

Woodbridge Board of Education BOE
Facilities Committee
Monday, November 23, 2009 8:00 AM

BOE Facilities Committee Meeting November
23, 2009 8:00 AM District Office Conference
Room 40 Beecher Road South

Agenda

- I. **Call to Order**
- II. **Maintenance System Update**
- III. **Old Business**
 - A. Solar Panel Update
 - B. Cafeteria Acoustics
 - C. Landscape Assessment/STEAP Grant Update
 - D. Recycling Update
- IV. **Adjourn**

FACILITIES COMMITTEE MEETING
Maintenance/Facility Scheduling
November 23, 2009

- I. Maintenance Work Order System
 - a. Automated communication with requestors for improved service.
 - b. Enables requestors to submit and check the status of work requests on line.
 - c. Automatically emails work assignments and completion notices to requestors.
 - d. Improves efficiency- reducing phone calls, hallway conversations and manual tracking of work orders.
 - e. Quickly generates simple and detailed reports.

- II. Facilities Scheduling
 - a. Allows requestors to check facility availability and submit usage requests on line.
 - b. Automatically emails maintenance staff regarding set up requirements.
 - c. Automatically emails requestors as to approval or denial of their request.
 - d. Automatically routes request through approval process.
 - e. Displays scheduled events on interactive calendar, including location, start time, and status.
 - f. Tracks contact information for groups using facilities, including insurance policies, permits, and contracts if required.

Sort By Square Ft Per Custodian

City	Total Sq Ft	# Cust	# Maint	# Bldgs	Plowing	Grounds	Sq Ft Per Cust	Sq Ft Per Maint	Notes
North Stonington	253,140	7	2	3	Maint	Maint	36,163	126,570	Plus Groundskeeper
Region 8	400,000	14.5	3	2	Maint	Maint	27,586	133,333	
East Lyme	662,778	25	4	5	Maint	Maint	26,511	165,695	Maintainers (2 outside for fields/2 inside for bldg)
Putnam	271,327	11	2	3	Maint	Maint	24,666	135,664	
Shelton	828,456	34	8	9	City	Parks Recs	24,366	103,557	
Region 12	265,145	11	2	4			24,104	132,573	
Somers	312,000	13	3	3		Maint	24,000	104,000	
Norwich	638,861	28	3	16	Maint	Cust	22,816	212,954	
Nethersfield	775,000	35	7	6	Town	Town	22,143	110,714	
Westport	1,228,000	56	8	8	Outsource	Outsource	21,929	153,500	Maintainers are skilled tradesmen
Vernon	626,353	29	8	5	Maint/Town	Cust/Town	21,598	78,294	
Vranby	426,500	20	4	6	Maint	Maint	21,325	106,625	Maintainers resp. for grounds @ HS/MS Complex
Woodbridge	147,913	7.5	1	1	Out/Town	Out/Town	19,722	147,913	
Region 10	406,000	21	2	4	Maint	Maint	19,333	203,000	Plus Groundskeeper
Cromwell	385,900	20	2	4	Outsource	Outsource	19,295	192,950	
Lisbon	86,000	4.5	0	1			19,111	0	
Meriden	1,288,570	68	10	14			18,950	128,857	Maintainers # do not include tradesmen
Folland	500,000	26.5	2	4			18,868	250,000	Cust/Maint not responsible for grounds
Glastonbury	1,075,000	57	11	12	Parks Recs	Parks Recs	18,860	97,727	
Newtown	900,626	48.5	7	9			18,570	128,661	
Stafford	379,065	25	2	6	Town	Cust	15,163	189,533	Plus 1 HVAC employee
Totals	11,856,634	562	91	125			21,116	130,293	

DRAFT

Januray 15, 2008

Robert L. Genuario
Secretary of the Office of Policy and Management
450 Capital Avenue
Hartford, CT 06106

Dear Secretary Genuario,

The Town of Woodbridge is interested in applying for the Fiscal Year 2007-2008 Small Town Economic Assistance Program Grant made available by the State Office of Policy and Management. We understand the grant will provide funding of up to \$500,000 per locality per year for certain eligible projects. We request \$500,000 to assist our municipality in the area of public safety.

The project that we are proposing would improve public safety by redesigning and improving the North entrance to Beecher Road School. The scope of the project would address three major areas of concern as follows:

- **Realign Traffic Pattern (\$300,000) –** The Town would like to redesign the traffic pattern of the North entrance to Beecher Road School to improve sight lines and traffic flow. The Town's Chief of Police, the School Superintendent and the building principals each have stated that morning drop off and after school pick up have and are generating safety concerns due to traffic conflict among passenger vehicles, buses, and pedestrians. Currently there is limited separation between passenger vehicles and buses entering the North entry way. Parents, children, and school staff must cross in front of passenger vehicles dropping off/picking up their child/children to gain access to the school. A new bus entrance and new traffic lanes separating the passenger vehicles from the buses would streamline the flow of passenger vehicles and buses. A safety cross walk would be designed into the project allowing parents, children, and staff to enter the school without weaving through the vehicles dropping off/picking up their children.
- **Parking Lot Lighting (\$100,000) –** The redesign of the traffic pattern, parking lot, and bus entry will require additional parking lot lighting and the relocation of existing parking lot lighting. Beecher Road School is a large physical facility that serves both as a school and as a center for many Town recreational and community activities. The building functions on a nearly 24/7 basis for most of the year. It is frequently open at night. A new lighting system will ensure the safety of our community members and children as they enter and leave school

premises during the evening hours. The design and specifications will address spill light so as not to impact neighbors and will incorporate energy efficient fixtures.

- Entrance-Canopy (\$100,000) – Currently, there is no shelter from the elements for our children and adults arriving/departing the school, while they leave from or await the arrival of their prospective transportation vehicles. This creates a potential hazard when there is inclement weather as both adults and children race for the doorways of the school entrance for protection. A canopy would alleviate this safety hazard.

The project that is being proposed will greatly enhance the safety of Woodbridge children, residents, and employees. We would appreciate any support you can provide. Enclosed are letters from State Senator Joseph Crisco and State Representative Themis Klarides in support of this grant application.

The First Selectman has designated me as the project coordinator. Please feel free to contact my office for any additional information, at (203) 389- 3414. Thank you for your consideration.

Sincerely,

Anthony F. Genovese
Finance Director