

BOS/BOE/BOF School Study Subcommittee

Special Meeting

February 12 – 5:30 PM

Lebanon Town Hall & Zoom

Meeting Minutes

Attendees: Kevin Cwikla, Mike Nintean, Kathleen Smith, Betsy Petrie-McComber, Andrew Gonzalez, Sarah Hayes, Sarah Hill, Nicole McGillicuddy, Liz Charron, Pamela Babuca, Jim Hoagland, Phil Chesters,

1. Call to Order

Meeting called to order at 5:30

2. Review SLAM Program

Pam and Jim provided an overview of the SLAM program. (See attached Slides)

Time Frame

A. Project Initiation and Data collection – Ongoing

B. Facility Condition Assessment

- February 19 – Middle School and Elementary School
- February 20 – High School
- The team includes an architect, engineer for mechanical, plumbing, and IT systems, and an engineer for electrical, fire alarm, and security systems.
- Committee members are welcome to join if they are interested.

C. Demographic & Enrollment Projections, Capacity, & Utilization – In progress – Deep dive into the numbers at the next meeting.

D. Report in hand by October / November 2024.

Questions from the Committee Members

Q. When doing enrollment calculations how do you look at tuition paying students compared to other students?

A. SLAM works with the district to determine how many people are participating and the trends along with the district's plan for future students.

Q. How do you factor in 10 years of HVAC thresholds, how do you get that information to put into your 10-year plan?

A. SLAM has staff who track the changes in code and ensure they are up to date on the mandates along with the current trends in technology.

Q. How does SLAM collect information on the demographics and future potential students?

A. SLAM uses state projections, NESIS, and monitors local trends.

3. Discuss next steps for School Study Subcommittee

Next committee meeting: **Wednesday April 10th at 4pm** – Hybrid and at Town Hall.

Discussion on Committee Members: This is a committee comprised of members from the Board of Selectmen, Board of Education, and the Board of Finance. As this is a Board of Selectmen subcommittee the Board must approve of committee members. The Chair of the Board of Finance will recruit two additional members to be officially appointed at the March 5th Board of Selectmen meeting.

4. Adjourn

Meeting adjourned at 6:25 PM

Respectfully submitted,
Sarah Hill
Administrative Assistant



Lebanon Public School District

Lebanon Public Schools

Committee Meeting #1

February 12, 2024

Prepared by:





Agenda

1. Introductions
2. Project Background
3. Project Status Update
4. Standards Document
5. Facility Conditions Assessment (Feb 19-20)
6. Next Steps/Future Meetings

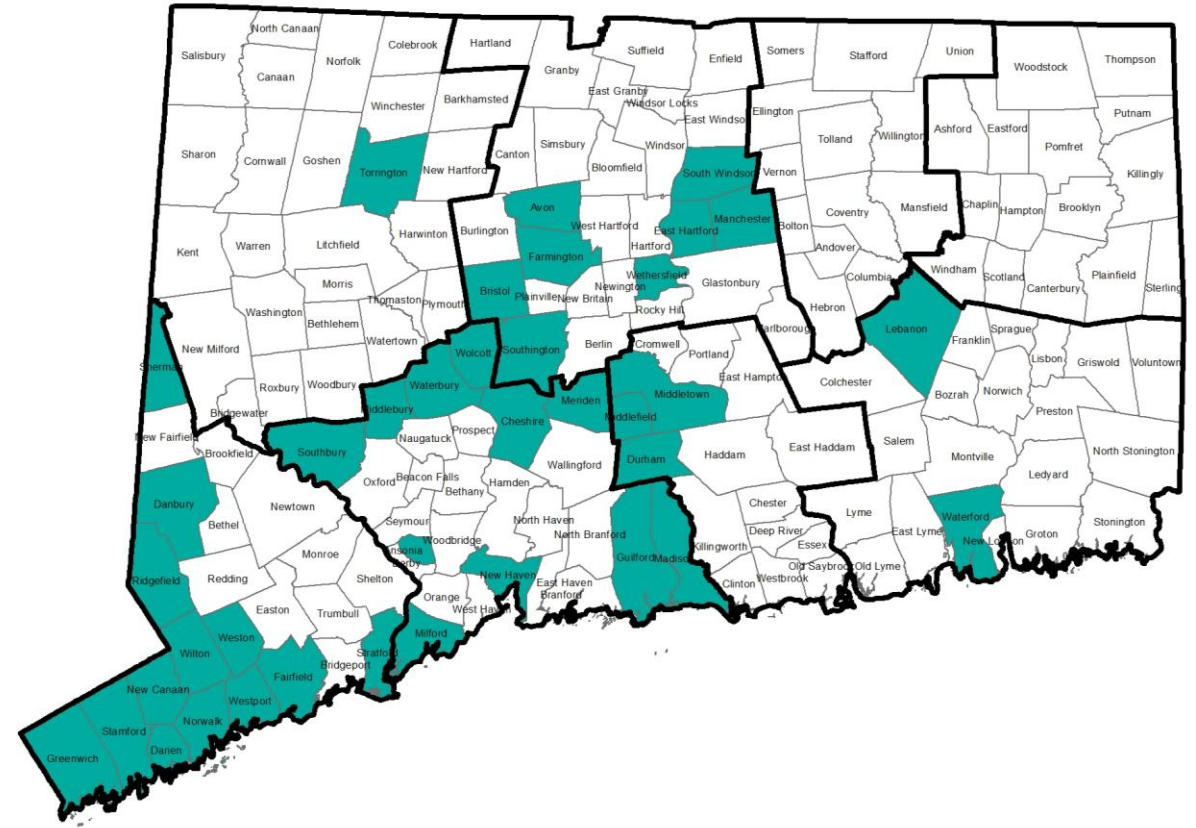


Introduction

About SLAM

- Planning and Design firm based out of Glastonbury, CT
- Integrated Planning and Design Services:
 - Enrollment Projections
 - Master Planning
 - Programming/Planning
 - Architectural and Site Design
 - Cost Estimating
 - Construction Administration

Educational Planning Experience since 2021

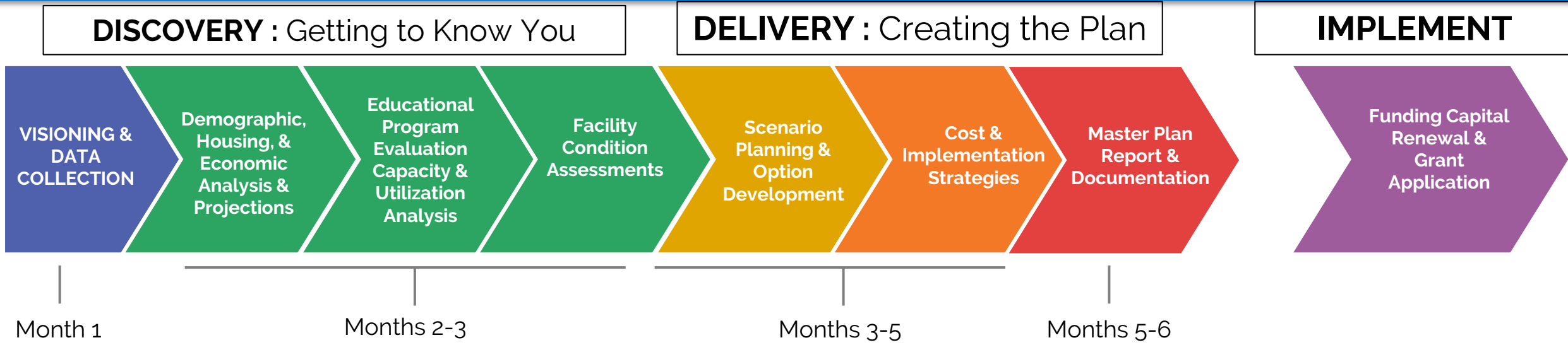


What is a School Master Plan?

The Master Plan is a road map that supports that mission through an efficient use and allocation of resources in response to curriculum and programmatic needs, projected enrollment, school capacity and the overall condition of facilities and infrastructure.

PROJECT PROCESS & PROPOSED SCHEDULE

LEBANON MASTER PLAN



Steering Committee advising on data, technical information, and resource option development and vetting

Community Ambassadors assisting in awareness and plan promotion

An aerial photograph of a university campus, including several large academic buildings, a central courtyard, a parking lot, and two baseball fields. The entire image is covered with a semi-transparent blue filter.

Status Update



Status Update

Task	Status
Task 1: Project Initiation & Data Collection	Ongoing
Task 2: Facility Condition Assessment	Field assessments scheduled for next week
Task 3: Demographics & Enrollment Projections, Capacity & Utilization	Enrollment Projections Complete Capacity & Utilization In progress
Task 4: Facilities Master Planning	To be completed after Task 1 – Task 3 are completed.

An aerial photograph of a school campus, including a large central building, several parking lots, and sports fields. The entire image is covered with a semi-transparent blue filter.

Standards Document



Standards Document

Project Scope of Work Summary

The assessment team will inventory and assess all major building and site-related systems for the purpose of identifying capital renewal and capital improvement needs. This scope of work includes the identification of stewardship-focused corrective actions that address significant repairs, restoration, or replacement over the next 10 years for the following systems and/or components:

- Building Envelope / Substructure
- Roofing Systems
- Exterior Walls, Windows, Doors
- Interior Construction & Finishes
- Fixed Furnishings & Casework
- HVAC Systems & Equipment
- Electrical Power / Distribution
- Lighting Systems
- Information / Communication Tech
- Plumbing Systems
- Fire Protection / Life Safety
- Security Systems
- Elevators / Lifts / Ramps
- Hazardous Abatement
- Exterior Building / Site Lighting
- Pedestrian Access / Sidewalks
- Vehicular Access / Parking Lots



Standards Document

Building Classification System

The UNIFORMAT classification system is one of the primary tools for insuring consistency of assessment information between buildings and projects. Listed below is the categorization by which “corrective actions” are applied to each facility by building system and sub-system per the UNIFORMAT.

- A10 – Foundations
- A20 – Basement Construction
- B10 – Superstructure
- B20 – Exterior Enclosure
- B30 – Roofing
- C10 – Interior Construction
- C20 – Stairs & Ramps
- C30 – Interior Finishes
- D10 – Conveying
- D20 – Plumbing
- D30 – HVAC
- D40 – Fire Protection
- D50 – Electrical
- E10 – Equipment
- E20 – Furnishings
- F10 – Special Construction
- F20 – Selective Demolition
- G10 – Site Preparation
- G20 – Site Improvements
- G30 – Site Civil Mech Utilities
- G40 – Site Electrical Utilities
- G90 – Other Site Construction
- H10 – Space Requirements
- Z10 – General Requirements



Standards Document

Prioritization Classifications

Recommended corrective actions will be assigned a priority which, in the opinion of the assessor, classifies the urgency of the required replacement or repair over a 10-year period. Note that corrective actions are applied based on our knowledge of complex building systems, industry standards, owner insight, available documentation, and a visual inspection to determine the perceived condition of building systems or equipment, not simply installation dates.

- 5
Yrs
- Priority 1 - Immediate**
Work should be performed immediately. (FY' 2025)
Remaining Useful Life is less than 1 year
- Priority 2 – High**
Remaining Useful Life is within 1 - 3 years. (FY' 2026 – 2028)
Based on existing condition & Expected Useful Life.
- Priority 3 – Medium**
Remaining Useful Life is within 4 - 5 years. (FY' 2029 – 2030)
Based on existing condition & Expected Useful Life.
- Priority 4 – Low**
Remaining Useful Life is within 6 - 10 years. (CY' 2031 – 2035)
Based on existing condition & Expected Useful Life.
- JULY 1 FISCAL
YEAR START**



Standards Document

Justifications for Corrective Actions

Recommended corrective actions will be assigned a "justification" criterion that helps identify the "why" or perceived driver of the improvement. A minimum of (1) one justification is required to be assigned with the most serious / significant justification issued first, with the potential application of (2) two justifications when appropriate. Proposed justifications include:

- Codes / Standards
- Damaged / Inoperable
- Energy Conservation*
- Environmental Improvements**
- Functionality
- Life Safety***
- Useful Life

*Energy Conservation is applicable to mechanical, electrical, and building envelope systems.

**Environmental Improvements is applicable to hazardous materials or select new mechanical.

***Life Safety initiates phone call only when reporting a situation of potential imminent danger.

If PRIMARY Justification...	then Correction Category...
Codes / Standards	Capital Imprv
Damaged / Inoperable	Cap Renewal
Energy Conservation (Exst'g Equip)	Cap Renewal
Energy Conservation (New Equip)	Capital Imprv
Environmental Improvements (Abatement)	Cap Renewal
Functionality (Exst'g Equip)	Cap Renewal
Functionality (New Equip)	Capital Imprv
Life Safety (Required / New Equip)	Capital Imprv
Useful Life	Cap Renewal

An aerial photograph of a school campus, including a large central building, several parking lots, and sports fields. The entire image is covered with a semi-transparent blue filter.

Facilities Conditions Assessment



Facilities Conditions Assessment

Task 2 – Facility Condition Assessment

StudioJAED team will survey the buildings on February 19-20th

The school facilities included in the assessment are:

- Lebanon Elementary School (55,030 s.f.)
- Lebanon Middle School (63,350 s.f.)
- Lyman Memorial High School (116,025 s.f.)

The assessment team members include:

- Architect – Building Envelope, Roofing, Interior Construction
- Engineer – Mechanical, Plumbing, IT Systems
- Engineer – Electrical, Fire Alarm, Security Systems

An aerial photograph of a school campus, including a large central building, several parking lots, and sports fields. The entire image is covered with a semi-transparent blue filter.

Q & A



Next Steps

Next Meeting - Late March/Early April?

- Review Enrollment Projections, Capacity & Utilization
- Review Facility Condition Assessment

Master Planning: Spring/Early Summer 2024

- Scenario Development & Refinement
- Cost/Implementation Strategies
- Recommended Plan & Final Report

Public School Information System

School Summary*

71 Lebanon School District

State of Connecticut
Department of Education
P.O. Box 2219
Hartford, CT 06145-2219

October 2019

			Applicable Grades															
School	Facility Code	Enroll	PK	KH	KE	KF	1	2	3	4	5	6	7	8	9	10	11	12
Lebanon Elementary School	0710111	371	54	0	0	69	57	57	63	71	0	0	0	0	0	0	0	0
Lebanon Middle School	0715111	296	0	0	0	0	0	0	0	0	68	61	90	77	0	0	0	0
Lyman Memorial High School	0716211	307	0	0	0	0	0	0	0	0	0	0	0	0	82	73	76	76
Total Enrollment:		974																

