



WESTPORT

**TOWN OF WESTPORT**  
**REPRESENTATIVE TOWN MEETING**  
**REPRESENTATIVE TOWN MEETING PACKET**  
**FEBRUARY 7, 2023**  
**07:30 PM**



TOWN OF WESTPORT

## REPRESENTATIVE TOWN MEETING AGENDA

FEBRUARY 7, 2023  
07:30 PM

### Call

All Representative Town Meeting members and inhabitants of the Town of Westport are hereby notified that a meeting of the Representative Town Meeting members will be held at Town Hall, 110 Myrtle Ave. in the auditorium on February 7, 2023, at 7:30 p.m. for the purposes listed below. If necessary, the meeting shall reconvene on Tuesday February 21, 2023, to deal with any agenda items not disposed of at the adjournment of the February 7, 2023, meeting.

Attachment: [Resolutions.pdf](#)

### Item #1

To take such action as the meeting may determine, upon the request of the Director of Public Works, to approve an Appropriation in the amount of \$1,180,492, along with bond and note authorization, to the Municipal Improvement Fund Account for asphalt paving projects at Bedford Middle School and Staples High School.

Attachment: [DPW Approp Asphalt Paving Projects Bedford Middle and Staples High School BOF 2.1.23.pdf](#)

Attachment: [RTM Public Works \\_ Finance Committees Report Item \\_ 1.pdf](#)

### Item #2

To take such action as the meeting may determine, upon the request of the Superintendent of Schools, to approve an Appropriation in the amount of \$600,000.00 to the Capital and Non-Recurring Account for Long Lots School Modular Classroom Funding.

Attachment: [BOE Long Lots Elementary Modular Request BOF 2.1.23.pdf](#)

Attachment: [Air Quality Product For LLS Offline Rooms - Update.docx.pdf](#)

Attachment: [LLS DRAFT Building Space Allocations for 2023-2024.pdf](#)

Attachment: [LLS Modulars Playground Map.pdf](#)

Attachment: [RTM Education \\_ Finance Committees Report Item \\_ 2.pdf](#)

**RTM Meeting  
February 7, 2023**

**RESOLUTIONS**

(1)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Director of Public Works, the sum of \$1,180,492.00, along with bond and note authorization, to the Municipal Improvement Fund Account for asphalt paving projects at Bedford Middle School and Staples High School is hereby appropriated.

**TOWN OF WESTPORT, CONNECTICUT**

**A RESOLUTION APPROPRIATING \$1,180,492 FOR THE COSTS ASSOCIATED WITH PAVING AND SIDEWALK IMPROVEMENTS AT BEDFORD MIDDLE SCHOOL AND STAPLES HIGH SCHOOL AND AUTHORIZING THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION.**

**RESOLVED:** That upon the recommendation of the Board of Finance, the Town of Westport, Connecticut (the "Town") hereby appropriates the sum of One Million One Hundred Eighty Thousand Four Hundred Ninety-Two and 00/100 Dollars (\$1,180,492) for costs associated with parking lot repaving, curbing and sidewalk improvements at Bedford Middle School and Staples High School, as well as, related design, consultant, engineering, administrative, contingency, financing and other soft costs (the "Project").

Section 1. As recommended by the Board of Finance and for the purpose of financing the foregoing appropriation, the Town is hereby authorized to borrow a sum not to exceed One Million One Hundred Eighty Thousand Four Hundred Ninety-Two and 00/100 Dollars (\$1,180,492) and issue general obligation bonds for such indebtedness under its corporate name and seal and upon the full faith and credit of the Town in an amount not to exceed said sum for the purpose of financing the appropriation for the Project.

Section 2. The First Selectwoman, Selectmen and Finance Director are hereby appointed a committee (the "Committee") with full power and authority to cause said bonds to be sold, issued and delivered; to determine their form, including provision for redemption prior to maturity; to determine the aggregate principal amount thereof within the amount hereby authorized and the denominations and maturities thereof; to fix the time of issue of each series thereof and the rate or rates of interest thereon as herein provided; to designate the bank or trust company to certify the issuance thereof and to act as transfer agent, paying agent and as registrar for the bonds, and to designate bond counsel. The Committee shall have all appropriate powers under the Connecticut General Statutes including Chapter 748 (Registered Public Obligations Act) to issue the bonds and, further, shall have full power and authority to do all that is required under the Internal Revenue Code of 1986, as amended, and other applicable laws and regulations of the United States and the state of Connecticut, to provide for issuance of the bonds in tax exempt form, including the execution of tax compliance and other agreements for the benefit of bondholders, and to meet all requirements which are or may become necessary in and

subsequent to the issuance and delivery of the bonds in order that the interest on the bonds be and remain exempt from federal income taxes, including, without limitation, to covenant and agree to restriction on investment yield of bond proceeds, rebate of arbitrage earnings, expenditure of proceeds within required time limitations and the filing of information reports as and when required and to execute Continuing Disclosure Agreements for the benefit of holders of bonds and notes.

Section 3. The Bonds may be designated "Public Improvement Bonds," series of the year of their issuance and may be issued in one or more series, and may be consolidated as part of the same issue with other bonds of the Town; shall be in serial form maturing in not more than twenty (20) annual installments of principal, the first installment to mature not later than three (3) years from the date of issue and the last installment to mature not later than twenty (20) years therefrom, or as otherwise provided by statute. The bonds may be sold at not less than par and accrued interest at public sale upon invitation for bids to the responsible bidder submitting the bid resulting in the lowest true interest cost to the Town, provided that nothing herein shall prevent the Town from rejecting all bids submitted in response to any one invitation for bids and the right to so reject all bids is hereby reserved, and further provided that the Committee may sell the bonds, or notes, on a negotiated basis, as provided by statute. Interest on the bonds shall be payable semiannually or annually. The bonds shall be signed on behalf of the Town by the First Selectwoman and the Finance Director, and shall bear the seal of the Town. The signing, sealing and certification of said bonds may be by facsimile as provided by statute. The Finance Director shall maintain a record of bonds issued pursuant to this resolution and of the face amount thereof outstanding from time to time, and shall certify to the destruction of said bonds after they have been paid and cancelled, and such certification shall be kept on file with the Town Clerk.

Section 4. The Committee is further authorized to make temporary borrowings as permitted by the General Statutes and to issue a temporary note or notes of the Town in anticipation of the receipt of proceeds from the sale of the bonds to be issued pursuant to this resolution. Such notes shall be issued and renewed at such times and with such maturities, requirements and limitations as provided by statute. Notes evidencing such borrowings shall be signed by the First Selectwoman and the Finance Director, have the seal of the Town affixed, which signing and sealing may be by facsimile as provided by statute, be certified by and payable at a bank or trust company incorporated under the laws of this or any other state, or of the United States, be approved as to their legality by bond counsel, and may be consolidated with the issuance of other Town bond anticipation notes. The Committee shall determine the date, maturity, interest rates, form and manner of sale, including negotiated sale, and other details of said notes consistent with the provisions of this resolution and the General Statutes and shall have all powers and authority as set forth above in connection with the issuance of bonds and especially with respect to compliance with the requirements of the Internal Revenue Code of 1986, as amended, and regulations thereunder in order to obtain and maintain issuance of the notes in tax exempt form.

Section 5. Upon the sale and issuance of the bonds authorized by this resolution, the proceeds thereof, including any premium received upon the sale thereof, accrued interest received at delivery and interest earned on the temporary investment of such proceeds, shall be applied forthwith to the payment of the principal and interest of all notes issued in anticipation thereof or shall be deposited in trust for such purposes with a bank or trust company, or shall be applied or rebated as may be required under the provision of law. The remainder of the proceeds, if any, after the payment of said notes and of the expense of issuing said notes and bonds shall be applied to further finance the appropriation enacted herein.

Section 6. In each fiscal year in which the principal or any installment of interest shall fall due upon any of the bonds or notes herein authorized there shall be included in the

appropriation for such fiscal year a sum equivalent to the amount of such principal and interest so falling due, and to the extent that provision is not made for the payment thereof from other revenues, the amount thereof shall be included in the taxes assessed upon the Grand List for such fiscal year and shall not be subject to any limitations of expenditures or taxes that may be imposed by any other Town ordinance or resolution.

Section 7. Pursuant to Section 1.150-2 (as amended) of the federal income tax regulations the Town hereby expresses its official intent to reimburse expenditures paid from the General Fund, or any capital fund for the Project with the proceeds of the bonds or notes to be issued under the provisions hereof. The allocation of such reimbursement bond proceeds to an expenditure shall be made in accordance with the time limitations and other requirements of such regulations. The Finance Director is authorized to pay Project expenses in accordance herewith pending the issuance of the reimbursement bonds or notes.

Section 8. The Town of Westport, or other proper authority of the Town, is authorized to take all necessary action to apply to the State of Connecticut, and accept from the State or other parties, grants, gifts and contributions in aid of further financing the Project. Once the appropriation becomes effective, the First Selectwoman, or other appropriate official of the town, is hereby authorized to spend a sum not to exceed the aforesaid appropriation for the Project and is specifically authorized to make, execute and deliver any contracts or other documents necessary or convenient to complete the Project and the financing thereof.

Section 9. The Committee is hereby authorized to take all action necessary and proper for the sale, issuance and delivery of the bonds (and notes) in accordance with the provisions of the Town Charter, the Connecticut General Statutes, and the laws of the United States.

(2)

**RESOLVED:** That upon the recommendation of the Board of Finance and a request by the Superintendent of Schools, the sum of \$600,000.00 to the Capital and Non-Recurring Account for Long Lots School Modular Classroom Funding is hereby appropriated.



## WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

January 17, 2023

Ms. Jennifer S. Tooker  
First Selectwoman  
Town Hall  
Westport, CT 06880

Re: Request for Appropriation along with Bond and Note Authorization in the amount of \$1,180,400 for parking lot repaving, curbing and sidewalk improvements at Bedford Middle School and Staples High School.

Dear Ms. Tooker,

This office herein requests an appropriation of \$1,180,400 for the subject project.

The project will reconstruct approximately 164,000 SF of pavement at Staples High School as year 3 of a 4-year program to repave both Bedford Middle School and Staples High School.

The work will be bid out utilizing our normal purchasing procedure, and we anticipate doing the construction as soon as schools close for the summer.

Respectfully,

A handwritten signature in black ink, appearing to read "Peter A. Ratkiewich", written over a horizontal line.

Peter A. Ratkiewich, P.E  
Director of Public Works

cc: Gary Conrad, Finance Director  
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FISCAL YEAR 2023

## TOWN OF WESTPORT, CT

### JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

<b>DEPT NAME:</b>	Department of Public Works	<b>Date:</b> 1/17/2023
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<b>PROJECT NAME AND DESCRIPTION</b>
Board of Education Paving project –Bedford Middle School and Staples High School

<b>IS IT LISTED IN THE 5-YR CAPITAL FORECAST?</b>	<b>YES</b>	<b>NO</b>	<small>These are listed in the Board of Education Capital Forecast</small>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

If no, why not?  
If yes, answer the following two questions:  
Which FY was the project first proposed? In 2021 the Board of Finance requested that the Department of Public Works take over the pavement maintenance function for Board of Education Properties  
Which FY was the project first planned?

<b>APPROXIMATE COST:</b>	\$1,026,399	<b>COST IN CAPITAL FORECAST: \$4,288, 883 (for all of Bedford and all of Staples High School)</b>
<b>CONTINGENCY (15%):</b>	\$ 153,960	
	<b>\$1,180,359</b>	<b>←TOTAL REQUEST→ \$1,180,400</b>

<b>SOURCE OF FUNDS:</b>			
<small>CAPITAL BOND</small> <input checked="" type="checkbox"/>	<small>GEN'L FUND</small> <input type="checkbox"/>	<small>CNR</small> <input type="checkbox"/>	<small>GRANT</small> <input type="checkbox"/>
<small>STATE</small> <input type="checkbox"/>	<small>OTHER</small> <input type="checkbox"/>		
<b>OTHER, DESCRIBE:</b>			
<b>PAYBACK PERIOD:</b>			

<b>PROJECTED START DATE:</b> June 2023	<b>EST. COMPLETION DATE:</b> July 2023
<b>ESTIMATED USEFUL LIFE:</b> 20 years	

<b>Is this project part of a larger capital project? This is part of a 4-year plan to repave both Bedford MS and Staples HS</b>
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Has an RFP been issued?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	To be bid in May for a June Start
Have bids been received?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Number of bids received: _____
Was the lowest bid the winner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If not, why? _____

<b>Who will benefit from the project?</b>
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[Empty rectangular box]

Is it a replacement? YES  NO

If yes, describe condition of what is to be replaced: Deteriorated pavement

Pictures attached? YES  NO

[Empty rectangular box]

What other approvals/reviews are necessary to begin this project? RTM, BOS

[Empty rectangular box]

**FINANCE**

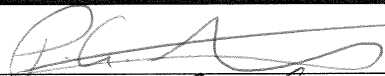
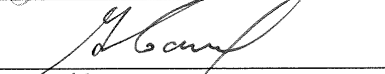

*This section to be completed by the Finance Director.*

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

**REVIEW/SIGN-OFF**

DEPARTMENT HEAD		DATE: <u>1/17/22</u>
FINANCE DIRECTOR		DATE: <u>1/25/2023</u>
FIRST SELECTMAN		DATE: <u>1/19/23</u>

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STAPLES HIGH SCHOOL										
Area / Sf	Sy	BIT Curbing / lf	Sidewalk / Sf @ 5"	10.00 /lf Reconstruction	4" Asphalt	Bit Curbing	5" Sidewalk	Reconstruction w/ sidewalk and curb replacement		
Sf				\$	\$ /ton	\$ /lf	\$			
110223	12247.00	4912	1003	0	2816.81	\$52,101.25	\$51,744.00	\$5,015.00	\$531,390.25	
7) South Parking Lot										
38662	4295.78	1873	4409	0	988.03	\$123,503.61	\$22,476.00	\$22,045.00	\$210,982.39	
7A) Rear access Driveway										
14920	1657.78	1214	0	0	381.29	\$47,661.11	\$14,568.00	\$0.00	\$78,806.89	
8) Access Driveway To North Ave										
Total paving cost incl/curb, sidewalk reconstruction Striping est @ 15% Traffic Control est @10% SUBTOTAL Contingency 15% Grand Total 2023 Appropriation request SAY										
								\$821,119.53		
								\$123,167.98		
								\$92,111.95		
								\$1,026,399.41		
								\$153,959.91		
								\$1,180,359.32		
								\$1,180,359.32		
								\$1,180,400		

## **RTM PUBLIC WORKS & FINANCE COMMITTEE MEETING**

**DATE;** PW & Finance – Thursday February 2, 2023

**TIME;** PW/Fin - 7:00 PM meeting start, ZOOM

**PURPOSE;** Review requested expenditure with Bond and Note Authorization of \$1,180,400.00 for re-paving of parking lots and roadways at Staples High School.

**PRESENTED BY;** Peter Ratkiewich, Public Works Director

Mr. Ratkiewich requested an appropriation of \$1,180,400.00 for the re-paving of 164,000 square feet of parking lots and roadways as well as curbing and striping at Staples High School. This project is the 3<sup>rd</sup> year of a 4-year paving project where the Public Works Department has taken over the paving responsibilities from the Board of Education (BOE). The monies will be from the BOE Municipal Improvement Fund. The project is seeking approval along with Bond and Note Authorization, any monies not spent would not be bonded and will remain in the MIP Fund. The work will be done during Summer while school is not in session.

The Public Works Committee voted 5-0 to recommend and the Finance Committee voted 5-0 to recommend approval to the full RTM.

In attendance;

PW Comm - Jay Keenan (chair/reporter), Don O'Day (both), Peter Gold, Dick Lowenstein, Chris Tait

Finance Comm – Seth Braunstein (chair), Lyn Hogan, Noah Hammond, Stephen Shackelford

FISCAL YEAR 20<sup>23</sup> **TOWN OF WESTPORT, CT**

**JUSTIFICATION FOR A CAPITAL PROJECT**

DEPARTMENT INFORMATION	
DEPT NAME: Board of Education	Date: 1/4/23

PROJECT NAME AND DESCRIPTION  
2-Classroom Modular Unit at Long Lots Elementary School

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES  NO

If no, why not?  
If yes, answer the following two questions:  
Which FY was the project first proposed? FY24 Which FY was the project first planned? FY23

TOTAL COST IN CAPITAL PLAN: \$800,000 IS PLAN ESTIMATE STILL ACCURATE? YES  NO

IF NO, ENTER NEW ESTIMATED COST HERE: \_\_\_\_\_ + CONTINGENCY ( \_\_\_\_\_ %) = \_\_\_\_\_  
(when applicable) NEW TOTAL ESTIMATE

SOURCE OF FUNDS: ARE THERE GRANT FUNDS AVAILABLE FOR THIS PROJECT? YES  NO

CAPITAL BOND <input type="checkbox"/>	GEN'L FUND <input type="checkbox"/>	CNR <input checked="" type="checkbox"/>	GRANT <input type="checkbox"/>	STATE <input type="checkbox"/>	OTHER <input type="checkbox"/>	EXPLAIN:
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OTHER, DESCRIBE: \_\_\_\_\_

PAYBACK PERIOD (if applicable): \_\_\_\_\_

PROJECTED START DATE: 6/23/2023 EST. COMPLETION DATE: 8/1/2023

ESTIMATED USEFUL LIFE: 2-year base lease with 2 additional annual renewals (not to exceed 4 years)

Is this project part of a larger capital project?  
Yes. This project is an interim intervention to address unexpected increased enrollment at Long Lots School. The district is awaiting a final decision on a long term solution to the Long Lots facility while the building committee conducts a second review. This project is intended to relieve space issues at Long Lots for the interim until a long term solution is identified, the long term relocation of the Stepping Stones Preschool is confirmed, a capacity study is conducted, and a determination is made on a long term solution to CBS, including the size of a renovation or new construction of CBS.

Has an RFP been issued? YES  NO  (lease pending)

Have bids been received? YES  NO  Number of bids received: \_\_\_\_\_

Was the lowest bid the winner? YES  NO  If not, why? \_\_\_\_\_

Who will benefit from the project? Students at Long Lots Elementary School (overcrowding)

Has the Green Task Force been informed of this request? YES  NO

Is it a replacement? YES  NO

If yes, describe condition of what is to be replaced:

Pictures attached? YES  NO

What other approvals/reviews are necessary to begin this project? Please include anticipated dates.

BOE 1/3/2023, Westport P&Z 1/9/2023, RTM Education and Finance and Full RTM TBD

**FINANCE**

*This section to be completed by the Finance Director.*

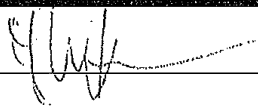
EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:

IF APPROVED:

IF NOT APPROVED:

**REVIEW/SIGN-OFF**

DEPARTMENT HEAD



DATE:

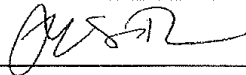
1/4/23

FINANCE DIRECTOR

\_\_\_\_\_

DATE:

FIRST SELECTWOMAN



DATE:

1-4-2023

**Long Lots Elementary School Modular Classrooms Installation Year 2023**  
**Estimated Budgetary Cost by Facilities Dep. based on CES Modulares Installation**

Revised 12/6/22

COMPANY / DEPARTMENT	DESCRIPTION	ESTIMATED COST	BoE P.O. #	STATUS
Calvert Safe & Lock	Locks and closers installation for modulares, (estimated cost based on modular installation at CES)	\$ 5,000.00		Quote pending based on drawing and building location
Elite Electric	Electrical wiring from pole to the modulares, (estimated based on modular installation at CES)	\$ 25,000.00		Quote pending based on drawing and building location
ESC	Building Management System, connection to the main system for HVAC units	\$ 10,000.00		Quote pending based on drawing and building location
Eversource	Electric Pole Installation at the back of the building to feed the modulares	\$ 6,536.72	233082	Checked out on Dec. 9th to Eversource to generate a work order
ITS	Extension of fire alarm mass notification and P.A. system installation, (estimated cost based on modular installation at CES)	\$ 20,000.00		Quote pending based on drawing and building location
Knapp Tree	Removal of 2 large oak trees by the gate located at the back entrance of the school	\$ 1,900.00	230212	Tentative for removal December 23
NorthEast Communications	IT wiring, (estimated cost based on modular installation at CES)	\$ 10,000.00		Quote pending based on drawing and building location
Phil Cerrone	Design and construction documents for RFP modulares and canopy installation	\$ 8,100.00	292354	In process - RFP documents for modulares
Stanley / Sonitrol	Installation of swipe card access and burglar alarm, (estimated cost based on CES modulares)	\$ 26,000.00		Quote pending based on drawing and building location
TBA	Canopy Installation, (estimated cost based on canopy installation at CES)	\$ 50,000.00		In process - RFP documents
TBA	Modular Classrooms, (estimated cost per year based on a budgetary proposal from box modulares)	\$ 155,000.00		Modular firms have been contacted and put on Notice as to the BOE needs for a 2 classroom unit. They are Box
ToW - Planning and Zoning	Application for modular installation on school grounds, # PZ-22-007			In Progress, under review by P&Z
Utilities Communication	Installation of new exterior cameras, (if possible we will reuse cameras removed from KHS modular classroom, pending warranty)	\$ 10,000.00		Quote pending based on drawing and building location

**Total Estimated Cost Modular Classroom Installation \$ 327,536.72**



**WESTPORT PUBLIC SCHOOLS**

**THOMAS SCARICE**  
*Superintendent of Schools*

110 Myrtle Avenue  
Westport, Connecticut 06880  
Telephone: (203) 341-1025  
Fax: (203) 341-1029  
tscarice@westportps.org

To: Westport Board of Education Members  
From: Thomas Scarice, Superintendent of Schools  
Date: January 26, 2023  
Re: Air Quality Product For LLS Offline Rooms - Update

As a follow up, Ted Hunyadi, William Gonzalez (Administrative Assistant for Facilities), Chuck Warrington, John Koplas and Blair Richardson (Colliers Project Leaders), met with Jim Keplesky and Kevin Fahey from AtmosAir, an indoor air quality vendor. Jim recently spoke at a BoF meeting about his interest in his product from AtmosAir helping bring three spaces back online at LLS (Rooms 9, 132, and 133).

Rooms 132 and 133 are not regular classroom spaces, but have been used for music, instrument lessons, world language, occupational therapy, office space for faculty, etc. Room 9 was a classroom a few years ago, but given the proximity to the existing crawlspace, and propensity for indoor air quality issues as a result, this space was taken offline.

The WPS and Colliers team spent roughly 45 minutes yesterday talking with Jim and Kevin of AtmosAir regarding their product while observing the existing conditions at the three rooms at LLS.

The consensus was that the existing former locker room spaces (i.e. Rm 132 and 133) would likely not benefit from the installation of their system(s) due to the existing conditions within those two areas as well as the other challenges associated with those two rooms and the adjoining spaces. With respect to Rm 9, Jim and Kevin offered to provide a stand-alone unit (at a cost of roughly \$900.00, plus filters) to see if this would result in a space compatible for use again as a classroom. Collectively, the WPS and Colliers team maintain that the current existing issues associated with this space (the existing crawlspace's impact on the air quality, as well as the electrical panel on the wall surface, and the heating unit hanging from the ceiling) make this room very challenging to convert back into a viable classroom space.

However, I want to point out Chuck's comment to me via email after the meeting. There may be opportunities to partner in the future: *"Jim and Kevin were great. They truly understand the limitation of their devices and didn't necessarily try to oversell it in my opinion. I think their devices might work well in some very specific instances but for this specific case, we obviously don't think so."* This was a positive meeting and it would behoove the district to keep the door open to using their products in the future.

### LLS DRAFT Building Space Allocations for 2023-2024

#### Current Building Limitations '22-'23

- 30 homeroom classes
- No computer lab (only elementary school without a comp. lab)
- Auditorium lobby used as a music room
- Auditorium hallway used as a staff workroom (copier, laminator, etc.)
- 3 homerooms are currently housed in rooms less than 600 sq. ft. (550, 567, 576 sq. ft.)
- 3 special ed resource teachers share one classroom (Rm 103)
  - a 4th special education teacher is located in the entryway/walkway to Rm 103 (this space was previously used for book storage); The teacher uses a shower curtain to try to minimize distractions in the high traffic area.
- 2 IR classes are using smaller rooms (not full size classrooms ~350, 415 sq. ft)
- 3 rooms offline (Rm 9, 132, 133)
- Staff room with largest elem. staff is 240 sq. ft.; limited room for staff to eat, take a phone call, work, etc. during a personal lunch block (some staff eat lunch in their cars)
- Literacy and math intervention share 1 room (4.0 full time interventionists, and 1 part-time interventionist) The part-time interventionist works at a table in the entryway to the resource room.
- Part-time speech/language pathologist office and workspace is now housed in IR Room

#### Considerations for '23-'24:

- Additional 0.5 Sp.Ed Resource teacher will require a work space. (If we remain at 30 sections, we do not currently have an available designated workspace.)
- Possibility of 29, 30, 31 classrooms (Projected for 29, with possibility of 1 3rd grade student flipping a section, and 2 4th grade students flipping another section)

#### Projections for # of LLS Sections from 22-23 through 28-29:

- 22-23: 30 (current school year)
- 23-24: 29 (three grades could "tip" resulting in a possibility of 32 sections)
- 24-25: 32
- 25-26: 33
- 26-27: 32
- 27-28: 33
- 28-29: 33

#### Below are Three Scenarios:

1. No Modulares
2. Modulares used for two homerooms
3. Modulares not used for homerooms (used for resource rooms, special areas, etc.)

**Scenario #1 - NO MODULARS**  
**Possible '23-'24 Space Configurations**

# of Sections	Possible Space Allocations
29	<ul style="list-style-type: none"> <li>● Current gr. 4 classroom, Rm. 128 (567 sq. ft.), would flip back to a special education room                             <ul style="list-style-type: none"> <li>○ 1 Resource teacher would move out of the walkway space of Rm 103 to Rm. 128</li> <li>○ additional 0.5 Resource Teacher and part-time Speech Pathologist and ESOL teacher can move into Rm 128 as a shared space</li> </ul> </li> </ul>
30	<ul style="list-style-type: none"> <li>● All 30 classrooms used in '22-'23 would remain in use.</li> <li>● Addition of 0.5 Resource teacher and caseload will require an instructional space. Possible workspace includes sharing with 4.0 resource teachers in Rm 103. (<i>The space would be very crowded.</i>)</li> </ul>
31	<ul style="list-style-type: none"> <li>● All 30 classrooms used in '22-'23 would remain in use.</li> <li>● Addition of 0.5 Resource teacher and caseload will require an instructional space. Possible workspace includes sharing with 4.0 resource teachers in Rm 103. (<i>The space would be very crowded.</i>)</li> <li>● The current ('22-'23) art room would house the 31st classroom.                             <ul style="list-style-type: none"> <li>○ <b>Art would need to be on a cart.</b> Several classrooms do not have sinks, therefore many projects would not be possible (painting, etc.). This would be a programmatic shift.</li> <li>○ We would need to move/use an existing grade level closet in order to store the art supplies/materials for the year.</li> <li>○ We would need to find a parking spot for multiple art carts.</li> </ul> </li> </ul>
32	<p>Although 32 sections are not projected for '23-'24, this could be a possibility for '24-'25.</p> <ul style="list-style-type: none"> <li>● The current ('22-'23) art room would house the 31st classroom.                             <ul style="list-style-type: none"> <li>○ <b>Art would be on a cart.</b> Several classrooms do not have sinks, therefore many projects would not be possible (painting, etc.). This would be a programmatic shift.</li> <li>○ We would need to use an existing grade level closet to store the art supplies/materials for the year.</li> <li>○ We would need to find a parking spot for multiple art carts.</li> </ul> </li> <li>● The current intervention room (Rm 6) would be repurposed as a classroom for the 32nd homeroom classroom.                             <ul style="list-style-type: none"> <li>○ <b>Music instruction would be on a cart</b> in classrooms.</li> <li>○ <b>Literacy intervention would be in the current Music room,</b> (Rm. 1). (<i>The room has carpeted risers and wooden paneling for sound purposes.</i>)</li> <li>○ <b>Math intervention/gifted would be in the auditorium lobby.</b></li> <li>○ <b>Percussion and strings lessons would need to run concurrently in the auditorium, and in the cafeteria when lunch waves are not occurring.</b></li> </ul> </li> </ul>

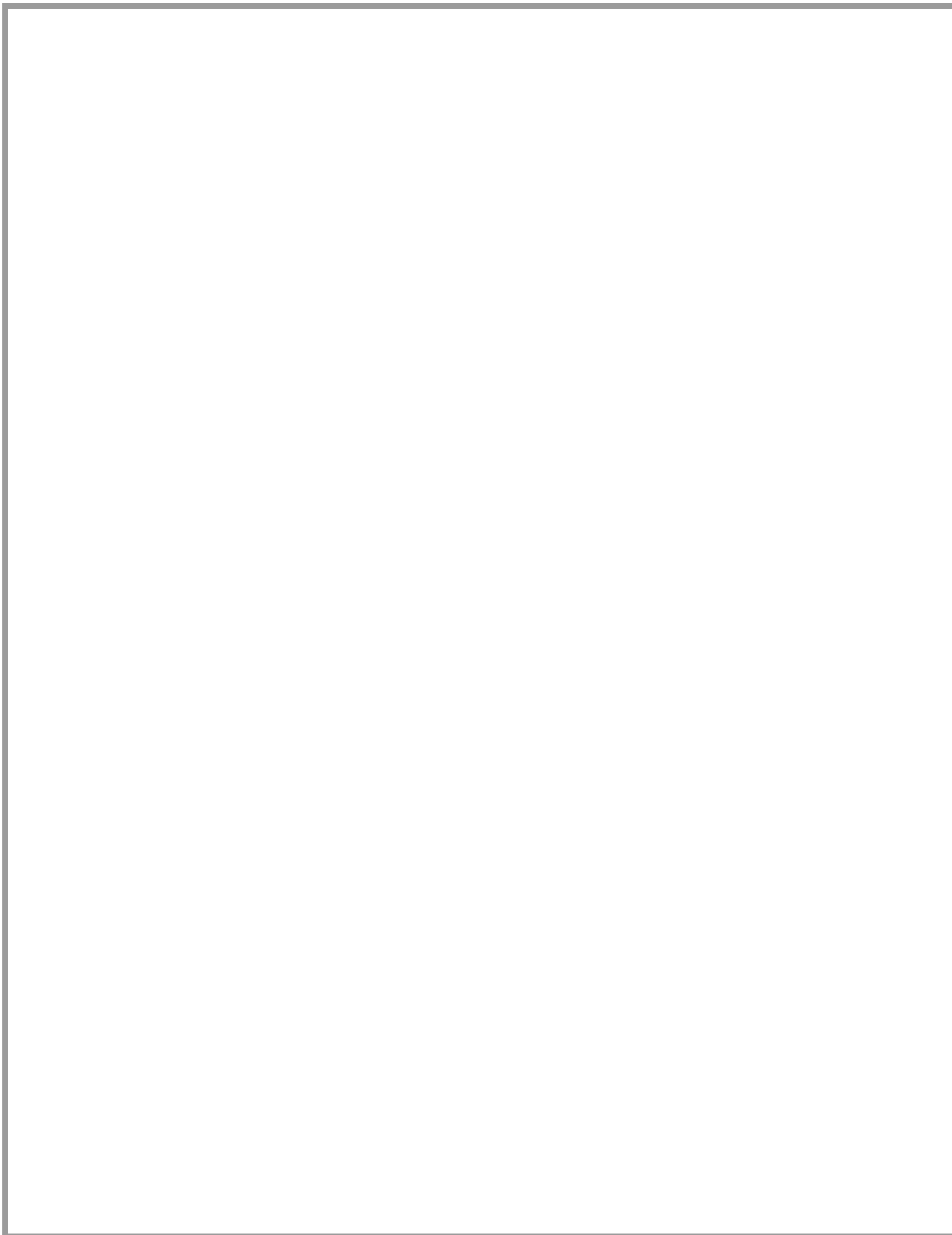


**Scenario #2 - Two Modulars Used for Homeroom Classes  
Possible '23-'24 Space Configurations**

# of Sections	Possible Space Allocations
29	<ul style="list-style-type: none"> <li>● <b>Modular #1: Grade 5 Classroom</b></li> <li>● <b>Modular #2: Grade 5 Classroom</b></li> <li>● Rm. 128 (567 sq. ft.) will flip from a homeroom to a special ed resource room for 1.5 resource teachers, and part-time speech teacher</li> <li>● Room 125 (576 sq. ft) will turn from a homeroom class to a music room                             <ul style="list-style-type: none"> <li>○ Auditorium lobby will no longer need to be a music classroom</li> </ul> </li> <li>● Science Lab can return to Rm 2020 (currnetly a '22-'23 homeroom)</li> <li>● <b>Computer lab can be reinstated</b></li> </ul>
30	<ul style="list-style-type: none"> <li>● <b>Modular #1: Grade 5 Classroom</b></li> <li>● <b>Modular #2: Grade 5 Classroom</b></li> <li>● Rm. 128 (567 sq. ft.) will flip from a homeroom to a special ed resource room for 1.5 resource teachers, and part-time speech teacher</li> <li>● Room 125 (576 sq. ft) will turn from a homeroom class to a music room</li> <li>● No computer lab</li> </ul>
31	<ul style="list-style-type: none"> <li>● <b>Modular #1: Grade 5 Classroom</b></li> <li>● <b>Modular #2: Grade 5 Classroom</b></li> <li>● Rm. 128 (567 sq. ft.) will flip from a homeroom to a special ed resource room for 1.5 resource teachers, and part-time speech teacher</li> <li>● Music remains in auditorium lobby</li> <li>● No computer lab</li> </ul>
32	<ul style="list-style-type: none"> <li>● <b>Modular #1: Grade 5 Classroom</b></li> <li>● <b>Modular #2: Grade 5 Classroom</b></li> <li>● All current ('23-'24) homerooms classrooms will remain homerooms</li> <li>● Addition of 0.5 Resource teacher and caseload will require an instructional space. Possible workspace includes sharing with 4.0 resource teachers in Rm 103. (<i>The space would be very crowded.</i>)</li> <li>● No computer lab</li> <li>● Art on a cart and music on a cart would <b>NOT</b> be necessary.</li> </ul>

**Scenario #3 - Two Modulares Used For Resource Rooms, Special Areas, etc  
Possible '23-'24 Space Configurations (With 2 Modulares):**

# of Sections	Possible Space Allocations
29	<ul style="list-style-type: none"> <li>● <b>Modular #1: Literacy Room</b> (2.1 interventionists and 1 coach)</li> <li>● <b>Modular #2: Math/Workshop Room</b> (2 interventionists and 1 coach)</li> <li>● Rm. 6 (Current Lit/Math room) will become a classroom</li> <li>● Rm. 103 (current Sp.Ed. Room) will become a classroom</li> <li>● Rm. 128 (567 sq. ft.) and Room 125 (576 sq. ft) will become special education rooms</li> <li>● Current Literacy and Math coach offices will become available office space</li> <li>● Science Lab can return to a current classroom space</li> <li>● <b>Computer lab can be reinstated</b></li> </ul>
30	<ul style="list-style-type: none"> <li>● <b>Modular #1: Literacy Room</b> (2.1 interventionists)</li> <li>● <b>Modular #2: Math/Workshop Room</b> (2 interventionists and 1 coach)</li> <li>● Rm. 6 (Current Lit/Math room) will become a classroom</li> <li>● Rm. 103 (current Sp.Ed. Room) will become a classroom</li> <li>● Rm. 128 (567 sq. ft.) and Room 125 (576 sq. ft) will become special education rooms</li> <li>● Current Math coach office will become available office space</li> <li>● (Computer lab cannot be reinstated)</li> </ul>
31	<ul style="list-style-type: none"> <li>● <b>Modular #1: Literacy Room</b> (2.1 interventionists)</li> <li>● <b>Modular #2: Math/Workshop Room</b> (2 interventionists and 1 coach)</li> <li>● Rm. 6 (Current Lit/Math room) will become a special ed resource room (4.5 teachers)</li> <li>● Rm. 103 (current Sp.Ed. Room) will become a classroom</li> <li>● Rm. 128 (567 sq. ft.) and Room 125 (576 sq. ft) will return as classrooms</li> <li>● Current Math coach office will become available office space</li> </ul>
32	<ul style="list-style-type: none"> <li>● <b>Modular #1: Literacy Room</b> (2.1 interventionists)</li> <li>● <b>Modular #2: Math/Workshop Rm</b> (2 interventionists and 1 coach)</li> <li>● Rm. 6 (Current Lit/Math room) will become a special ed resource room (4.5 teachers)</li> <li>● Rm. 103 (current Sp.Ed. Room) will become a classroom</li> <li>● Rm. 128 (567sq.ft.) &amp; Rm 125 (576sq.ft) return as classrooms</li> <li>● Current Math coach office will become available office space</li> <li>● <b>Art would need to be on a cart.</b> Several classrooms do not have sinks, therefore many projects would not be possible (painting, etc.). This would be a programmatic shift.                         <ul style="list-style-type: none"> <li>○ We would need to move/use an existing grade level closet in order to store the art supplies/materials for the year.</li> <li>○ We would need to find a parking spot for multiple art carts.</li> </ul> </li> </ul>









**RTM Joint Education and Finance Committee Meeting  
February 2, 2023**

On February 2, 2023, members of the BOE and administration met with the RTM Education and Finance Committees via Zoom to discuss and vote on the following appropriation:

**“To take such action as the meeting may determine, upon the request by the Superintendent of Schools, to approve an Appropriation in the amount of \$600,000 to the Capital and Non-Recurring Account for Long Lots School Modular Classroom Funding.”**

Present were members of the administration (Tom Scarice, Elio Longo, Mike Rizzo, John Bayers, Anthony Buono), the Chair and Vice Chair of the BOE (Lee Goldstein and Liz Heyer), Kim Abrosio (Principal of Long Lots School), members of the Finance Committee (Seth Braunstein, Don O’Day, Stephen Shackelford, Rachel Cohn, Noah Hammond), members of the Education Committee (Lauren Karpf, Lou Mall, Brandi Briggs, Kristin Schneeman, Candace Banks), members of the RTM (Peter Gold, Jimmy Izzo, Dick Lowenstein, Chris Tait, Wendy Batteau, Lori Church, Andrew Colabella, Jeff Wieser, Lyn Hogan, Matt Mandell), and members of the public.

It is worth noting that 20 RTM members were present for this committee meeting, including 10 members who are not on the Finance or Education Committees. The large turnout led to a robust and productive debate on this matter.

By way of background, the appropriation request is for two modular classrooms at Long Lots School (LLS) in order to accommodate the rising number of students both currently and projected to join the school in the next four years. This population increase began during the pandemic, and is why the modulares are in the capital plan for FY 2024. In short, the growth in population at LLS is beyond the capacity of the school. Staff and students have had to make sacrifices and demonstrate extreme flexibility to fit in the current space. Mrs. Ambrosio made clear that LLS is the only school without a computer lab, that staff choose to eat in their cars because the staff room is too crowded at only 240 square feet, 3 special education resource teachers share one room with a fourth teacher in the prior book storage area with a shower curtain as the divider, 4.5 interventionists share one room with both reading and math together, music is in the hallway, multiple classrooms are under 600 square feet, special education IR students are housed in a classroom of 350 and 415 square feet, etc. To make matters worse, the population is projected to grow by 40 students by fall 2024, by 60 students by 2025-2026 and by 80 students by 2026-2027.

Our discussion was lengthy and lasted more than two hours. Some of the topics we discussed are as follows:

- One RTM member pointed out the split votes at BOE and BOF (the BOE vote was 4-3 in favor of the portables, and the BOF vote was also 4-3) and asked to hear the “other side” of this debate, including why BOE members voted against the appropriation.
- There was concern from RTM members that we are voting merely weeks before a capacity study of the district is complete, so perhaps we should wait until it is in front of us before we vote.

-Members expressed frustration that redistricting has not been done in 20 years, and believed that Fall 2024 gives enough time to complete a small redistricting. RTM members stated that the administration does not have to wait until the voting for funding of LLS is complete, but rather can develop different plans during this time and be ready to implement one when funding is complete next fall.

-RTM members stated repeatedly that this “band-aid” is not a long term solution, and that we need to fix the systemic problem of overcrowding and an imbalance in our buildings. It was requested that this report mention a strong desire by RTM members that the district is balanced and that overcapacity is addressed in a systemic and timely manner.

- It was acknowledged that based on the school chart and data, the portables will assist LLS next school year. However, as the population increases in fall 2024 and especially in fall 2025 and beyond, the portables do not provide anywhere near enough space for the population.

-RTM members recognized that since redistricting will not happen until 2025, the modulares are an important temporary measure for LLS and are necessary until that time.

Lauren Karpf made a motion to amend the appropriation to \$400,000 for two portables for two years (rather than the four years requested). She explained that this appropriation is not about redistricting versus modulares since the BOE has made clear that redistricting will not happen until 2025. Thus, since LLS is in crisis mode due to its population, the modulares are an important temporary measure for the next two years. If a catastrophic event occurs, the BOE can always come back for another appropriation to extend the modulares, but we are hopeful that will not occur. This gives the administration and BOE around 30 months to develop and execute the first part of a systemic plan for the district.

Lee Goldstein, Chairwoman of the BOE, supported the Motion and encouraged the committees to recommend approval to the RTM. Two members of the public spoke – one opposed the modulares and one was in favor of the Motion to approve the modulares for two years.

**Vote:**

**Education Committee:**

Lauren Karpf made the amended motion to approve \$400,000 for modulares for LLS. Brandi Briggs seconded the motion. The Committee voted 5-0 to recommend RTM approval.

**Finance Committee:**

Lyn Hogan made a motion to approve the amended motion for \$400,000 for modulares for LLS. Rachel Cohn seconded the motion. The Committee voted 5-0 to recommend RTM approval.

Submitted By:

Lauren Karpf  
Chair, RTM Education Committee