group identified nine potential sites within New Fairfield for the permanent bus lot. These include:

- Five options on the New Fairfield High School / Middle School Campus
- The Consolidated School Site
- The Dunham Drive parcel
- The Town Drop Off Center
- The Wooded Lot Behind Meeting House Hill School

While considering out-of-town locations, the group found no suitable properties nearby.

Scoring System

With the criteria and site locations identified, the group developed a detailed scoring matrix to evaluate each site using a numeric scoring system. This collaborative evaluation process resulted in initial scores for each location. The four highest-scoring sites were deemed worthy of further evaluation by an engineering firm in a phase two study.

Sites Selected for Further Study

The four sites identified for additional evaluation are, in alphabetical order:

- Consolidated School Site, 302 Ball Pond Rd.
- Drop Off Center (Leaf Composting Area), 33 Bigelow Rd.
- Parking Lot and Associated Recreation Areas, 54 Gillotti Rd.
- Wooded Lot Behind Meeting House Hill School, 302 Ball Pond Rd.

Next Steps

As previously referenced, there are now four locations that have the highest ranking out of all possibilities. The group agreed to have an independent engineering firm perform this work under the guidance and oversight of the entire working group. The group worked well together to develop a detailed scope of work to solicit an independent

engineer to develop new concepts, evaluate existing concepts, plus develop construction estimates for these sites. Although a formal RFP was developed, which could be used to publicly solicit a firm, the group, in consultation with the Town/District's Purchasing Agent, unanimously decided to work with an engineer that has a tremendous amount of experience in similar work and most importantly, who recently designed one the Largest School Bus Storage Lots and associated amenities in the entire region.

The working group is hoping to now hire this independent civil consulting engineer, (Benjamin V. Doto), who has not had any involvement with this project thus far, to provide a fresh look at the previous sites plus the newly selected sites and develop concepts and cost estimates to allow for further discussions with this group. The final step will consist of publically presenting his findings and his recommendations, along with the recommendations of the group, to the community in order to move forward on this critical project.

The cost for the professional services is \$41,600 and is detailed in the attached proposal. It is the recommendation of the working group that the expense be equally shared among the Board of Selectmen, the Board of Education, and the Permanent Building Committee. Cost-sharing would reflect a unified commitment to solving the problem.

Public Meeting:

A joint public meeting of the BOE, BOF, BOS and PBC will be scheduled for Thursday June 13, 2024 at 6:30 p.m. to provide an update, answer questions and secure approval for the necessary funding to conduct the engineering study. The study is expected to be completed over the summer, with the findings shared publicly thereafter.

Final Note:

The working group is optimistic that this process will yield, not only a collaborative solution to a highly challenging community problem, but will be a model for how a group of concerned individuals across the Town and Schools can work together toward a common goal.



TOWN OF NEW FAIRFIELD

and

BOARD OF EDUCATION

Bus Lot Location Study Proposal Sheet

for Engineering Evaluations, Concept Planning and Estimating Services for Multiple Sites

The Engineering Firm signing and submitting this proposal is agreeing to perform the work described in the RFP as a Lump Sum, not to exceed, fee proposal for the evaluation of four sites, and for the development of concepts at each site that will meet the design criteria presented in the RFP. The evaluation criteria and items to consider, as a minimum, is also clearly identified in the RFP. The Firm will also be providing estimating services for each concept developed at each site based on the level of concept plan development. The Engineering Firm also agrees to attend several meeting to present these concepts and the associated work that comes from this engagement.

The fee proposal shall include all costs associated with each task and any other consultant fees in addition to all direct expenses.

SUBMISSION DEADLINE

This Proposal Sheet should be sent to the address below and received by **9:00 AM on June 7, 2024**. It should be clearly marked on the front of a sealed envelope as "BUS LOT STUDY - PROFESSIONAL SERVICE PROPOSAL"

Response shall be submitted to:

Ms. Patty Mota
Purchasing Agent
Town of New Fairfield
3 Brush Hill Road
New Fairfield, CT 06812

In addition, please submit one electronic copy of the entire Proposal Sheet to pmota@newfairfieldct.gov

1. PROFESSIONAL SERVICES FOR EVALUATING SITES AND FOR CONCEPT DEVELOPMENT.

- **Parcel – A**
This site is located on the existing Consolidated School Site located at 302 Ball Pond Rd. Parcel ID 37200. (Exhibit 1)
- **Parcel – B**
The site is located on the existing middle school / high school campus located at 54 Gillotti Rd. Parcel ID 219200. (Exhibit 2)
- **Parcel – G**
The site is located adjacent to the existing Meeting House Hill / CELA and Consolidated School sites located at 302 Ball Pond Rd. / 24 Gillotti Rd Parcel Id's 37200 / 218000. (Exhibit 3)
- **Parcel - H**
This site is located adjacent to the existing drop off center located at 33 Bigelow Rd. Parcel ID 60100. (Exhibit 4)

Proposed Fee: \$32,480.00
Written: THIRTY TWO THOUSAND FOUR HUNDRED EIGHTY & $\frac{XX}{100}$
Task Total Hours: 192
Task Loaded Hourly Rate: \$169.17

2. ESTIMATING SERVICES.

All 4 sites described above require a separate detailed estimate. The existing features that may be displaced and relocated by the development of the Parcel -B concept should be included as a separate line item in that estimate. It should be assumed that these features would be relocated to the existing Consolidated site, or a site selected by the working group. The estimates should be organized in CSI format with specific unit costs and quantities as allowed by the limited development of concepts. Should some elements of work not developed enough to derive quantities for any of the concepts developed for each site, the estimator should make every attempt to capture a cost associated with that element of work based on professional opinion as a hold or an allowance for that undeveloped work item. The estimates should include a separate line for anticipated final design and permitting Fees.

Proposed Fee: \$7,520.00
Written: SEVEN THOUSAND FIVE HUNDRED TWENTY & $\frac{XX}{100}$
Task Total Hours: 48
Task Loaded Hourly Rate: \$156.67

3. IN-PERSON MEETINGS

The Engineering Firm should include up to 4 meetings with the Owner up to 2 hours for each meeting or a combination of number of meetings and duration of each for a total of 8 hours. Anticipated meeting schedule is as follows;

- Preliminary Evaluation Meeting. The engineering team will evaluate each site and provide an initial report of their findings along with initial concept sketches of each site for review by the working group.

- The engineering team will revise each concept based on the direction and discussions from the design meeting with the working group. The engineering team will meet with the Client in person for a second time and present their updated concept plans and narrative for each option.
- The engineering team will meet with the client in person for a third time and present final revised concepts based on input from the working group and associated estimates for each.
- The engineering team will create a final report including a narrative for each concept, final concept plans, detailed estimates for each option, summarize the positives and negatives associated with each concept and a final recommendation for a site that would be the quickest and most cost effective opportunity to accommodate the build for the prospective use and associated amenities. The engineer will attend a final meeting with the working group to present the final report.

Note: if additional meetings are required or if the engineering team is requested to attend any additional Client or public meeting to discuss and present the concept options and recommendation, they will be reimbursed at their current hourly rates for actual time expended.

Proposed Fee: \$ 1,600.00
 Written: ONE THOUSAND SIX HUNDRED & $\frac{XX}{100}$
 Task Total Hours: 8
 Task Loaded Hourly Rate: \$ 200.00

TOTAL FEE FOR ALL REQUIRED WORK LISTED ABOVE AND AS DESCRIBED IN THE RFP.

Total Proposed Fee: \$ 41,600.00
 Written: FORTY ONE THOUSAND SIX HUNDRED & $\frac{XX}{100}$

AS SUBMITTED:

Company Name: BENJAMIN V. DUTO, III, P.E. LLC
 Responding Corporate Officer: BENJAMIN V. DUTO, III
 Title: PRINCIPAL
 Signature: [Handwritten Signature]
 Date: 6/7/24

Bid # Bus Lot Site Study

NON-COLLUSION AFFIDAVIT

STATE OF VT COUNTY OF Fairfield

I, BENJAMIN V. DOTO III being first duly sworn, deposes and says that:

1. I am BENJAMIN V. DOTO III of B. DOTO, III, P.E. LLC, the bidder that has submitted the attached request for bid for BUS LOT LOCATION STUDY;

2. I am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

3. Such bid/proposal is genuine and is not a collusive or sham bid;

4. Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Fairfield and/or BOE or any person interested in the proposed bid;

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed B. V. DOTO III

Title PRINCIPAL

Subscribed and sworn to before this 4th day of June, 2024.

B. V. DOTO

**Bryan V. Doto
Commissioner of Superior Court**

My commission expires _____

New Fairfield - Bus Lot Site Selection Matrix

Working DRAFT 4/3/2024

PHASE 1 EVALUATION				
CRITERIA	PARCEL A	PARCEL B	PARCEL G	PARCEL H
	Consolidated School Site	Parking Lot and Assoc. Rec Areas	Cell Tower / MHHS	Drop Off Center (Leaf Composting Area)
ADDRESS:	302 Ball Pond Rd	54 Gillotti Rd	302 Ball Pond Rd / 24 Gillotti Rd	33 Bigelow Rd
PARCEL ID / ZONE:	37200 R-88	219200 / R-88	37200 / 218000 / R-88	60100 / R-88
ALLOWABLE USE:				
COST OF LAND:	\$0	\$0	\$0	\$0
BOE Controlled / Town Owned / Private / Lease	BOE Controlled	BOE Controlled	Town Owned / BOE controlled - subdivision required	Town Owned - subdivision required to assign to BOE
Centrally Located close to schools - minimizes driver time	4	5	4	3
Topography challenges - determine level of regrading	5	4	2	4
Environmental concerns and potential remediation costs	5	5	4	4
Vehicle Safety / Access - traffic impacts - SIGHT LINES	4	4	4	3
Public roadway / off site improvements required	5	5	5	4
Site circulation challenges - issues	5	3	5	5
Requires relocation of existing site amenities (define impacts)	5	3	5	5
Site available to relocate amenities displaced (MOVE TO BOTTOM)	5	5	5	5
Time frame for replacement of amenities				
Avoids wetlands / Wetlands commission approval	3	3	3	3
Requires re-zoning or ZBA Approval	3	3	3	5
Anticipated Opposition	1	3	3	2
Available water	4	4	4	4
Available Power	4	4	4	4
Available Septic	5	4	4	4
Eligible for State reimbursement	4	3	3	3
Initial score	62	58	58	58
PHASE 2 EVALUATION				
Site development costs				
Cost of Dispatch Building				
Cost for relocated features				
Design Costs				
Anticipated Reimbursement				
Potential loss of tax revenue				
Final Estimated Cost to Town				

Key:	1	Negative / least advantageous
	2	
	3	Neutral
	4	
	5	Positive / most advantageous

New Fairfield - Bus Lot Site Selection Matrix

Working DRAFT 4/3/2024

PHASE 1 EVALUATION									
CRITERIA	PARCEL A	PARCEL B	Parcel C	Parcel D	Parcel E	Parcel F	PARCEL G	PARCEL H	Parcel I
	Consolidated School Site	Parking Lot and Assoc. Rec Areas	East of Rebel Turf/North	Lower Stadium Lot (Current loc.)	Upper HS Practice Field (Upper Multi-Purp.)	Behind MS (Proposed Teacher Lot)	Cell Tower / MHHS	Drop Off Center (Leaf Composting Area)	Dunham Drive
ADDRESS:	302 Ball Pond Rd	54 Gillotti Rd	54 Gillotti Rd	54 Gillotti Rd	54 Gillotti Rd	54 Gillotti Rd	302 Ball Pond Rd / 24 Gillotti Rd	33 Bigelow Rd	48 RT 39
PARCEL ID / ZONE:	37200 / R-88	219200 / R-88	219200 / R-88	219200 / R-88	219200 / R-88	219200 / R-88	37200 / 218000 / R-88	60100 / R-88	498300 LI
ALLOWABLE USE:									
COST OF LAND:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Appraised 2022 \$180,200
BOE Controlled / Town Owned / Private / Lease	BOE Controlled	BOE Controlled	BOE Controlled	BOE Controlled	BOE Controlled	BOE Controlled	Town Owned / BOE controlled - subdivision required	Town Owned - subdivision required to assign to BOE	Private - Drive is on Parcel 165400 - subdivision required to assign to BOE
Centrally Located close to schools - minimizes driver time	4	5	5	5	5	5	4	3	3
Topography challenges - determine level of regrading	5	4	3	5	4	5	2	4	3
Environmental concerns and potential remediation costs	5	5	5	5	5	5	4	4	4
Vehicle Safety / Access - traffic impacts - SIGHT LINES	4	4	4	4	4	4	4	3	5
Public roadway / off site improvements required	5	5	5	5	5	5	5	4	5
Site circulation challenges - issues	5	3	2	2	5	4	5	5	5
Requires relocation of existing site amenities (define impacts)	5	3	3	2 (approx 100 parking spots)	1	2	5	5	5
Site available to relocate amenities displaced (MOVE TO BOTTOM)	5	5	5	3	1	3	5	5	5
Time frame for replacement of amenities									
Avoids wetlands / Wetlands commission approval	3	3	3	3	3	3	3	3	3
Requires re-zoning or ZBA Approval	3	3	3	3	3	3	3	5	5
Anticipated Opposition	1	3	3	1	1	2	3	2	3
Available water	4	4	4	4	4	4	4	4	3
Available Power	4	4	4	4	4	4	4	4	3
Available Septic	5	4	4	4	4	4	4	4	3
Eligible for State reimbursement	4	3	3	3	3	3	3	3	2
Initial score	62	58	56	53	52	56	58	58	57

New Fairfield - Bus Lot Site Selection Matrix

Working DRAFT 4/3/2024

PHASE 1 EVALUATION									
CRITERIA	PARCEL A	PARCEL B	Parcel C	Parcel D	Parcel E	Parcel F	PARCEL G	PARCEL H	Parcel I
	Consolidated School Site	Parking Lot and Assoc. Rec Areas	East of Rebel Turf/North	Lower Stadium Lot (Current loc.)	Upper HS Practice Field (Upper Multi-Purp.)	Behind MS (Proposed Teacher Lot)	Cell Tower / MHHS	Drop Off Center (Leaf Composting Area)	Dunham Drive
ADDRESS:	302 Ball Pond Rd	54 Gillotti Rd	54 Gillotti Rd	54 Gillotti Rd	54 Gillotti Rd	54 Gillotti Rd	302 Ball Pond Rd / 24 Gillotti Rd	33 Bigelow Rd	48 RT 39
PARCEL ID / ZONE:	37200 / R-88	219200 / R-88	219200 / R-88	219200 / R-88	219200 / R-88	219200 / R-88	37200 / 218000 / R-88	60100 / R-88	498300 LI
ALLOWABLE USE:									
COST OF LAND:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	Appraised 2022 \$180,200
PHASE 2 EVALUATION									
Site development costs									
Cost of Dispatch Building									
Cost for relocated features									
Design Costs									
Anticipated Reimbursement									
Potential loss of tax revenue									
Final Estimated Cost to Town									

Key:

1	Negative / least advantageous
2	
3	Neutral
4	
5	Positive / most advantageous

Bus Lot Study - Parcel - A

Consolidated Elementary School Site



BUS DISPATCH BUILDING
SCREEN FENCE
EVERGREEN SCREEN

GILLOTTI ROAD

BALL POND ROAD

VIEW FROM ROADWAY

40 0 20 40
SCALE IN FEET
NORTH
FEBRUARY 2021

CONSOLIDATED SCHOOL
PLAN RENDERING
NEW FAIRFIELD, CONNECTICUT

JCJ ARCHITECTURE | **LANGAN**
Long Wharf Maritime Center
555 Long Wharf Drive
New Haven, CT 06511-6107
Phone: 203.562.5771 Fax: 203.789.6142

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Bus Lot Study - Parcel - B

Option may require the relocation of the playground and basketball court to reduce fill and grading



Bus Lot Study - Parcel - G

Between Cell Tower and New Fairfield Elementary School
Two options for new roads between 700'-0" to 775'-0" in length



Bus Lot Study - Parcel - H

Drop Off Center

