

Windsor Board of Education
Long-Range Planning Committee Meeting

Tuesday, September 9, 2025 7:00 PM

Virtual, Join from PC, Mac, iPad, or Android: <https://us06web.zoom.us/j/81456754870> Join via audio: +1 646
558 8656 +1 301 715 8592 Webinar ID: 814 5675 4870

Virtual Meeting
Windsor, CT 06095

1. Call to Order, Pledge to the Flag and Moment of Silence
Speaker(s): T. Zotter
2. Audience to Visitors
Speaker(s): T. Zotter
3. Elementary School Facilities Cost Benefit Study
Speaker(s): T. Zotter
4. Adjournment
Speaker(s): T. Zotter

Project Plan: Cost Benefit Analysis - School Facilities

Vision Statement: We envision a future where our school buildings serve as healthy, safe, dynamic, innovative spaces that inspire learning and growth for every student. Through modernization, we will create adaptable classrooms that integrate cutting-edge technology, foster collaboration, and support diverse teaching methods. Our commitment to energy efficiency will ensure environmentally responsible, cost-effective solutions that promote sustainability for generations to come. By thoughtfully scaling our facilities, we will provide ample room for future enrollment increases, ensuring that every student has access to a high-quality learning environment. Together, we will build the foundation for a forward-thinking, inclusive, and thriving educational community.

Project Goal: To provide the Board of Education and Town Council with a comprehensive cost-benefit analysis of maintaining, renovating, or building new school facilities, enabling informed decision-making regarding the future of the district's infrastructure.

Objectives:

- Conduct a thorough cost-benefit analysis of maintaining, renovating, and building new school facilities.
- Evaluate the short-term and long-term financial implications of each option.
- Assess the educational impact of each option, including the ability to meet modern educational standards and technological needs.
- Analyze the impact of each option on the community, including social, economic, and environmental factors.
- Develop a clear and concise report of findings and recommendations for the Board of Education and Town Council
- Ensure transparency and community engagement throughout the process.

Project Timeline: 12 months

Project Budget: \$150,000 (To be refined based on consultant fees and other expenses) Consider pausing non-mandatory facilities projects if needed to assist with cost

Project Team:

- **Project Sponsor:** Long Range Planning Committee
- **Project Manager:** Tracey Zotter, Long Range Planning, Chair
- **Bipartisan Subcommittee:**
 - Chair: [To be determined by the subcommittee]
 - Members:

- 2 Members from the Board of Education
- 2 Members from the Town Council
- 1 Members from the Public Building Commission
- 1 Member from the Planning and Zoning Commission
- 1 Member from Town Planning Department
- 1 Facilities Supervisor
- 1 WPS Cabinet Member
- **Consultant:** *[To be determined through an RFP process]*

Bipartisan Subcommittee:

- **Purpose:** To provide diverse perspectives, ensure transparency, and facilitate communication between various town bodies and the community.
- **Responsibilities:**
 - Participate in the development of the RFP for the consultant.
 - Review and evaluate consultant proposals.
 - Provide input and feedback to the consultant throughout the analysis process.
 - Assist in community engagement efforts.
 - Review the draft report and provide comments.
 - Present the final report to the Board of Education.
- **Formation Process:**
 - The Board of Education will formally establish the subcommittee and invite the Town Council, Public Building Commission, Planning and Zoning and Town Planning to appoint their representatives.
 - The BOE will appoint its members.
 - The subcommittee will elect a chair at its first meeting.

Community Engagement Plan:

- **Objective:** To ensure that the community is informed about the project and has opportunities to provide input.
- **Strategies:**
 - **Public Meetings:** Conduct at least three public meetings at key project milestones (e.g., project kickoff, preliminary findings, draft report review).
 - **Online Survey:** Develop and distribute an online survey to gather feedback from a broad range of community members.
 - **Website/social media:** Create a project page on the town website and utilize social media to provide updates, share information, and solicit feedback.

- **Focus Groups:** Conduct focus groups with specific stakeholder groups (e.g., parents, teachers, students, senior citizens, business leaders).
- **Presentations to Community Groups:** Present project updates to relevant community organizations (e.g., PTAs, neighborhood associations).
- **Surveys:** Distribute surveys, possibly in partnership with the schools.
- **Accessibility:** Ensure all meetings and materials are accessible to individuals with disabilities and language barriers.

Scope of Work for Consultant:

The consultant will be responsible for conducting the cost-benefit analysis, including but not limited to:

- **Facility Assessments:**
 - Detailed assessments of the current condition of four elementary schools.
 - Identification of maintenance needs, renovation requirements, and potential building code issues.
- **Cost Analysis:**
 - Estimation of the costs associated with:
 - Maintaining existing facilities (short-term and long-term).
 - Renovating existing facilities to meet modern educational standards.
 - Constructing new school facilities.
 - Constructing consolidated elementary school facilities (going from 4 to 2 - one K-2, one 3-5) & (going from 4 to 3 – all k-5)
 - Consideration of all relevant costs, including:
 - Construction/renovation costs
 - Demolition costs (if applicable)
 - Site acquisition costs (if applicable)
 - Financing costs
 - Operating and maintenance costs (short-term and long-term)
 - Energy efficiency costs
 - Life-cycle costs
 - Transportation costs
 - Inflation
- **Educational Impact Analysis:**
 - Evaluation of the ability of each option to:
 - Meet current and future educational program needs.
 - Support modern teaching methodologies and technologies.

- Provide a safe, healthy, and accessible learning environment.
 - Address issues like overcrowding.
- **Community Impact Analysis:**
 - Assessment of the impact of each option on:
 - Neighborhoods and property values.
 - Traffic patterns and transportation.
 - Environmental sustainability.
 - Community identity and historical preservation.
 - Economic development.
- **Risk Assessment:**
 - Identify potential risks associated with each option (e.g., construction delays, cost overruns, unforeseen problems with existing structures).
 - Develop mitigation strategies for each identified risk.
- **Funding Sources:**
 - Identify potential funding sources, including local, state, and federal options.
 - Analyze the feasibility and implications of different funding mechanisms.
- **Report Development:**
 - Prepare a clear, concise, and well-supported report of findings and recommendations.
 - Present the report to the Subcommittee and the Board of Education.

Deliverables:

- ✓ Detailed project plan
- Request for Proposal (RFP) for consultant services
- Consultant selection recommendation
- Regular progress reports
- Draft cost-benefit analysis report
- Final cost-benefit analysis report
- Presentations to the Subcommittee, Board of Education and Town Council
- Summary report for public distribution

Evaluation Plan:

- The Board of Education and Town Council will evaluate the project based on the following criteria:
 - Completeness and accuracy of the cost-benefit analysis.
 - Clarity and quality of the final report.
 - Effectiveness of community engagement efforts.

- Adherence to the project timeline and budget.
- Usefulness of the report in informing decision-making.