

## **COUNCIL ON PUBLIC FACILITIES**

### **MINUTES OF MEETING ON DECEMBER 15, 2011**

**Present: all members of CPF**

**Meeting began at 4:30pm , room B , Town Hall**

**Subject of meeting was the Statement of Requirement for expansion and renovation of Miller-Driscoll School prepared by the Board of Education.**

**After a thorough detailed review and discussion the Council voted unanimously to recommend to the Board of Selectmen that the Board of Selectmen return the SOR to Board of Education. The CPF report to the BOS is attached to these minutes.**

**Next meeting date to be determined.**

**Starting time of future meetings will be 5:30pm**

**Meeting adjourned at 5:45 pm**

### **COUNCIL ON PUBLIC FACILITIES REVIEW AND REPORT CONCERNING THE STATEMENT OF REQUIREMENTS , DATED AUGUST 25, 2011, FOR MILLER-DRISCOLL SCHOOL**

#### **CPF ROLE FOR THIS STEP**

The Wilton Bonded Capital Projects Process states that for this SOR Phase the Council on Public Facilities" .....*is charged with ensuring that the SOR is complete...*". While not stated in the Capital Projects Process it may be assumed that after review and determination that the SOR is complete the CPF may then review , as a separate step, if requested by the Board of Selectmen, whether the listing of the spaces/rooms are overstated or understated for the required functions.

## **WHAT/WHY IS AN SOR**

The Wilton Bonded Capital Projects Process states that an SOR “.....*which details the vision, function, spatial and location requirements for the project must be completed.*” . The Council noted that the purpose of an SOR is to communicate these details to the architects, engineers and other consultants who will plan the physical solutions for the stated requirements, and to the government entities, the school staff and students, and the public who will finance, own and live with the facility. The SOR is the critical communications document for a project.

## **CPF RECOMMENDATION TO THE BOARD OF SELECTMEN**

The Council on Public Facilities has thoroughly reviewed the SOR and at their meeting on December 15, 2011 voted unanimously to recommend to the Board of Selectmen that the SOR be returned to the Board of Education for inclusion of additional information.

The members of the Council on Public Facilities, Wilton Energy Commission and a member of the recent High School HVAC project offer their assistance to the Board of Education in completing this SOR.

The review and recommended additional information required is as follows.

## **SOR REVIEW , PART ONE, PRESCHOOL SPECIAL ED**

The subject SOR is very complete for the portion of the project to house Pre-School Special Education. The SOR provides the vision and background for the need, a description of the various OT,PT and other professional staff services to be provided and the type, size and number specialized spaces required to provide the services. This Pre-School Special Education portion of the project represents approximately 10% of the net square footage of the building. The Council recommends that a brief explanation be added describing the need for this Pre-School Special Education function be housed in Miller-Driscoll rather than in other school facilities.

## **SOR REVIEW PART TWO, MAINTENANCE AND UPGRADE**

The subject SOR describes the work required in general terms. The extent of roofing , skylights, metal siding,, brickwork etc. which needs to be repaired or replaced should be quantified, understanding that some areas of these categories are in very poor condition and some are in very good condition. By inference some categories of work appear to be to replace in kind rather than requiring a 21<sup>st</sup> century HVAC, electrical and other mechanical systems. This portion of the SOR should be expanded to include the vision of the future of all mechanical and energy systems.

(see note 1 )

## **SOR REVIEW PART THREE, THE K-2 , COMMON SPACES**

These spaces represent approximately 90% of building. The maintenance and upgrade work will significantly impact this portion by, in some cases, virtually gutting the spaces . This provides an opportunity to upgrade many rooms to meet 21<sup>st</sup> century needs. The SOR describes spaces reallocated from K-2 to Pre-School programs and the need to be restored to K-2, and notes the need for K-2 spaces which do not currently exist and notes the need for additional common use spaces. There is a chart stating that K-2 classroom needs will decrease from 46 in 2011 to 40 in 2018.

To understand what all of this nets out to the number and size of spaces for the entire building there must be an SOR portion for K-2 and common use spaces the same as is detailed for the for Pre-School. The function, size and quantity of all of rooms. With this listing and space descriptions all of the space requirements for the entire building can be understood .

( note 2)

## **VISION**

The Bonded Capital Project Process has “ vision” as the first item. A 21<sup>st</sup> century vision for HVAC and mechanical systems is noted in comments about Maintenance and Upgrades. The vision of the impact of the technology revolution on a facility for 21<sup>st</sup> century education methods and the BOE expectations must be included.

( see note 3 )

### **EMERGENCY SHELTER**

The Council on Public Facilities recommends that the Board of Selectmen prepare a section to be added to this SOR for requirements for the use of Miller-Driscoll as an emergency shelter.

( See note 4 )

## **MILLER-DRISCOLL SOR REVIEW NOTES**

### **NOTE 1**

#### **MAINTENANCE AND UPGRADES**

In terms of Energy and Environmental elements, the document (pg 13) cites a LEED Silver goal. .... That is the State mandated minimum. Our vision should start with a LEED Platinum Building, the highest, and request the economic justification of that .

- *"Replace existing HVAC equipment"* ( Pg 7)
  - That single line would get us a "replace in kind" plain vanilla system. The HVAC System must be part of an integrated Building Automation system. The SOR needs to spell out the desired features of the BAS and the HVAC.
  - We might want the A&E to have the capability to:
    - Evaluate Solar Voltaic, Geothermal, Central System vs. Incremental, Demand ventilation, Shading, Day lighting, Advanced Thermal and Energy Modeling (In-house or specialized separate firm). Separate Acoustic consultant.
    - Feasibility of a Zero Energy Building
    - The Owner will retain a "Commissioning Consultant" engaged from design through System Commissioning.
  - We might want the A&E and CM to be skilled with

BIM (Building Information Modeling) and advise the Owner of the economics of using that methodology. This is a sample. We are building / renovating a facility that will serve for the next 25-30 years. The clients stated vision will influence the quality, experience and skill sets of the bidders as well as the A&E fee.

## **NOTE 2**

### **K - 2 and COMMON SPACES**

See pages 8 , 15 , 16 , and 17 for K-2 spaces lost and/or additional needs.

## **NOTE 3**

### **VISION**

#### **THE TECHNOLOGY REVOLUTION**

Excellent education of children is primarily the result of having excellent teachers who are dedicated to exciting children about learning and have the ability and desire to develop a teacher/student relationship in which students want to excel. Such teachers could do, and have done, rather well in an old one room school house with a low tech slate blackboard and chalk.

It is our responsibility to provide these teachers with the facilities and tools to allow them, if they care enough, to teach not only the ABCs but prepare students for the 21<sup>st</sup> century in which they will live. Technology innovations will provide excellent teachers with the tools to ease the teacher/student communication process, to further excite students to search beyond the assignment, to educate students to interact with others worldwide as a normal action, to further the training of students in group/team activities. These technological advances will impact the sizes, shapes and quantity of spaces required to accommodate the education process.

Smartboards , which are a 20 year old innovation, are just the beginning of the technological revolution. If we are to proceed with a major renovation and upgrade of Miller-Driscoll we

must have a vision of what the future might be and how to prepare for it with flexible spaces and appropriate engineering infrastructure.

The Board of Education, in this SOR, must describe their vision of the impact of the technological revolution and the facility requirements to match the vision.

**NOTE 4**

**EMERGENCY SHELTER**

Include any features to allow quick conversion of spaces for emergency occupancy while allowing easy return of the spaces to normal useage.

These requirements might include, as noted by Chief Paul Milositz,at the BOE meeting on December 5 , 2011 , the need for shower facilities. These might be two simple, small rooms ( 30 to 40 SF each ) with shower, sink and toilet. These rooms could also be used for storage of emergency supplies until the rooms are needed as shower rooms during emergency occupancy.

Additional dedicated storage rooms for emergency supplies might be considered for inclusion in the SOR.