

**SILVER / PETRUCELLI + ASSOCIATES**

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**MEMORANDUM OF MEETING**

**PROJECT: Weston Facilities Feasibility Study**

**CLIENT:** Weston Public Schools

**MEETING PLACE:** Weston Middle School – Principal Office

**DATE AND TIME:** March 21, 2017 @ 9:00 pm

**ATTENDEES:**

Daniel E. Doak	Weston Middle School Principal
Michelle Miller	Silver Petrucelli

**Purpose:** Program Needs

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Mr. Doak reviewed a list compiled with faculty comments on building issues, concerns and needs. A separate memo shared concerns that occurred during the power outage on March 3<sup>rd</sup>. Additionally, we walked around the building and visited various classrooms and spaces.

The following issues were noted:

1. HVAC concerns

- Air Conditioning is strongly desired and needed in some spaces. Split systems have been added in some spaces but the need has increased throughout.
- Rooms can vary greatly in temperature from one to the next
- Windows contribute to the harsh cold or strong heat
- Science room ventilation is terrible – intakes odors from truck exhausts
- Science room Air handler is incredibly noisy and can disrupt the science class
- Restrooms and locker rooms lack ventilation
- Cafeteria does not have AC or any fans, it gets hot
- The way that the ductwork runs in the corridors are unattractive

2. Plumbing Concerns

- Classroom sinks are failing and are being removed on a case by case basis. Some teachers feel strongly on having a sink within the classroom
- Bathrooms often have plumbing issues including no supply of hot water

3. Electrical Concerns
  - Lack of Emergency lighting in corridors and nurse
  - Intercom and bell system are not always functioning or do not work correctly
  - Generator back up items should be reevaluated
  - There is a lack of exterior lighting
  - There are lighting concerns in the bathrooms and hallways
4. Lockers
  - Most lockers are mangled and do not lock
  - Base doesn't align with lockers cause tripping conditions, rubber base is failing
  - Lockers are too small
  - Locker rooms also have issues
  - Larger lockers for instrument storage spread throughout are desired
  - Key pad locks are desired
5. Science
  - Science layouts are problematic and not ideal
  - Sightlines are not conducive to teaching and learning
  - Corridor network and alcoves cause distractions
  - Proximity to Music Lab is distracting
  - There is a lack of natural light and the light wells are not favored
  - HVAC concerns noted above
  - Projector location is not ideal
  - Keying issues with prep room/office
6. Gymnasium
  - In the Old Gym the basketball hoops do not retract
  - A sound system is desired
  - Renovations need – old items on the walls
  - Locker rooms need renovations
7. Various Building Concerns or needs
  - Add classroom numbers on windows
  - Ceiling tiles make the hallways unattractive.
  - Circle tables are desired for the cafeteria
  - Need more classroom bookshelves or casework
  - Add and outdoor classroom
  - Add more video screens in common areas
  - Meeting areas are limited, conference room is often too small
  - Main office layout is not desired – front counter does not engage the desks as it used too. Power cords cause a tripping hazard.
  - Exterior door, C10 does not latch properly
  - Many classrooms have old furniture or casework

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

Distribution: Weston Schools, Silver Petrucelli



# DRAFT 11.03.17

## Existing Weston High School Facility Program

Weston High School is set up to serve the Grade 9 through Grade 12 population of Weston. The school currently serves 809 students and approximately 111 staff members. The school building is 223,539 net square feet. The Connecticut State Space Standards bases the size a school on the highest 8-year enrollment projections and grade level. The state therefore would determine that this building is appropriately sized at 150,879 net square feet. However, this is a basis for limiting the sizes of schools to receive reimbursement on construction projects. It is only criteria to meet if the goal is to maximize state funding. It is not the best comparison for this school.

Existing Weston High School Facility Program					
Existing Enrollment: 809 Students					
Space Division	Quantity	Square footage	Subtotal	Average	Percentage
<b>GENERAL CLASSROOMS</b>					
<b>TOTAL</b>	33	624-1675	<b>43,006</b>	1303	19%
<b>SPECIALS</b>					
<b>TOTAL</b>	15	885-1205	<b>17,953</b>	1197	8%
<b>SPECIAL EDUCATION</b>					
<b>TOTAL</b>	8	495-1380	<b>6,662</b>	833	3%
<b>MEDIA CENTER</b>					
<b>TOTAL</b>	7	167-6775	<b>11,548</b>	1650	5%
<b>PHYSICAL EDUCATION</b>					
<b>TOTAL</b>	26		<b>40,308</b>	1550	18%
<b>CAFETERIA</b>					
<b>TOTAL</b>			<b>10,710</b>		5%
<b>AUDITORIUM</b>					
<b>TOTAL</b>	6		<b>10,631</b>	1772	5%
<b>ADMINISTRATION</b>					
<b>TOTAL</b>	32	108-1380	<b>11,460</b>	358	5%
<b>BUILDING INFRASTRUCTURE</b>					
<b>TOTAL</b>			<b>9,745</b>		4%
<b>CIRCULATION + STRUCTURE</b>					
			<b>61,516</b>		28%
<b>TOTAL</b>			<b>223,539</b>		100%

After reviewing the building, understanding it's functions and discussing issues with staff members it is evident that Weston High school has sharp contrast between portions of the building. The front is new, modern and highly functioning while the rear is in original condition, out of date and neglected. The description below highlights some of the major issues and concerns. For additional information, refer to the Weston High School Interview Meeting Minutes from April 4, 2017.



# DRAFT 11.03.17

In 2005, Weston High School received a large addition to the front and sides, including a two-story Science wing giving the presence of a brand-new school. Many existing spaces have been renovated. However, the existing classrooms at the rear of the school stand out with the original 1960s character. Many of these classrooms need upgrades and modernization. Window and ceiling replacement projects are ongoing in various stages. Some of the goals are to utilize space better and maximize natural daylight. Some classrooms are too large and would serve the students and educators better if they were divided into two classrooms. Other rooms are not used to their full potential and would work well if converted to other programs such as a Black Box Theater. The snack shack is no longer used and would work well as a small student area such as a break out space for group work. There are no practice rooms for the music program and some feel that the small connecting hall is not needed and could potentially be converted to serve this need. There was a suggestion create a community center within the Media Center to remain open to the public after school hours. This would require security improvements along with supporting staff. Overall, the building functions well for its users.

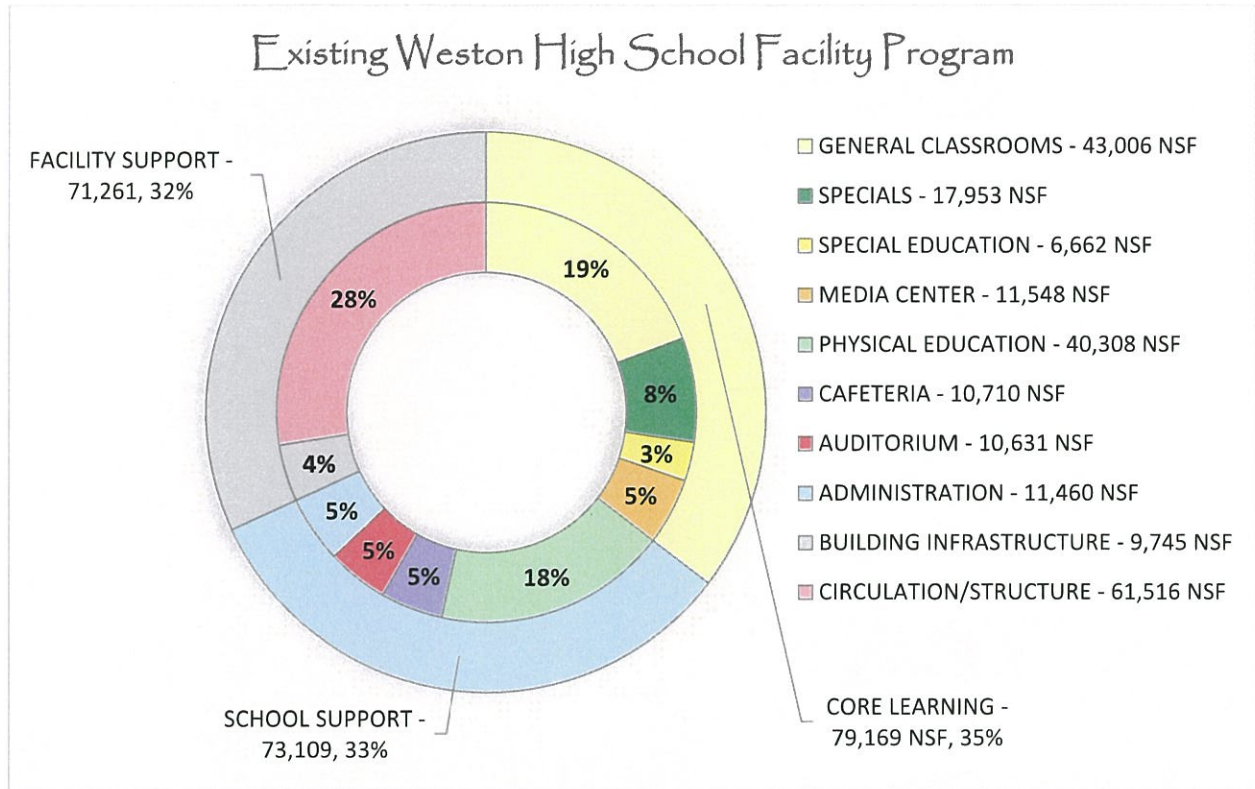
Similar to the Middle School the standard classrooms at this school vary by wing. Most standard classrooms reside in C and D wing. As previously mentioned, some of these rooms are rather large, perhaps too large at over 1,600 square feet. C wing classrooms are fairly standard and comfortable hovering over 900 square feet. Many of the original classrooms in D wing are a slightly under the desired 800 square feet and sized at 730 square feet. More importantly these wings have received little to no upgrades and need new windows, finishes and HVAC improvements. G and H wing are home to the newer Science labs or clubs and they are a bit undersized.

Weston High School - General Classroom Utilization						
Existing Enrollment: 809 Students						
Grade Level	Oct. 2017 Enrollment Total	Projected 2022-2023 Enrollment	Maximum Class Size Policy	Current Classroom Quantity *	Projected Minimum Classroom Quantity	Projected Students Per Classroom
Grade 9	210	193	24	9.00	8.04	21.4
Grade 10	184	192	24	9.00	8.00	21.3
Grade 11	209	198	24	9.00	8.25	22.0
Grade 12	206	189	24	10.00	7.88	23.6
<b>TOTAL</b>	<b>809</b>	<b>772</b>		<b>37</b>	<b>35</b>	

Count includes the science labs, language rooms, health

To further investigate the utilization of the school the general classroom quantities were reviewed. Here we evaluate the quantity of classrooms needed to adequately support the student population per grade level. Each grade level is reviewed in accordance to the districts maximum class size policy or the student to teacher ratio. The Weston Board of Education has established classroom size guidelines. Grade 2 through Grade 12 have a range between 20 to 24 students per class. Using the maximum class size, we can determine the minimum quantity of general classrooms needed to serve the school. The chart above examines both the current and projected enrollment of each grade and it determines the classroom quantities needed. The high school can be reviewed in a similar way to the middle school since extra general classrooms are required to support the secondary learning such as language and health. Looking at the projections each grade requires a minimum of 8 to 9 classrooms to support core learning. With only 2 available classrooms that will be utilized as health or language the reduction in the projected enrollment does not create a significant impact on the classroom count.





The chart above analyzes the percentage of all the program categories and then analyzes them within their three sections. The core learning section occupies just over a third of the building. We can see a decrease in general classrooms and special education compared to the other schools. In the review of the School Support section it has now increased to a third. The shift has occurred due to the larger physical education portion and the addition of the Auditorium. The school works well from a programmatic standpoint however; some spaces could be utilized better. As previously discussed the large rooms could be converted into two classrooms. These underutilized spaces could be converted to new programs and uses to better serve the school education curriculum. The rear of the building could be renovated to provide more modern classrooms. Additionally, converting the Media Center into a Community Center after hours may be something to investigate. This school is well balanced and able to support the programmatic needs.

Overall, Weston High School is a well taken care of school. The school offers many diverse programs to its students and most of the layout and sizes of each space adequately support the educational needs. However, there are some opportunities to improve aspects of the program and better utilize the building. With some modifications and improvements to Weston High School, it could function at higher standard and improve the educational experience of its students.



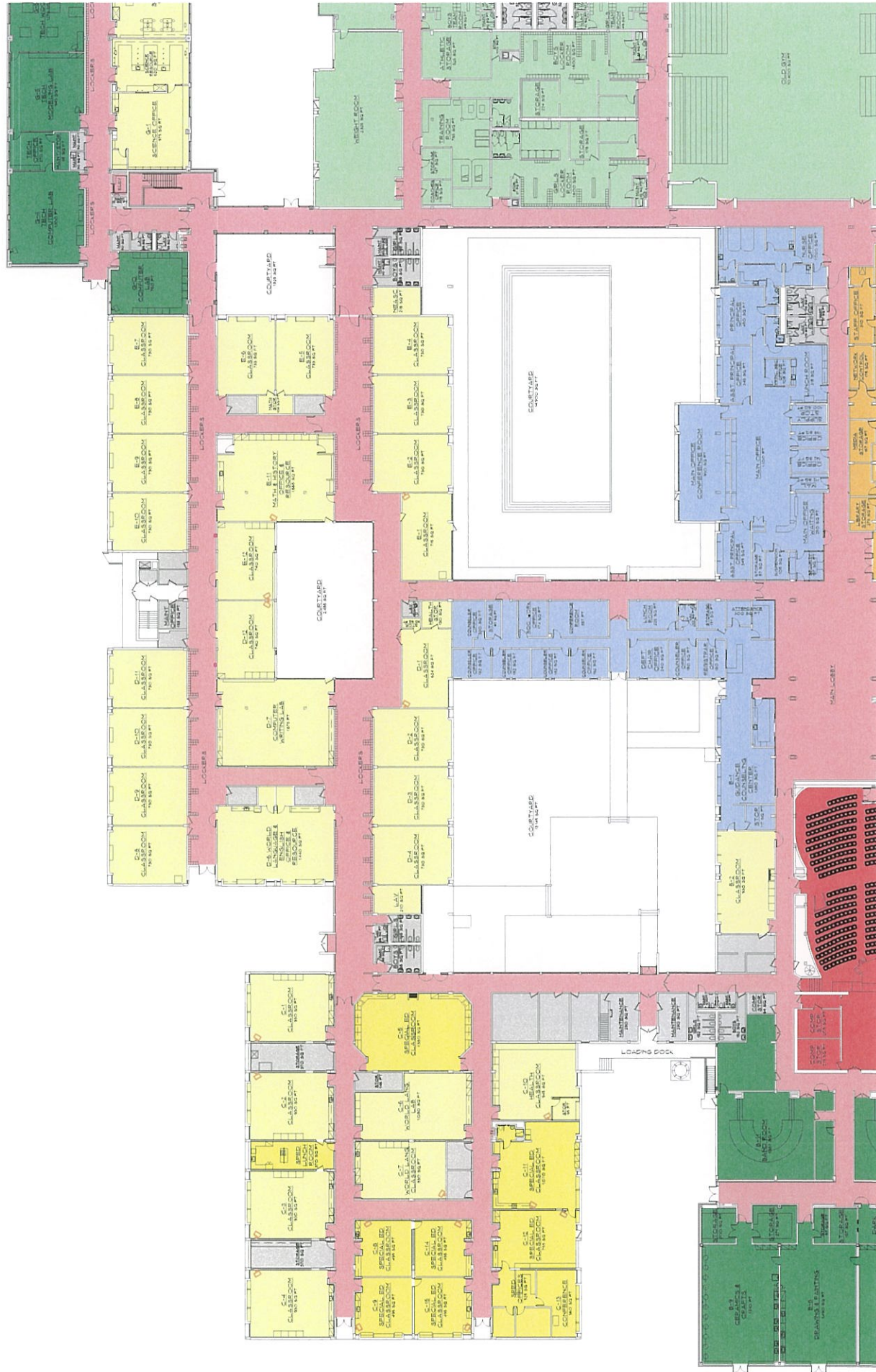
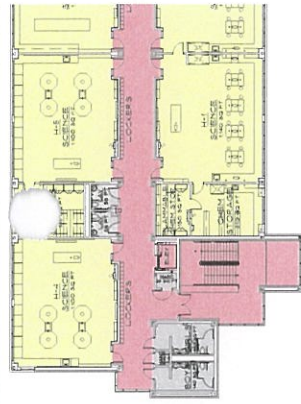


NORTH

# SECOND FLOOR PLAN



SCALE: NTS

2  
WHS2

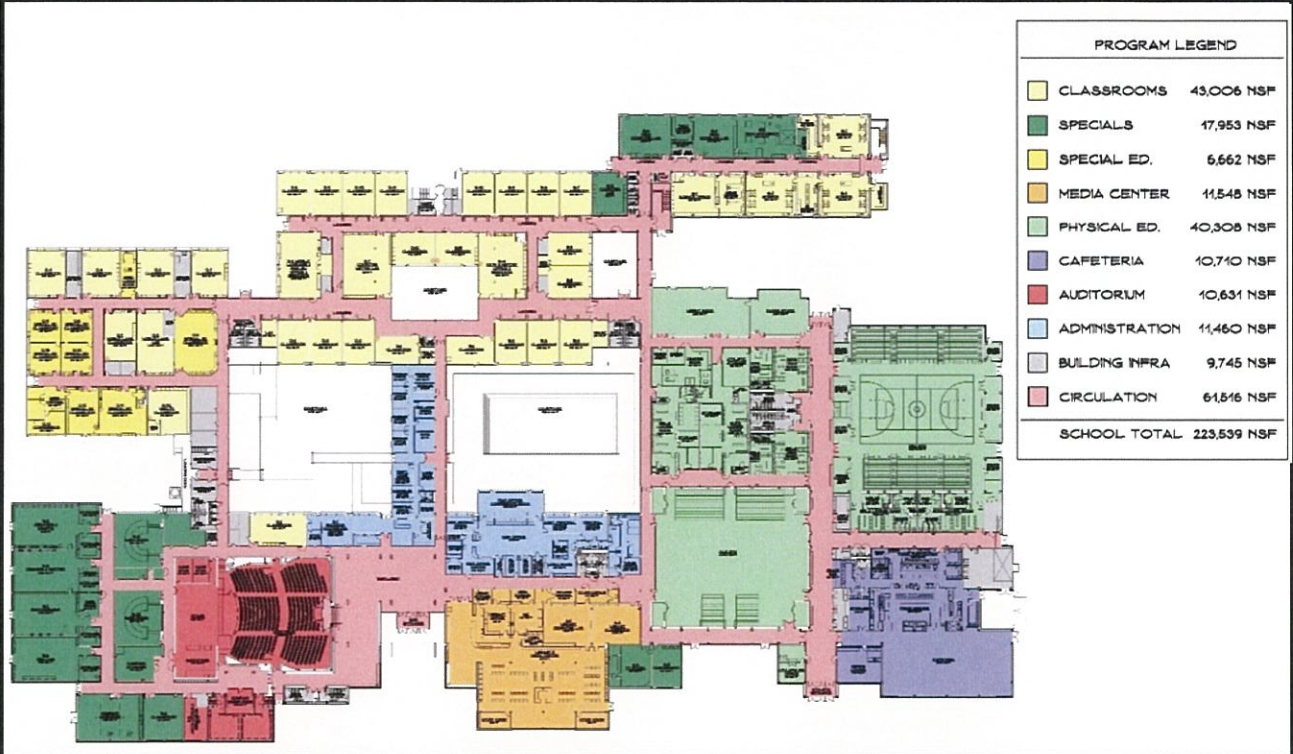




# Weston Schools Facilities Feasibility Study

Weston High School		
115 School Road Weston CT		
	Student Population:	809
	Staff Total:	111
	School Type:	High
	Grades:	9 - 12
	Original Construction:	1968
	Significant Alterations:	2005
	Total Area (net)	223,539
		

## Floor Plan



Building Information		Existing Condition		
Construction Type	2B	Ext. Envelope	brick/metal panels	
No. of Floors	2	Roof	age:	2000/2005
Foundation	partial		type:	Ballast and EPDM
Classroom Counts		Security	security desk, lockable doors, no entry vestibule	
Standard Classroom	33	Heating	dual fuel - boilers: 25 years remaining	
Special Ed. Classroom	8	Sprinklered	no	n/a
Portable Classroom	0	AC	partial	
Priority Projects		Capital Needs Prioritization - \$ 9,474,628		
Improve Emergency Lighting	\$71,000	Discipline	Total	Priority 1&2
replace /add to twin head & battery ballast distribution		Site	\$233,100	\$160,700
Restroom upgrades	\$300,000	Architectural	\$6,223,028	\$384,500
Includes cost for 6 restroom reconfigurations		Plumbing & FP	\$70,000	\$50,000
Improve courtyard patios	\$160,700	Mechanical	\$1,632,000	\$485,000
Alter drainage, tree roots and repave		Electrical	\$1,316,500	\$114,000
		<b>Total:</b>	<b>\$9,474,628</b>	<b>\$1,194,200</b>



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**MEMORANDUM OF MEETING**

**PROJECT: Weston Facilities & Feasibility Study**

**CLIENT:** Weston Public Schools

**MEETING PLACE:** Weston High School – Principal Office

**DATE AND TIME:** April 4, 2017 @ 11:00 am

**ATTENDEES:**

Lisa Deorio	Weston High School Principal
Michelle Miller	Silver Petrucelli

**Purpose:** Program Needs

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Ms. Deorio summarized some facility issues, concerns and needs in her office. Main goals are to maximize space, provide flexible furniture, provide natural light and comfortable spaces that support critical thinking. Additionally, we toured the building and visited various classrooms and spaces.

The following issues were noted:

1. Use of space concerns
  - Many classrooms and various spaces throughout the building are underutilized
  - Some large classrooms exist and could be converted into 2 classrooms. These spaces tend to have high ceilings with clearstory windows making it a little challenging but very possible to convert.
  - The unused snack shop at the gym is not used. It would work well for a small student area for eating, studying or group work.
2. Music Rooms
  - The size of these rooms is a little small but they make it work
  - The acoustics are not very good and could use some improvements
  - No practice rooms exist and are needed. They possibly could be added to the hallway between the rooms.
3. HVAC Concerns
  - Some classrooms do not have any Air conditioning and it is strongly desired.



- Exterior classrooms at the rear center are often very cold
  - Guidance Suite gets very cold after 10:00
  - Locker rooms do not have great ventilation
4. Lighting Concerns
    - Lights in Media and Cafeteria are out
    - Exterior lighting is in need
  5. Furniture
    - A variety of furniture exists throughout the school
    - Some areas have tables and chairs without casters that are difficult to move
    - More flexible furniture is desired
  6. Servery
    - Servery area is too small and gets very congested
    - Students are allowed to eat in various areas of the school along with the cafeteria
  7. Media Center
    - Desired to create an after school community center to remain open to the public. This would require some security improvements along with additional staff.
  8. Security
    - Wings are not able to shut down as designed and should be addressed
    - All cameras are not working
  9. Miscellaneous
    - Tech Wood shop is in need of more space and the Modeling lab could use less. It is possible to move the shared wall to accommodate.
    - Arts & Crafts and Clay space is shared among many and it's difficult to accommodate all the various programs. Deeper shelving is desired.
    - Many spaces do not have windows. Offices and classrooms and nurse office should have windows/access to daylight.
    - A black box theater is desired.

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# DRAFT 11.03.17

## Existing Weston Central Office

Weston Central Office is centrally located in the middle of the school campus complex. The one-story building sits adjacent to the Annex building, basketball court and the town lacrosse and field hockey fields. This building is too small to accommodate all the essential administration employees. About half of the administration team is located here while the remainder is in the Annex building with the town offices.

After reviewing the building, understanding it's functions and discussing issues with building users it is apparent that Weston Central Office just is not as big enough. During a previous study, the central office attic and basement was analyzed to determine the feasibility of expanding the building. It would be cost prohibitive to convert the basement due to egress windows, elevator and ceiling height. The attic would require a new HVAC system and new roof and walls to allow for a second floor as well as a second stair and elevator.

Ideally the building would accommodate the entire administration team and employees. The staff makes use with what they have and the proximity of the two buildings makes it work. However, the remainder of administration is in a temporary structure that is over 15 years old, living past its life expectancy. The future vision is to consolidate all of the Board of Education school administration into one building.

<b>Weston Central Office Facility Program</b>			
<b>Existing</b>			
<b>Space Division</b>	<b>Quantity</b>	<b>Square footage</b>	<b>Subtotal</b>
<b>BOARD OF EDUCATION OFFICES</b>			
Reception	1	225	225
Admin Office	1	238	238
Superintendent Office	1	326	326
Break Room	1	213	213
Admin Office (SPED)	1	172	172
SPED Director Office	1	200	200
Conference Room	1	305	305
Assistant Superintendent	1	325	325
Admin Office	1	246	246
Assistant HR Office	1	171	171
Director of HR Office	1	262	262
Copy Room	1	202	202
<b>TOTAL</b>			<b>2,885</b>
<b>BUILDING INFRASTRUCTURE</b>			
Lav	1	107	107
Lav	1	59	59
<b>TOTAL</b>			<b>166</b>
<b>CIRCULATION + STRUCTURE</b>			
<b>TOTAL</b>		<b>684</b>	<b>684</b>
<b>TOTAL</b>			<b>3,735</b>







# DRAFT 11.03.17

## Existing Weston Annex Building

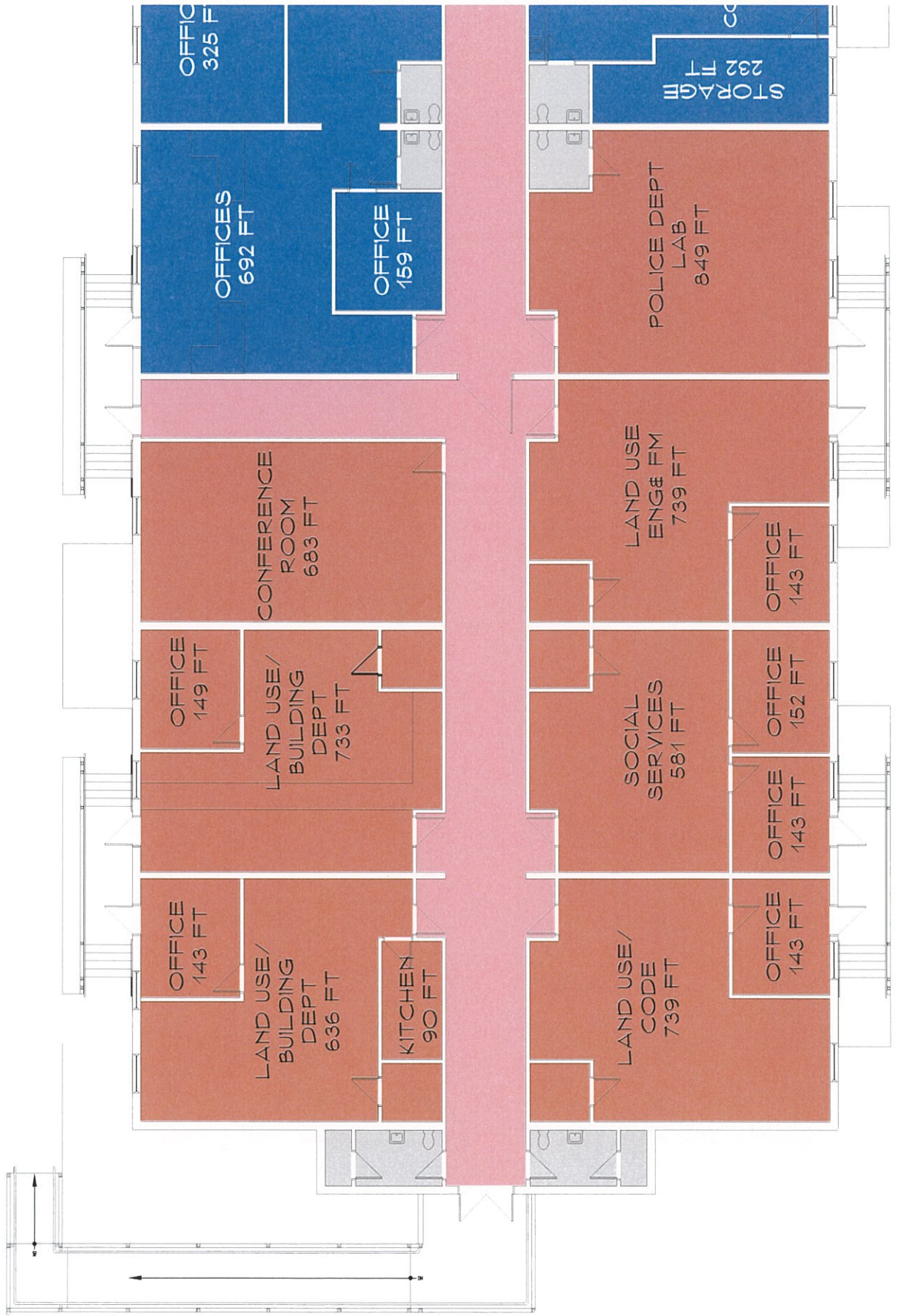
Weston Annex Building is centrally located in the middle of the school campus complex. The one-story portable structure sits adjacent to Central Office, the basketball court and the town lacrosse and field hockey fields. This building was once created to serve as temporary classrooms for Kindergarten. Since Central Office is too small to accommodate all the administration staff and Town Hall is also too small to accommodate many of their departments, the Annex has become a mix of town and school offices. The building is well organized with school functions to the front and town to the rear with a large shared conference room in the middle.

After reviewing the building, understanding it's functions and discussing issues with building users it is evident that it would be more functional for the Board of Education offices to be located together. Again, everyone makes this situation work but in the future, plans should accommodate one building for the Board of Education.

Weston Annex Facility Program			
Existing			
Space Division	Quantity	Square footage	Subtotal
<b>BOARD OF EDUCATION OFFICES</b>			
Reception	1	602	602
Break Room	1	249	249
Office A	1	303	303
Office B	1	184	184
Office C	1	325	325
Open Offices	1	692	692
Office D	1	159	159
IT Office A	1	374	374
IT Office B	1	212	212
IT Office C	1	107	107
IT Storage	1	232	232
Office	1	258	258
Conference	1	338	338
<b>TOTAL</b>			<b>4,035</b>
<b>TOWN OFFICES</b>			
Land Use - Eng & FM	1	739	739
Land Use - Eng & FM Office	1	143	143
Land Use - Storage	1	44	44
Conference Room (shared)	1	683	683
Land Use Building Department	1	733	733
Land Use Building Office	1	149	149
Land Use Building Storage	1	44	44



<b>Weston Annex Facility Program</b>			
<b>Existing</b>			
<b>Space Division</b>	<b>Quantity</b>	<b>Square footage</b>	<b>Subtotal</b>
Social Services	1	692	692
Social Services Office A	1	152	152
Social Services Office B	1	143	143
Social Services Storage	1	44	44
Land Use Building Department	1	374	374
Land Use Building Office	1	212	212
Kitchen	1	90	90
Storage	1	44	44
Land Use Code Department	1	739	739
Land Use Code Office	1	143	143
Land Use Code Storage	1	44	44
Police Lab	1	849	849
<b>TOTAL</b>			<b>6,061</b>
<b>BUILDING INFRASTRUCTURE</b>			
Lav	2	82	164
Lav	2	30	60
Lav	2	44	88
Lav	1	75	75
Lav	1	69	69
<b>TOTAL</b>			<b>456</b>
<b>CIRCULATION + STRUCTURE</b>			
<b>TOTAL</b>		<b>2,032</b>	<b>2,032</b>
<b>TOTAL</b>			<b>12,584</b>





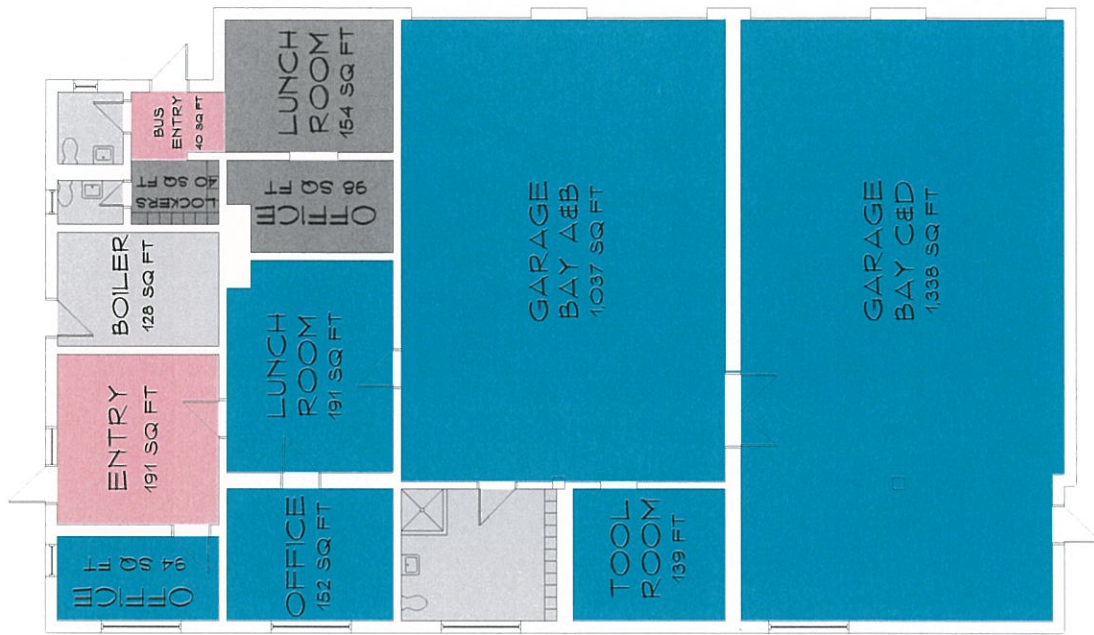
# DRAFT 11.03.17

## Existing Weston Bus Garage

The Weston Bus Garage Building is located immediately to the right of the main entrance on the corner of school street and route 57. It is adjacent to Hurlbutt Elementary School. This building is home to the facility department and the small bus garage office is in the remainder of the building. These two departments are separated but share the same boiler. Over 24 buses occupy the parking lot to the south.

After reviewing the building, understanding it's functions and discussing issues with building users it is evident that the building is big enough for facilities but the bus office is a rather small. The building is older and dated with very small undersized bathrooms. It serves it purpose but its location is somewhat problematic. The buses are parked right at the entry and is the first thing to greet the public. The intersection is also problematic. We question if this is the appropriate location for the buses. Options for relocation may be part of the future vision for the Weston campus.

<b>Weston Bus Garage Facility Program</b>			
<b>Existing</b>			
<b>Space Division</b>	<b>Quantity</b>	<b>Square footage</b>	<b>Subtotal</b>
<b>WESTON PUBLIC SCHOOLS FACILITY DEPARTMENT</b>			
Office	1	94	94
Office	1	152	152
Lunch Room	1	191	191
Tool Room	1	139	139
Garage Bay A&B	1	1037	1037
Garage Bay C&D	1	1338	1338
<b>TOTAL</b>			<b>2,951</b>
<b>WESTON PUBLIC SCHOOLS BUS DEPARTMENT</b>			
Lockers	1	94	94
Office	1	152	152
Lunch Room	1	191	191
<b>TOTAL</b>			<b>437</b>
<b>BUILDING INFRASTRUCTURE</b>			
Lav with lockers	1	143	143
Lav	1	33	33
Lav	1	20	20
<b>TOTAL</b>			<b>196</b>
<b>CIRCULATION + STRUCTURE</b>			
<b>TOTAL</b>		<b>957</b>	<b>957</b>
<b>TOTAL</b>			<b>4,104</b>





## Projections and Conclusions

The evaluation of each school's current program and discussions with its administration and users determine the future facility program to support the educational needs. Understanding the educational vision and evaluating the facility; how its spaces are working or not working to support the curriculum are quintessential in creating solutions. Understanding how well the space is utilized by looking at enrollment projections, class size policies and scheduling affect decisions in the future.

The review of the Milone & MacBroom Enrollment Study indicates a slow enrollment decline over the next five and ten-year periods. Within five years it is indicated that the Weston student population will decrease by approximately 133 students. While this number seems large, it cannot be analyzed as one number. A more comprehensive review of each individual school and then each specific grade along with their associated curriculum requirements need to be considered.

For instance, this enrollment reduction does not affect the population at Hurlbutt Elementary School. On the contrary this school population may increase by 9 students in the 5-year window and by 40 in the ten-year window. This is largely due to the increase in the Prekindergarten program and the steady rise in the Kindergarten.

At Weston Intermediate School, there is a decline of 48 students. As the program review indicated there are some additional classrooms here. With these projections, it may increase slightly for the 2022-23 school year. However, the following years indicate a small incline of 17 students moving into the 10-year projections. While a surplus of classrooms may exist at this school it is not a substantial quantity that could alter the school or the overall district as a whole.

In the review of the Middle School there is a larger reduction of approximately 57 to 74 students. It does appear that looking at the classroom count there is fluctuation for health, language and project challenge. Also, team teaching has become a big component of the middle school methodology and removing one classroom of any given core subject would disrupt that method. Therefore, it is still a prerequisite to continue with the 8 core classrooms and to continue with teaming as a cornerstone of the middle school educational practice.

Lastly, the High School population may decrease by 37 students and continues to decrease at a faster rate than the other schools through the ten-year projections. Using the 5-year projection as our basis, it too does not create many extra classrooms. Maximum class size policies require 8 to 9 core classrooms per grade.

The preceding General Classrooms Utilization Charts for each school demonstrate how the buildings will continue to be utilized with these projections. Milone and MacBroom has also explored utilization looking at the percentage of capacity. This corroborates that there is not a significant excess space at these schools based on the school curriculum. The projections do not indicate any reason for consolidation and grade reconfiguration as viable options for the future of Weston Public Schools.

Facility Programs are best when created in a collective effort between the client, the users, the community and the architect. This programming implementation is just the commencement of this concept. It is a starting point or a birds eyed view of the school needs. As any of these projects come to fruition a very detailed review will occur. For instance, the specifics of furniture, power requirements, material selection and numerous other requirements of these designs will continue to expand once a project advances into schematic design. In this type of predesign review, the space, adjacencies, quantities, arrangements, flow and general organization are the focus. These types of requirements are captured here and will be implemented into design options.