

LONG LOTS ELEMENTARY SCHOOL BUILDING COMMITTEE

October 29, 2024

Westport Town Hall – Room 201/201A

Minutes of Meeting

Present:

Jay Keenan	LLES Building Committee Chair
Don O'Day	LLES Building Committee
Srikanth Puttagunta	LLES Building Committee
Joe Renzulli	LLES Building Committee
Tim Wetmore	LLES Building Committee
Susan Chipouras	TOW Project Manager
Liz Heyer	Board of Finance Liaison
Jay Brotman	Svigals + Partners
Marissa Mead	Svigals + Partners

The meeting was called to order at 6:00pm.

1. Jay Keenan provided a project update, identifying the various items that have been completed to date:
 - a. Notice to Proceed
 - b. Meeting with Town Engineering Department
 - c. Initial Program Validation with School Administration
 - d. Programming Workshop with School Administration and Staff
 - e. Programming Meeting with Parks & Recreation
 - f. Revisions to Building Program Document (Ed Spec) & Development of Program Diagrams
 - g. Meet with Committee to Review Program Development & Diagrams
 - h. Program Review with School Administration
 - i. Phase I Environmental Site Assessment
 - j. Geotechnical Borings & Report
 - k. Committee Meeting with Board of Education
 - l. Committee Meeting with Board of Finance
 - m. Initial Meeting with Neighbors
 - n. Initial Meeting with Community Gardeners
 - o. Final Concept/Adjacency Program Plans review with Administration and Staff

2. Jay Keenan provided information on the next project steps:
 - a. Traffic Study has begun with traffic counts at various locations in the area of Long Lots School.
 - b. Building Committee approval to Proceed with Schematic Design
 - c. Kick-off Meeting with Eversource on 10/30
 - d. Meeting with Sustainable Westport to be scheduled
 - e. RTM Education Committee update
 - f. Planning & Zoning Commission update to be scheduled
 - g. Preparation and review of Parking Layout & Site Plan
 - h. Preparation and review of Exterior Elevations

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3. The Committee then went into a Work Session with the Architect to review the concept/adjacency floor plans as reviewed and approved by the Administration and Staff.
4. Sri Puttagunta moved to release the concept/adjacency drawings for Schematic Design. Don O'Day seconded the motion. Motion passed 5-0.
5. The Architect then presented four “Storyboard” options for the project design:
 - a. Cozy & Classic New England
 - b. Nurtured by Nature
 - c. The Joy of STEAM
 - d. Storybook Traditional
6. The Committee made the following comments:
 - a. More residential to blend in with the neighborhood
 - b. A mix of Cozy & Classic New England and Nurtured by Nature
 - c. Ease of Maintenance is important in selection of materials
 - d. Courtyard could have options for multiple areas
 - e. The Joy of STEAM and parts of the Storybook Traditional may be too bold for the neighborhood

End of Work Session

7. The Committee then asked for public comment/questions which related to the center courtyard, media center location, turf fields, emergency shelter decision, drainage/water, building height zoning requirements and setting up meeting with Sustainable Westport.
8. Joe Renzulli moved to adjourn. Tim Wetmore seconded the motion. Motion passed 5-0. The meeting adjourned at 7:17 pm.

These minutes are issued for the record. Any additions or corrections should be issued in writing to the undersigned.

Respectfully submitted by,
Susan Chipouras
TOW Project Manager