

Newington Board of Education												
Town Hall Utilization Information for Renovation Study												
Updated: July 2016												
Current Square Footage Analysis	Existing Square Footage	Current Number of Emps Needing Workspace	Current Number of Private Offices	Common Work Area	Interior Waiting Area	PC's	Media Projection System	Data Drops	Comp Infra Equip	Desktop Printers	Other Equipment	Deficiencies
3rd Floor:												
Superintendent's Office Suite	1,008	4	3	Yes	No	4	No	5			1 Fax Machine, Transcription System, B/W Laser Printers (4)	
Curriculum Office Suite	1,572	10	6	Yes	No	10	No	10			40 PPM Copier, B/W Laser Printers (8), Color Laser (1), Scanner/MFP	
Business Office	664	5	2	Yes	Yes	5	No	6			PO Stamping Machine, Shredder, Burster, 40 PPM Copier, Dictation System, Typewriter Stand, B/W Laser Printers (4), Color Laser (1), Scanner/MFP	Inadequate Storage Space for Record Retention Requirements
Business Office - Back Room	360	2	0	Yes	No	2	No	2			0 Fax Check Sealing Machine	
Computer Server Room	120	0	0	No	No	0	No	2	3 Server Racks, Printer Rack, UPS		0 Servers, Routers, Switches, Network Gear, Power Supplies, Printers, Fiber Gateway, Network Head End, Safe, Tape Backup Storage, Dedicated A/C System, High Volume-High Speed Line Printer	Undersized - Clean Back Up Power for A/C Inadequate Storage Space for Record Retention Requirements; need 500 sq. ft. (minimum) with dense pack racking
Special Education & Cust/Maintenance	852	4	2	Yes	No	4	No	4			1 Fax Machine, 25 PPM Copier, B/W Laser Printers (3), Typewriter, Radio Receiver, 3 Alphamale Pager	
School Lunch Program Office	336	2	1	Yes	No	2	No	2			1 Fax Machine, B/W Laser Printer (1)	
Conference Room A (Max Capacity 12)	360	0	0	N/A	N/A	1	Yes	1			0	
Conference Room D (Max Capacity 10)	312	0	0	N/A	N/A	2	Yes	1			0	
Work Room/Mail Room	363	0	0	Yes	N/A	2	No	2			75 PPM Copier, Shredder, Color Printer, Scanners (2), Mailing System	
Lavatory - Men's/Custodian's Closet	240	0	0	N/A	N/A	0	No	0			0	
Lavatory - Women's/Custodian's Closet	240	0	0	N/A	N/A	0	No	0			0 Ice Maker	
Mail Room/Mint-Kitchen	160	0	0	Yes	No	0	No	0			0 Stovetop, Dishwasher, Sink, Refrigerator, Mail Slots & Countertops, First Aid Station	

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2nd Floor:												
Helen Nelson Conference Room (Including Storage) (Max Capacity = 40)	1,224	0	0	N/A	N/A	1	Yes	1			Broadcast Audio System + NCTV Resources + High End AVV	
Total 2nd Floor	1,224	28	14			35		42		23		
East Wing (Transition Academy, HCD, Common)												
East Wing (Common):												
HCD Lobby (24' x 20')	480	0	0	N/A	N/A	0	No	1			Potential Recapture of Space with Relocation of Entrance Door	
East Wing Hallway to Stairs (10' x 80')	800	0	0	N/A	N/A	0	No	0				
Stairs to Main Level with Lift (10' x 12')	120	0	0	N/A	N/A	0	No	0			0 Handicapped Lift	
Access Path to 3rd Floor Stairtower	192	0	0	N/A	N/A	0	No	0				
Stairtower to 3rd Floor (20' x 10')	200	0	0	N/A	N/A	0	No	0				
Transition Academy:												
General Academy Area	2,176	11	0	Yes	No	6	Yes	6			Full Working Kitchen, Laundry W/D, Teacher Desk Area, Large Format Plotter/Scanner, B/W Copier, Mini-MAC Computer Network, Desktop Scanner, Smartboard, Projector, Sound	
Unisex Lavatory (12' x 8')	98	0	0	N/A	N/A	0	No	0			0 ADA Compliant	

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Human Capital Development												
M/W Lavatories (16' x 10')	160	0	0	N/A	N/A	0	No	0			0	ADA Compliant
HCD Main Office	946	4	0	Yes	No	4	No	4			3	High Density Record Storage System
HCD Training Room (36' x 18') (Max Capacity 30)	648	0	0	Yes	No	0	Yes	0			0	Wireless
HCD Training Room Storage (8' x 8')	64	0	0	N/A	N/A	0	No	0			0	
HCD Conference Room (14' x 12') (Max Capacity = 6)	168	0	0	Yes	N/A	1	Yes	1			0	Conference Phone, Skype
HCD Director (Est 18' x 18')	324	1	1	Yes	N/A	2	Yes	2			1	Small Conference Table & Chairs
Assistant Superintendent (Est 18' x 18')	324	1	1	No	No	1	No	1			1	Small Conference Table & Chairs
Total East Wing	6,698	17	2			14		16			8	
Total Current Square Footage	22,631	45	16			49		57			31	

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Future Space Needs:												
Potential Future Needs - Special Education:												
Workspaces: (Currently shared with Maintenance)												
Maintenance needs to be with business office												
Asst Director currently in Paterson library												
Need at least 500 sqft more for records storage												
Transilion Academy at Capacity												
Potential Future Needs - Curriculum:												
Workspaces: (Currently 10 - Potentially 16)												
Digital Content Writers - 4												
Support/Secretarial - 1												
Intern - 1												
Potentially 6 New Workspaces Needed												
Potential Future Needs - HCD:												
Workspaces: (Currently 6 - Potentially 8)												
HR Admin Technical - 1 (Web Site & Content)												
HR Intern - 1												
HR Full Time Support - 4												
* Personnel Records Storage (Extremely Important)												
Potential Future Needs - Special Ed/Maintenance:												
Workspaces: (Currently 4 - Potentially 6)												
Itinerant Staff from Schools - 1												
Support - 1												
Construction Intern - 1												

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Potential Future Needs - Business Office:												
Workspaces: (Currently 7 - Potentially 9)												
Systems Analyst - 1												
Construction Intern - 1												
Potential Future Needs - Superintendent's Office:												
Workspaces: (Currently 4 - Potentially 4)												
No New Positions												
Conference Rooms:												
Maintain Existing 5 Conference Rooms (or Replacements) + 2 New Rooms												
New Conference Room for 10 - Special Ed IEP's												
New Conference Room for 20 - General Use												
Maintain HCD Training, HCD Conf, Conf Room A, Conf Room D, Helen Nelson												
Replacement Board Room - Assume Helen Nelson Room Transferred to Town												
Elevator - East Wing to 3rd Floor												
Elevator - Main Entrance to 3rd Floor												
Adequate Record Storage - Active												
Adequate Record Storage - Archive												
Estimated Need of 3,000 Sq. Ft. for Storage												
Bus Garages												
Year Built												
Garage #1 206 Garfield St	5,600 sqft	1948	Buses built after 2009 will not fit									
Garage #2 169 Garfield St	12,860 sqft	1925	Additions 1926, 1935, 1955									
Approximately 60,000 sqft is needed to protect buses from the elements and vandalism.												
Average lifespan outside = 7 years / Average lifespan inside = 12-14 years												

DATE: July 31, 2016
TO: Mr. Jeff Baron, Director of Administrative Services
FROM: Dr. William C. Collins, Superintendent of Schools
SUBJECT: Town Hall Renovation Committee Request

I am including the updated information requested by the Town Hall Project Building Committee. I have provided a short history of the building, the updated spreadsheet, and a new document that lists the "Need to Have" vs "Nice to Have". I hope the information is helpful to the committee. Please don't hesitate to ask if you need any further information.

Building History:

The original Junior High School was constructed on the Mill Pond Site in 1926 with multiple additions to follow. The area behind the Junior/Senior High School (1926-1972) was swamp land that was filled to accommodate the new senior high school addition in 1951. The Sibley building as it was called, was constructed in phases and eventually connected to the old Jr/Sr High School Annex in 1956 by the cafeteria which is now the transition center and Human Resource Department. The main office was located in a portable from 1951-1956 that eventually was surrounded by the new auditorium and administration building which now houses Human Services and the Town Clerk's Office. At one point the two buildings were controlled by a single power plant. The connections between the original building from 1926 and all of the additions through 1956 and the demolition of the original annex in 1972 have created multiple issues with HVAC, electrical, plumbing and other utility distribution systems.

"Need to Have" vs. "Nice to Have"

The following pages outline some of the questions that have come up with previous committees. At the end of the day there are certain things that would be nice to have, but are not a requirement to our day to day operations. I have tried to separate the two so the committee can prioritize as necessary in the best interest of the town. For specific details regarding space, please see the attached spreadsheet.

BOARD OF EDUCATION TOWN HALL NEEDS SUMMARY *NEED/NICE TO HAVE*

Need to Have

GENERAL

- Though conference room space is very tight, we have been able to accommodate most events with proper scheduling. The Helen Nelson Meeting Room is used daily for meetings, conferences, driver training classes, etc., as well as for the Board of Education meetings and other meetings in the evening. It would be helpful if the room could be 200-300 sq.ft. larger; however, that would be a “Nice to Have”. The current allocation of conference room space and the arrangement, including chair storage closet and small kitchenette meets the current and future needs. The same amount of space is a “Need to Have”.
- Waiting areas – We currently have two waiting areas for visitors. One in the hallway corner of the upper floor and one in the lobby of the transition center entrance. We have found this to be more efficient than individual waiting areas inside each office. Depending on the configuration of the building, a common waiting area is a Need to Have. If the offices are located on more than one floor, a waiting area on each floor should be included as is the present situation.

SPECIAL EDUCATION / Maintenance Office

- The Maintenance Office should be located with business office not Special Education. This would help to improve efficiency.
- At least 500 sq.ft. more space is needed for records storage. These records are required by state and federal law and are accessed regularly.
- The Transition Academy is at capacity. The cost to outplace each student can range from \$50,000 to \$200,000. For this reason, the request sits in the Need to Have category. An estimated additional 800-1000 sq.ft. should be added. This program is not required to be at the Town Hall, but it cannot be housed in a school and should be centrally located to allow students to participate in town activities. There should also be a bus drop off point that does not impede the flow of traffic during loading and unloading times.

FINANCE & OPERATIONS

- This department includes the business office, facilities and maintenance, food service, transportation, and the central supply warehouse operation. This entire department with the exception of the transportation office needs to be together.
- There is currently no space for records storage. While much can be digital, there are still records, blueprints, and many other files that we need access to on a regular basis. There is a significant need for storage space.

HUMAN RESOURCES (Human Capital Development)

- Currently there is a significant need for records storage. Personnel records are stored in inappropriate places or wherever there is room. The inadequate storage issue has caused a significant problem with an ongoing lawsuit. While dead storage can be located in another facility, current space is inadequate.

Nice to Have

- Bus Garage - The current bus garage facilities do not meet the needs of the operations and have been discussed for decades. One garage is likely a remnant of a saw mill on Mill Pond. The other one was built in the 1948 to protect our capital investment as the transportation needs grew. Buses built after 2009 do not fit in this garage and must be left outside. The total square footage for bus maintenance and storage is currently about 12,850 square feet. Approximately 60,000 square feet is needed to protect our investment. The average lifespan of buses stored outside is about 7 years. The average lifespan for buses stored inside is about 12-14 years. The garage protects the buses from the elements and minimizes the attractiveness of vandalism or acts of terrorism. (Contact the Office of the Superintendent for more information on this topic). Buses do not need anything elaborate and can be located just about anywhere in town on this side of the train tracks. Milk Lane has been discussed but would create a traffic nightmare in town during rush hour. This is in the Nice to Have category because it is not essential to our operations. A cost benefit analysis, as well as a safety analysis, would demonstrate it to be a wise investment and reduce the overall annual operating budget.
- Break room for employees - Currently the kitchen facilities are located in the mail room. Besides being unsanitary, employees who wish to stay on campus during their lunch hour are forced to eat at their desk which is inappropriate if the office is open.
- Curriculum Office - This office is so tight for space that it impacts productivity. It would be nice to have a shared area where they could work on curriculum writing and planning.
- Transition Academy bus loading zone - would be appreciated by library patrons and anyone else who happens to be in the parking lot during arrival or dismissal time. The buses are required by law to operate their SOS lights during loading of school children. Many of these students are in wheelchairs and take much longer to load and unload which creates frustration on the part of citizen who often take out said frustrations on the drivers by making obscene gestures and comments.
- Areas to display student work - We currently use the hallways to display the artwork by our students. We would like to keep our offices less corporate looking and more "kid friendly".