

**Town of East Hampton**  
**Request for Proposal**  
**For**  
**Facility Evaluation**

**C. Project Scope**

The East Hampton Town Council is looking for professional guidance in the evaluation, development and planning in regards to the Town of East Hampton general government facilities and Center school. Specifically they are looking for the consultant to:

1. Review and Evaluate the renovation of Center school as a Community Center /General government facility;
2. Explore the potential relocation of grades 4 and 5 from Center school to Memorial School;
3. Review the possibility of moving the Police Department to a new facility at 195 West High St.;
4. Evaluate the Costs of keeping Center School as a School.

The Town Council is looking for a thorough review of Department programming needs to update the 2005-2008 Friar report (<http://www.easthamptonct.gov/Pages/friar.pdf>) ; a professional space estimate for all departments and an associated cost.





July 2015

# Facility Evaluation Update

East Hampton, CT

Prepared by:

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# **EAST HAMPTON FACILITY STUDY UPDATE**

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## TOWN OF EAST HAMPTON FACILITY STUDY UPDATE

### KEY PERSONNEL

NAME/EMAIL	TITLE/DEPARTMENT	PHONE
<b>MUNICIPAL CONTACTS</b>		
Michael Maniscalco <a href="mailto:mmaniscalco@easthamptonct.gov">mmaniscalco@easthamptonct.gov</a>	Town Manager	(860) 267-4468
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Jaime Krajewski	Parks & Recreation	(860) 267-7300
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## TOWN OF EAST HAMPTON FACILITY STUDY UPDATE

### KEY PERSONNEL

NAME/EMAIL	TITLE/DEPARTMENT	PHONE
<b>MUNICIPAL CONTACTS</b>		
Timothy Van Tasel <a href="mailto:tvantasel@easthamptonct.org">tvantasel@easthamptonct.org</a>	Asst. Superintendent of Curriculum, Instruction & Human Resources	(860) 365-4000
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LANDSCAPE ARCHITECTURE  
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## TOWN OF EAST HAMPTON FACILITY STUDY UPDATE

### ARCHITECT'S CONTACT LIST

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Architectural Project Leader

## **TOWN OF EAST HAMPTON FACILITY STUDY UPDATE**

### **EXECUTIVE SUMMARY**

#### Option 1A

A 14,000 s.f. addition will be added to Memorial School, Center School students will move to Memorial School upon completion. The parking and bus drop off will be reconfigured to improve student safety. Center School will be repurposed to hold all Town Hall Departments and the Police Department, this will be completed with renovations and a 5,200 s.f. addition. The Center School project will include the purchase of 2 Bevin Boulevard which will be used for Police Department Parking. The existing Town Hall will be sold at the completion of the Center School renovation. Board of Education will receive a new air conditioning system at their current location.

#### Option1B

A 14,000 s.f. addition will be added to Memorial School, Center School students will move to Memorial School upon completion. The parking and bus drop off will be reconfigured to improve student safety. A 10,600 s.f. addition will be added to Center School, which will be repurposed and renovated to house all Town Hall Departments, the Police Department and the Board of Education. The renovation of Center School will include the purchase of 2 Bevin Boulevard which will be used for parking for the police station. The existing Town Hall and Board of Education (Old Town Hall) will be sold when Center School Renovations have been completed.

#### Option 1C

A 14,000 s.f. addition will be added to Memorial School, Center School students will move to Memorial School upon completion. The parking and bus drop off will be reconfigured to improve student safety. Center School will be repurposed to house all Town Hall Departments and the Board of Education, no additions are required. The purchase of 2 Bevin Boulevard will be used to supplement Town Hall parking. The Police Department will move to 195 West High Street when renovations and additions are complete. The existing Town Hall and Board of Education (Old Town Hall) will be sold when Center School Renovations have been completed.

#### Option 2

Center School will be "Renovated-as-new". The purchase of 2 Bevin Boulevard will be used to supplement Center School parking. No changes will be made to Memorial School. The Police Department will move to 195 West High Street when renovations and additions are complete. A new Town Hall facility will be constructed. The Board of Education will remain in their current location and receive a new air conditioning system.

### Option 3

Option 3 the culmination of the committee's critiques of Options 1A, 1B, 1C and 2. A 14,000 s.f. addition will be added to Memorial School. As part of this construction project, the existing Memorial School Gymnasium will be renovated and receive a new addition, which will allow for a full size court and space for bleachers. The parking and bus drop off will be reconfigured to improve student safety. A 9,300 s.f. addition will be added to Center School, which will be repurposed and renovated to house all Town Hall Departments, the Police Department and the Board of Education. The renovation of Center School will include the purchase of 2 Bevin Boulevard which will be used for parking for the police station. The existing Town Hall and Board of Education (Old Town Hall) will be sold when Center School Renovations have been completed.

SPACE		EXISTING			REQUIRED 2005				REQUIRED 2015			
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.	
<b>TOWN MANAGER</b>												
Town Manager's Office	1	218	218		1	200	200	lateral file storage	1	200	200	
Conference Room			0		1	200	200	private conference area for 10-12 people	1	250	250	Shared, should hold a maximum of 15 people
Small Conference Room			0						1	150	150	Shared conference room
Secretary's Office	1	218	218		1	150	150	workstation with computer, phone, fire safe, 12 file cabinets	1	150	150	
Work Room			0		1	150	150	copier, fax machine, folding machine, mail boxes	1	150	150	
Waiting/Reception Area			0				0		1	150	150	
Town Manager Subtotal			436		Town Manager Subtotal			700	Town Manager Subtotal		1050	
<b>TOWN COUNCIL</b>												
Town Council Room	1	603	603		1	800	800		1	800	800	
Town Council Subtotal			603		Town Council Subtotal			800	800			
<b>FINANCE &amp; ACCOUNTING</b>												
												Director, asistantant and accounts payable workstations should be located in the same room. If laserfiche is added, some filing cabinets could be eliminated.
Director's Office	2	132	264		1	150	150		1	150	150	
Assistant's Workstation	1	132	132		1	80	80	Workstations with computer, phone	1	80	80	
Accounts Payable Workstations	1	380	380		4	80	320	Workstations with computer, phone	4	80	320	
Data Processing	1	143	143									
Conference Room			0		0	250	250	Able to accommodate up to 10 people for staff meeting, audits	0	250	0	Shared conference room in "Town Manager" Section
General Storage	1	90	90		1	100	100	Office supplies, paper storage	1	100	100	Lateral filing cabinets
Secure File Room			0						1	100	100	Used for accounts payable files and invoices for immediate access
Finance & Accounting Subtotal			1009		Finance & Accounting Subtotal			900	Finance & Accounting Subtotal		750	
<b>HUMAN RESOURCES (presently)</b>												
Office			0		1	120	120	Private, quiet office, 6 - 4 high file cabinets	1	120	120	
Workstations			0		2	100	200	Workstations with computer, phone	2	100	200	
Reception Area			0		1	60	60	Area for visitors to check in, wait	1	60	60	
General Storage			0		1	100	100	Office supplies, paper storage	0	100	0	Removed and added to Support Spaces
Vault Storage			0				0	6 file cabinets			0	
Human Resources Subtotal			0		Human Resources Subtotal			480	Human Resources Subtotal		380	
<b>TOWN CLERK</b>												
Town Clerk's Office			0		1	150	150		1	150	150	
Assistant's Workstations	1	454	454	The existing Town Clerk space is an open room with 4 workstations. The Town Clerk does not have a private office.	2	110	220	Workstations to accommodate a telephone, computer and printer, label printer, adding machine, optical scanner and typewriter, plus 2 visitors per station	2	110	220	
Reception Counter	1	148	148	The exiting reception counter does not accommodate more than 1 person. Public waiting area is also included in this space, as well as public notice area.	1	60	60	Counter to accommodate up to 3 people, computer station, cash drawer	1	60	60	
Public Notice Area, Waiting Area			0		1	100	100	Bulletin/counter area for public event postings and area for public to wait	1	100	100	
Small Conference Room			0		1	120	120	Space for small staff meetings, private conferences	0	120	0	Shared conference room in "Town Manager" Section
Research Area			0		1	120	120	Space to accommodate a research/work table for large format maps and files	1	240	240	This area should also accommodate two research computers, which cannot be located in the vault.
General Storage	1	260	260	Town clerk storage is limited; paper supplies are kept under tables and in available spaces>	1	100	100	Office supplies, paper storage	1	100	100	
Vault Storage			0				0	22 cabinets - 6'H x 3'W; 10 - map flat files; 8 cabinets - 8'H x 4'W			0	
Town Clerk Subtotal			862		Town Clerk Subtotal			870	Town Clerk Subtotal		870	
<b>ASSESSOR</b>												
Assessor's Office			0		1	150	150	Property account file cabinets, fire safe, mini vault	1	150	150	
Assistant's Workstation	1	218	218	The existing assessor space is an open room with three workstations. The assessor does not have a private office.	4	110	440	Space for computer workstation, phone	3	110	330	Only three are required, the forth station is listed in "Reception Counter"

Updated May  
2015



SPACE	EXISTING				REQUIRED 2005				REQUIRED 2015			
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.	
Field/Data Entry Office			0		1	120	120	Quiet, private space for data entry	1	120	120	
Reception Counter	1	125	125	The existing reception counter serves also as the public research area. It does not accommodate more than 2-3 people. File storage is kept below the reception area.	1	60	60	Must accommodate large scale maps plus computer station with printer for public use	1	60	60	
Work Room			0		1	150	150	Must accommodate fax machine, copy machine, large format copier, ample counter/work space	1	150	150	
Small Conference Room			0		1	150	150	Space for private meetings, benefit applications	0	150	0	Shared conference room in "Town Manager" Section
Public Research Room			0		1	150	150	Space for 5-6 people to do research, appraisals, large table	1	150	150	
General Storage			0		1	100	100	Storage of office supplies, stationary, paper goods	0	100	0	Removed and added to Support Spaces
Secure File Room									1	100	100	For files to be accessed frequently
Vault Storage			0				0	6 file cabinets - reevaluation cards, exemption files, motor vehicle records			0	
Assessor Subtotal					Assessor Subtotal				Assessor Subtotal			
TAX COLLECTOR												
Tax Collector's Office			0		1	150	150		1	150	150	
Assistant's Workstation	1	186	186	The existing tax collector's area is a small room with three workstations. Supplies are kept within the room. Files are kept in boxes piled under counters and on the floor.	2	110	220	Workstations to accommodate a computer station	2	110	220	
Transaction Counter			0	The existing transaction counter serves also as a workspace. It is not handicap accessible from either side.	1	60	60	Handicap-accessible station able to accommodate at least 3 people, lockable cash drawer	1	60	60	
Paper Storage			0		1	100	100	Paper supplies, stationary, envelopes	0	100	0	Removed and added to Support Spaces
Vault Storage			0				0	6 file cabinets, research area/workstations			0	
Tax Collector Subtotal					Tax Collector Subtotal							
BUILDING DEPARTMENT												
Building Administrator's Office	1	140	140	The existing office within the building department is shared by several departments.	1	150	150	Large drafting/map workstation, private	1	150	150	
Office Technician's Workstation	2	90	180		2	110	220	Workstations with computer, phone	2	110	220	
Building Inspector's Office			0						1	120	120	
Admin/Reception Counter	1	80	80	The existing reception area is small and inadequate. There is no public space in this department.	1	100	100	Counter large enough for large scale building plans, maps, computer station, space for posting public notices, area for public to wait	1	100	100	
File Storage	1	450	450	The majority of the existing building department is devoted to file storage.	1	200	200	18 - 5 high file cabinets, fire proof, 4 flat files - building records kept forever	1	200	200	
General Storage	1	56	56		1	100	100	General office supplies, paper supplies	1	100	100	
Toilet Room	1	90	90									
Building Department Subtotal					Building Department Subtotal				Building Department Subtotal			
REGISTRAR OF VOTERS												
Office	1	140	140						1	200	200	Two workstations
Voting Machine Storage			0						1	80	80	
Registrar of Voters Subtotal									Registrar of Voters Subtotal			
FIRE MARSHAL & EMERGENCY												
Fire Marshal's Office			0	The fire marshal does not have a private office. A workstation with book/file storage is supplied within the building department.	1	150	150	Space for large desk with computer station	1	150	150	
Reception Area			0		1	60	60	Area for visitors to check in, wait, public notices	1	60	60	
Secure File Room			0						1	100	100	To hold 1-2 year's of past project work
Storage			0		1	100	100	Requires minimum of 4 file cabinets, 2 bookshelves, general paper storage	1	100	100	
Fire Marshal Subtotal					Fire Marshal Subtotal				See following page			

Updated May 2015



East Hampton Town Hall

SPACE		EXISTING			REQUIRED 2005			REQUIRED 2015				
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.	
FIRE MARSHAL & EMERGENCY MANAGEMENT (currently no designated EOC space, formerly called "Homeland Security" in 2005)									should be located in basement			
Deputy's Office			0	There is currently no designated homeland security space.	1	150	150		1	150	150	
Communication Room			0		1	150	150		1	150	150	
Emergency Supply Room			0		1	200	200		1	200	200	
Triage/E.O.C. Room			0				0	See **Community Space	1	200	200	Conference table can be pushed aside when needed for triage
Kitchen			0						1	600	600	Can be shared with other depts., req. for E.O.C.
Homeland Security Subtotal					Homeland Security Subtotal		500		Fire Marshal & Em Mgmt Subtotal		1710	
HEALTH DEPARTMENT (presently												
Health Director's Office			0		1	150	150	Large desk, computer workstation, file cabinets	1	150	150	
Office Manager's Office			0		1	150	150	Large desk, computer workstation, file cabinets	1	150	150	
Staff Workstations			0		5	80	400	Workstations with computer, phone	5	80	400	
Conference Room			0		1	150	150	Meeting room for up to 12 people	0	150	0	Shared conference room in "Town Manager" Section
File Storage			0		1	200	200	10 file cabinets, office supply storage	1	200	200	
Storage			0		1	225	225	Refrigerated specimen holding area, medical supply storage, emergency response supplies	1	225	225	
Public Shelter Area			0				0	See **Community Space			0	
Health Department Subtotal					Health Department Subtotal		1275		Health Department Subtotal		1125	
DEPARTMENT OF PUBLIC WORKS									Changed from "Town Facilities Manager" to DPW			
Office	1	200	200		1	150	150	Desk with computer workstation, file cabinets	1	150	150	
Custodial/Maintenance Storage			0		1	150	150		1	150	150	
Vault Storage			0				0	Flat file storage for building plans, town maps			0	
Town Facilities Manager Subtotal					Town Facilities Manager Subtotal		300		DPW Subtotal		300	
VAULT												
Vault Storage	1	898	898	The existing vault is cramped and disorganized. The space is shared between many offices in the town hall.	1	800	800	Space required/shared by Town Clerk, Tax Assessor, Tax Collector, Finance Dept. and Human Resources, Facilities Manager	1	800	800	
Research Area			0		4	60	240	Space for laying out large format maps and files	4	60	240	
Computer Workstations			0		2	60	120	Space for computer research	0	60	0	Removed both workstations from Vault and added to research area in Town Clerk's Department
Vault Subtotal					Vault Subtotal		1160		Vault Subtotal		1040	
COMMUNITY SPACE												
Community Space			0				0	Space to be used by health dept., food bank, parks & rec. and homeland security, police dept.			3,000	Now included in Town Hall
Community Space Subtotal					Community Space Subtotal		0		Community Space Subtotal		3000	
PROBATE COURT												
Judge's Office			0		1	150	150	Secured space to accommodate a desk, computer workstation, file cabinets	1	150	150	
Clerk's Office			0		1	120	120	Secured space to accommodate a desk, computer workstation, file cabinets with visibility to waiting/conference areas	1	120	120	
Hearing Room			0		1	500	500	Space for large conference table, 25 people, hearing assistance	1	500	500	
Reception Area			0		1	120	120	Area visible to the clerk with chairs for visitors	1	120	120	
Waiting/Conference Areas			0		2	120	240	Private areas for legal conferences	2	120	240	
Probate Vault	1	117	117		1	250	250	Secure space for Probate files, accessible to the public, separate from Town Hall vault	1	250	250	
Probate Court Subtotal					Probate Court Subtotal		1380		Probate Court Subtotal		1380	

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2015



East Hampton Town Hall

SPACE		EXISTING			REQUIRED2005				REQUIRED 2015				
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015	
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.		
SOCIAL SERVICES													
								Provide separate entrance from Town Hall so that clients maintain confidentiality, include space for interviewing couples, families, secure file storage					
Director's Office/Counseling Area			0		1	200	200		1	200	200		
Volunteer Office			0		1	150	150	space for volunteer workstations, computer, phone	1	150	150		
Public Notice Area			0		1	30	30	bulletin area for public event postings	1	30	30		
General Storage			0		1	150	150	general office supplies, paper supplies	1	150	150		
Social Services Subtotal			0		Social Services Subtotal			530	530				
FOOD BANK													
Office			0		1	150	150	space for volunteer workstations, computer, phone	1	150	0	not located in town hall	
Food Storage			0		1	200	200	dry goods storage	1	200	0		
Clothing Storage			0		1	200	200	storage for clothing, shoes, jackets	1	200	0		
Transaction Counter			0		1	60	60	area for clients to come in to receive supplies but not able to enter storage areas	1	60	0		
Walk-in Fridge/Freezer			0		1	150	150	perishable storage, large quantity storage for holiday dinners, large functions	1	150	0		
Community Space			0				0	space to hold large functions, holiday dinners, food drives			0		
Food Bank Subtotal			0		Food Bank Subtotal			760	Food Bank Subtotal			0	
YOUTH & FAMILY SERVICES									Should have separate entrance				
Large CounselingRoom			0		1	200	200	Soft seating, layout conducive to speaking, space for large group counseling, 5-6 people	1	200	200		
Small Counseling Room			0		1	150	150	Soft seating, layout conducive to speaking, space for couples counseling	1	150	150		
Director's Office			0		1	120	120	Space to accommodate desk, computer and 1 file cabinet	1	120	120		
Medium Counseling Room			0		1	150	150	Space to accommodate 1 or 2 workstations with computers and 1 file cabinet	1	175	175	Changed from intern office to Medium Counseling room. Soft seating, layout conducive to speaking, space for medium sized group counseling	
Storage			0		1	150	150	Board games, arts/crafts supplies, office supplies	1	150	150	Files will also be stored here	
Youth & Family Services Subtotal			0		Youth & Family Services Subtotal			770	Youth & Family Services			795	
PARKS & RECREATION DEPARTMENT													
Director's Office			0		1	120	120	6 file cabinets, safe	1	120	120		
Program Coordinator's Office			0		1	120	120		1	120	120		
Volunteer Office			0		2	150	300		2	150	300		
Reception Area			0		1	100	100		1	100	100		
Classroom			0						2	900	1,800		
Conference Room			0		1	200	200		0	200	0	Shared conference room in "Town Manager" Section	
General Storage			0		1	200	200		1	200	200	To support print room	
Print Room			0		1	150	150	Used to produce flyers, brochures	1	150	150		
Parks & Rec. Storage			0		1	200	200	Garage door access	1	500	500	Increased size	
Gymnasium Space			0				0	See **Community Space			0		
Parks & Recreation Dept Subtotal			0		Parks & Rec Dept Subtotal			1390	Parks & Recreation Dept Subtotal			3290	
SUPPORT SPACES													
Lunch Room	1	130	130		1	200	200	Lunch room, tables, kitchenette	1	200	200		
Toilet Rooms	2	115	230		6	60	360		6	60	360		
General Storage	1	100	100										
Loading Dock			0						1	0	0		
Custodial Closet									3	50	150	One per floor	
Central Supply Closet			0						1	200	200	Added	
Support Spaces Subtotal			460		Support Spaces Subtotal			560	Support Spaces Subtotal			910	

(Town Hall) Total Program Space S.F.	6,110	2005 (Town Hall) Total Program Space S.F.	15,305	2015 (Town Hall) Total Program Space S.F.	20,590
		Net to Gross Ratio - 35%	5,357	Net to Gross Ratio - 35%	7,207
		Total Gross Building Area	20,662	Total Gross Building Area	27,797

Updated May  
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East Hampton Town Hall





SPACE	EXISTING				REQUIRED 2005				REQUIRED 2015					
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2005	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015		
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.			
PUBLIC LOBBY														
Vestibule					1	75	75	Pay phone	1	75	75			
Lobby	1	62	62		1	300	300	Drinking fountain, waiting area, display cases, brochure/form pick-up area, bulletin board, help desk (secure, ballistic resistant)	1	300	300			
Community Room/Training Room			0		1	500	500	Room for 30 chairs, podium, projection screen, overhead projector, white board, bulletin boards	1	500	500			
Table and Chair Storage			0						1	80	80	Relocated from P.D. Patrol Division, make adj. to Community Room		
E.O.C. Closet			0				0		1	60	60	Closet should be adj. to Community Room		
Public Interview Room			0		1	80	80	Table and chairs for two, counter w/sink for fingerprinting	1	80	80	Fingerprinting station moved to separate room		
Public Toilets												Reduced from two toilets (Mens & Womens) to one Unisex toilet to accomodate new Fingerprinting Room		
Fingerprinting Room			0		2	60	120		1	60	60	Counter w/sink for fingerprinting		
Public Lobby Subtotal				62	Public Lobby Subtotal				1075	Public Lobby Subtotal				1215
P.D. ADMINISTRATION														
Chief of Police	1	177	177		1	275	275	Desk, credenza, book case, file cabinets, small conference table , 2 chairs, TV/VCR	1	275	275			
Private Toilet			0		1	100	100	Shower, sink, toilet	1	100	100			
Lieutenant's Office			0		1	175	175	Desk, book case, file cabinets, 2 visitor chairs	1	175	175			
Sergeants' Office	1	162	162		3	100	300	Desks, book case, file cabinets, 3 visitor chairs	3	100	300			
Conference Room			0		1	350	350	Table and 8-10 chairs, projection screen, white board	1	350	350			
Copy Room/Supplies			0		1	60	60		1	60	60			
Waiting Area			0		1	60	60	4 chairs	1	60	60			
Coat Closet			0		1	15	15		1	15	15			
Coffee Area			0		1	40	40		1	40	40			
Unisex Toilet			0		1	50	50		1	50	50			
General Storage	1	110	110		1	30	30		1	60	60	Increase from 30 s.f. to 60 s.f.		
P.D. Administration Subtotal				449	P.D. Administration Subtotal				1455	P.D. Administration Subtotal				1485
P.D. SUPPORT SERVICES														
Records Office	1	126	126		1	145	145	Desk, book case, file cabinets	1	145	145			
File Room			0		1	250	250	File cabinets	1	250	250			
Communications Room	1	290	290		1	300	300	Room and infrastructure to accommodate 2 future dispatch workstations (2 Hr. rating)	1	300	300	Provide two disptcher workstations, provide infrastructure for two additional workstations		
Comm. Equipment Room	1	153	153		1	100	100	Room to accommodate equipment for 2 future dispatch workstations (2 Hr. rating)	1	100	100			
Main Desk			0		1	50	50	Public transaction window and counter (secure, ballistic resistant)	1	50	50			
Server Room			0		1	80	80	Provide A/C as needed	1	100	100	Increased from 80 to 100 s.f. to accommodate additional video storage		
Toilet			0		1	60	60		1	60	60			
Break Area			0		1	60	60		1	60	60			
Work Area			0		1	40	40		1	40	40			
P.D. Support Services Subtotal				569	P.D. Support Services Subtotal				1085	P.D. Support Services Subtotal				1105
P.D. PATROL DIVISION														
Detectives/Juvenile Officer	1	221	221		2	100	200	Desks, book case, file cabinets, 4 visitor chairs	2	100	200			
Juvenile Holding Room			0		1	60	60	Unlocked room with window and fixed furniture	1	60	60			
Interview Room	1	126	126		1	80	80	Small table and 3 chairs	1	80	80	Provide infrastructure for monitoring		
Soft Interview Room			0		1	80	80	Sofa, area for toy storage	1	80	80			
Video Monitoring Room			0		1	60	60	Desk, video equipment	1	60	60			
Work Area			0		1	40	40	Counter, room for copier, printer, fax, etc.	1	40	40			
Storage			0		1	30	30	Closet for equipment	1	30	30			
Evidence Storage	1	126	126		1	300	300	Secure room, open shelving	1	300	300			
Drug Storage			0		1	30	30	Secure closet with separate ventilation	1	30	30			
Weapons Storage			0		1	30	30	Secure closet	1	30	30			
Ammunition Room			0						1	30	30	Dehumidification system		
Evidence Processing Area			0		1	120	120	Evidence lockers, fume hood for fingerprinting, counters and storage	1	120	120	Provide secure refridgerator		
Seized Vehicle Area (outside facility)												10 cars with tow truck access w/fence and monitoring		

SPACE		EXISTING			REQUIRED								
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations 2015	
		# s.f.	total s.f.			# s.f.	total s.f.			# s.f.	total s.f.		
Drying Room			0		1	30	30	Wet gear rack	1	30	30		
Found Property			0		1	200	200	Directly accesible to exterior for civilian claims	1	200	200		
Table and Chair Storage			0		1	80	80					Moved to Public Lobby area	
Report Preparation			0		1	120	120	Built-in computer workstations, room for 3 computers, copier, printer	1	120	120		
Patrol Supplies and Equipment			0		1	100	100	Shelving, coat rack for uniform storage	1	100	100		
Armory			0		1	50	50	Weapons racks	1	50	50		
Weapons Cleaning			0		1	50	50	Canopy fume hood, flammable storage cabinet	1	50	50		
Fitness			0		1	240	240		1	240	240		
Men's Locker Room	1	105	105		1	350	350	Lockers for 24, wet gear rack, shoe shine bench	1	350	350	Position for future growth	
Toilet	1	130	130		1	200	200	2 sinks, 2 toilets, 1 urinal, 1 accessible shower	1	200	200		
Women's Locker Room			0		1	100	100	Lockers for 8, wet gear rack, shoe shine bench	1	100	100	Position for future growth	
Toilet			0		1	100	100	1 sink, 1 toilet, 1 accessible shower	1	100	100		
Kitchenette/Break Room			0		1	150	150	Refrigerator, microwave, coffee machine, water cooler, table and 4 chairs, vending machine(s)	1	150	150		
P.D.Patrol Division Subtotal				708	P.D. Patrol Division Subtotal				2800	P.D. Patrol Division Subtotal		2750	
P.D. DETENTION AREA													
Prisoner Processing/Booking			0		1	300	300	Booking station, fingerprinting station, property storage lockers, Intoxylizer	1	300	300		
Booking Cell			0						1	86	86	Adjacent to Booking room, w/wire mesh partion	
Bio-Hazard Room/Shower			0		1	60	60	Room for prisoner clean-up: toilet and shower with controls on exterior of room, door with 1 s.f. sliding lite	1	60	60		
Interview Room			0		1	80	80		1	80	80		
Prisoner/Visitor Rooms			0		2	50	100	Private rooms for visitation with secure transaction window	2	50	100		
Holding Area	1	158	158		1	100	100	Capacity: 4	1	100	100		
Male Holding Cell			0		4	86	344	Concrete bunk, combination toilet/sink/ fountain	4	86	344		
Female Holding Cell			0		1	86	86	Concrete bunk, combination toilet/sink/ fountain	1	86	86		
Isolation Cell			0		1	86	86		1	86	86	Should be a soft cell	
Prisoner Release Vestibule			0		1	75	75	Direct access to exterior, secure	1	75	75		
Sally Port	1	543	543		2	500	1000	Slab recessed 4", ramp, room for 2 vehicles, emergency eye wash/shower	2	500	1000		
Vehicle Supply Storage			0		1	30	30	Shelving	1	30	30		
P.D. Detention Area Subtotal				701	P.D. Detention Area Subtotal				2261	P.D. Detention Area Subtotal		2347	

Police Department Total Program Space S.F.		2,489	Police Department Total Program Space S.F.		8,676	Police Department Total Program Space S.F. 2015		8,902
			Net to Gross Ratio - 35%		3,037	Net to Gross Ratio - 35%		3,116
			Total Gross Building Area		11,713	Total Gross Building Area		12,018

- Additional Site Notes (2015):
- Site should be divided between the Public/Front Entrance side and the Rear/Staff side with potential for a parking arm gate.
  - Parking in front should include 15 spaces and two handicapped spaces to accommodate Community Room.
  - Parking in back for employees should have 50 spaces.
  - Space for Antenna/Radio Equipment and generator/fuel tank should also be located at the rear.

SPACE		EXISTING			REQUIRED 2005			REQUIRED 2015					
Function / Location	Number of Rooms	Square Footage		Existing Condition / Location	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations	Number of Rooms	Square Footage		Program / Staff Requirements Comments / Recommendations	
SUPERINTENDENT													
Office / Conference	1		0		1	400	400	Large office with space for large conference table, natural lighting, file storage, sound isolation	1	300	300	Large confernce table is not necessary	
Secretary	1		0		1	150	150	Office space to accommodate workstation, computer, file storage	1	150	150		
Superintendent Subtotal			0		Superintendent Subtotal			550		Superintendent Subtotal			450
DIRECTOR OF CURRICULUM													
Office			0		1	200	200	Private space with sound isolation	1	200	200		
Administrative Assistant			0		1	150	150		1	150	150		
Director Of Curriculum Subtotal			0		Director Of Curriculum Subtotal			350		Director Of Curriculum Subtotal			350
SPECIAL EDUCATION													
Director's Office			0		1	200	200	Private space with sound isolation	1	200	200	Changed to Business Manager's Office	
Supervisor's Office			0		1	200	200		0	200	0	No longer needed	
Secretary			0		1	150	150		1	150	150		
Special Education Subtotal			0		Special Education Subtotal			350		Special Education Subtotal			350
FINANCE DEPARTMENT													
Director's Office			0		1	150	150	Private space with sound isolation	1	150	150		
Payroll / Bookkeeping			0		1	150	150		2	150	300	Two people in Payrolll & Bookkeeping	
Finance Department Subtotal			0		Finance Department Subtotal			300		Finance Department Subtotal			450
FACILITIES & TRANSPORTATION DEPARTMENT													
Office / Workspace			0		1	120	120		1	120	120		
Assistant									1	120	120	Added	
Facilities & Transportation Department Subtotal			0		Facilities & Transportation Department Subtotal			120		Facilities & Transportation Department Subtotal			240
COORDINATOR													
Office / Workspace			0		1	300	300	Provide office space to accommodate 3-4 workstations	1	300	300		
Coordintator Subtotal			0		Coordinator Subtotal			300		Coordinator Subtotal			300
SUPPORT													
Lunch / Break Room			0		1	200	200	Provide refrigerator, stove, comfortable seating, tables	1	200	200		
Conference Rooms - large			0		1	800	800	Provide conference rooms of varying sizes: large conference space for Board meetings (Board plus 50 people), appropriate lighting, acoustics	0	800	0	Not needed	
Conference Rooms - medium					1	600	600	30 adults, appropriate lighting, acoustics	1	600	600	Used for Professional Development	
Conference Rooms - small					2	400	800	15-20 adults, appropriate lighting, acoustics	1	400	400	One conference room needed	
Storage Space			0		1	400	400	Ample vaulted storage for personnel, special education, payroll records	1	400	400		
Work Room			0		1	150	150	Provide workspace with copiers, fax machine, postage machine	1	150	150		
Supply Storage			0		1	120	120	Storage for paper, office supplies	1	120	120		
Toilet Rooms			0		4	70	280	Handicapped accessible	4	70	280		
Medical Area			0		1	150	150	Area for medical supplies, cots, separate toilet room	1	150	150		
Support Subtotal			0		Support Subtotal			3500		Support Subtotal			2300

<b>Board of Education Total Program Space S.F.</b>	<b>5,470</b>	<b>Board of Education Total Program Space S.F.</b>	<b>4,440</b>
<b>Net to Gross Ratio - 35%</b>	<b>1,915</b>	<b>Net to Gross Ratio - 35%</b>	<b>1,554</b>
<b>Total Gross Building Area</b>	<b>7,385</b>	<b>Total Gross Building Area</b>	<b>5,994</b>

Updated  
June 2015



East Hampton Board of Education

## TOWN OF EAST HAMPTON FACILITY STUDY UPDATE

### SPACE NEEDS SUMMARY

Based on the NESDEC 2014-2015 report, East Hampton will have a steady and substantial decline of students over the next decade. For this reason, two **Space Standards Worksheets** are included in this update to the original East Hampton School Facility Study.

The Connecticut School Construction Grant requirement allows municipalities to use the largest projected enrollment over an eight year projection to determine the amount of reimbursable square footage for school construction.

The highest projected enrollment in East Hampton's school system based on the NESDEC report for Pre-K to 5 students between the 2016-2024 school years is 865 students (for the 2016-2017 school year). This 865 enrollment will yield a reimbursable addition of 23,594 square feet to Memorial School.

When you analyze the decline in enrollment as mentioned, this is substantially larger than the projection into the 2024 year. As there is such a large change, it was decided to use the AVERAGE enrollment to compensate for the dramatic change.

The average projected enrollment for Pre-K to 5 students between the 2016-2024 school years is 781 students. This yields a 13,466 square foot addition.

This was discussed with the School's Administration, and it was decided that a 13,466 square foot addition seemed appropriate for their needs. This is the figure used in the cost estimates.

Unless there is a dramatic shift in the Educational Specification, or Friar Associates is notified of a change in this decision, we will continue to use this figure moving ahead with this report.

Both worksheets are included in this report.

## SPACE STANDARDS WORKSHEET

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

### State Standard Space Specifications Grades

Projected Enrollment	Pre-K and K	1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage per Pupil													
0 - 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 - 750	120	120	120	120	120	152	152	176	176	176	190	190	190
751 - 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8 year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	<u>116</u>	6	<u>          </u>
K	<u>116</u>	7	<u>          </u>
1	<u>116</u>	8	<u>          </u>
2	<u>116</u>	9	<u>          </u>
3	<u>116</u>	10	<u>          </u>
4	<u>116</u>	11	<u>          </u>
5	<u>148</u>	12	<u>          </u>
(a) Total (grades Pre-K through 12)			<u>844</u>
(b) Number of grades housed			<u>7</u>
(c) Average [(a)/(b)]			<u>120.57</u>
(d) Highest Projected 8-year Enrollment			<u>781</u>
(e) Maximum Square Footage [(c) x (d)]			<u>94,166</u>

3. Total square footage at completion of project:

- Existing area constructed pre-1950. 0
- Multiply "a." by 80% 0
- Area (at completion of project) constructed 1950 or later. 80,700
- Square footage for space standards computation (b+c). 80,700

If line 2(e) is greater than line 3(d) there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d). n/a \*

\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.

## SPACE STANDARDS WORKSHEET

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

### State Standard Space Specifications Grades

Projected Enrollment	Pre-K and K	1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage per Pupil													
0 - 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 - 750	120	120	120	120	120	152	152	176	176	176	190	190	190
751 - 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8 year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	<u>116</u>	6	<u>          </u>
K	<u>116</u>	7	<u>          </u>
1	<u>116</u>	8	<u>          </u>
2	<u>116</u>	9	<u>          </u>
3	<u>116</u>	10	<u>          </u>
4	<u>116</u>	11	<u>          </u>
5	<u>148</u>	12	<u>          </u>
(a) Total (grades Pre-K through 12)			<u>844</u>
(b) Number of grades housed			<u>7</u>
(c) Average [(a)/(b)]			<u>120.57</u>
(d) Highest Projected 8-year Enrollment			<u>865</u>
(e) Maximum Square Footage [(c) x (d)]			<u>104,294</u>

- Total square footage at completion of project:

a. Existing area constructed pre-1950.	<u>0</u>
b. Multiply "a." by 80%	<u>0</u>
c. Area (at completion of project) constructed 1950 or later.	<u>80,700</u>
d. Square footage for space standards computation (b+c).	<u>80,700</u>

If line 2(e) is greater than line 3(d) there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d). n/a \*

\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.



- Memorial School Additions:
- 14,000 SF addition to accommodate Center School
  - New drop-off and parking configuration
  - Town to purchase and develop fields on adjacent lot as part of a separate project



Option 1A, 1B & 1C: Additions to Memorial School





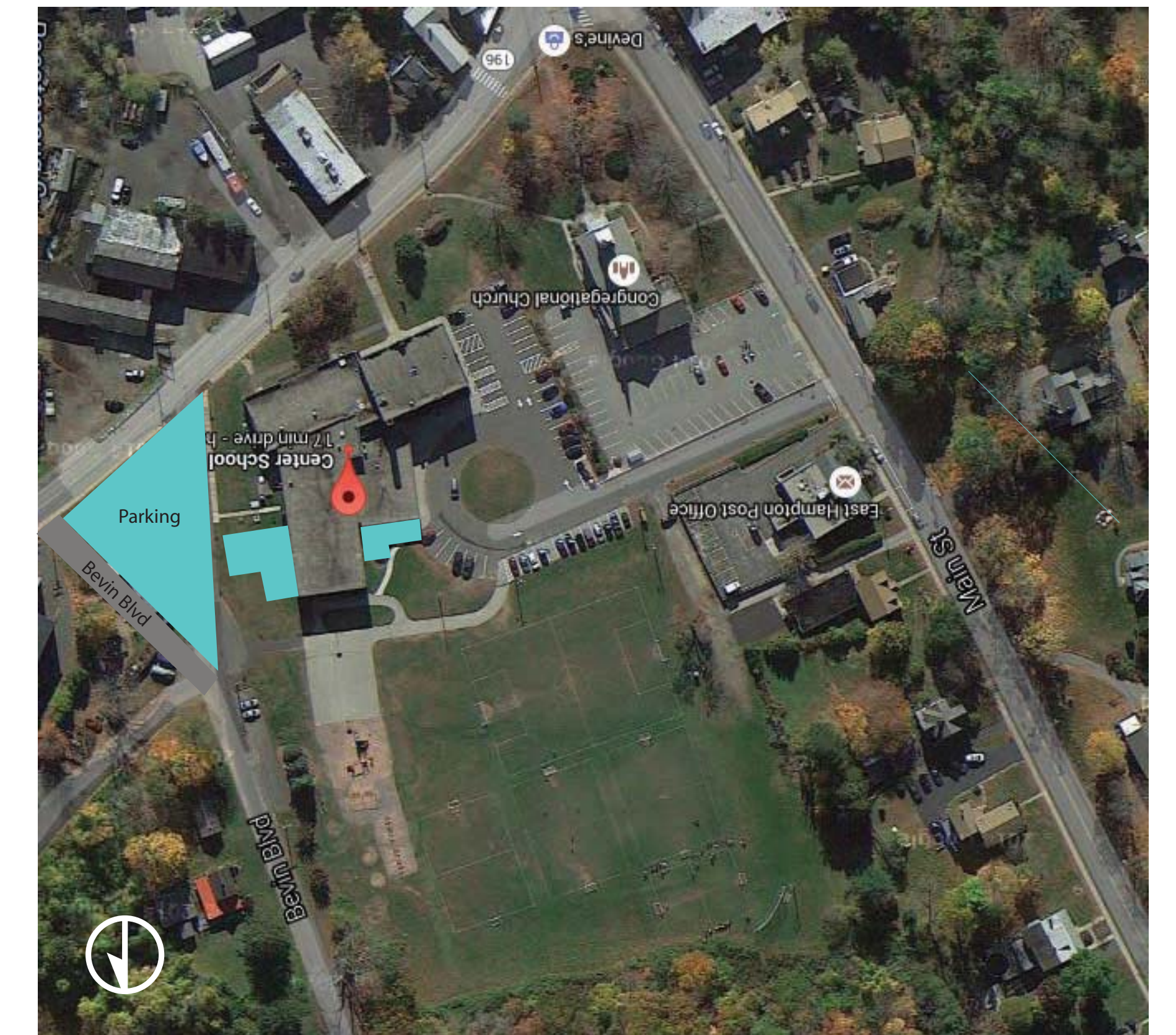
Upper Level

Key

- |   |   |
|---|---|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #FFD700; border: 1px solid black;"></span> Town Manager            | <span style="display: inline-block; width: 15px; height: 15px; background-color: #3CB371; border: 1px solid black;"></span> Parks & Recreation  |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #8B4513; border: 1px solid black;"></span> Tax Collector           | <span style="display: inline-block; width: 15px; height: 15px; background-color: #FF8C00; border: 1px solid black;"></span> Facilities Manager  |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #FF4500; border: 1px solid black;"></span> Assessor                | <span style="display: inline-block; width: 15px; height: 15px; background-color: #4169E1; border: 1px solid black;"></span> Building Department |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #8B7323; border: 1px solid black;"></span> Finance                 | <span style="display: inline-block; width: 15px; height: 15px; background-color: #DC143C; border: 1px solid black;"></span> Registrar of Voters |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #87CEEB; border: 1px solid black;"></span> Human Resources         | <span style="display: inline-block; width: 15px; height: 15px; background-color: #FF0000; border: 1px solid black;"></span> Fire Marshal        |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #6A5ACD; border: 1px solid black;"></span> Town Clerk              | <span style="display: inline-block; width: 15px; height: 15px; background-color: #9ACD32; border: 1px solid black;"></span> Health Department   |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #B0C4DE; border: 1px solid black;"></span> Youth & Family Services | <span style="display: inline-block; width: 15px; height: 15px; background-color: #696969; border: 1px solid black;"></span> Probate Court       |
|   | <span style="display: inline-block; width: 15px; height: 15px; background-color: #00CED1; border: 1px solid black;"></span> Police Department   |

Option 1A:

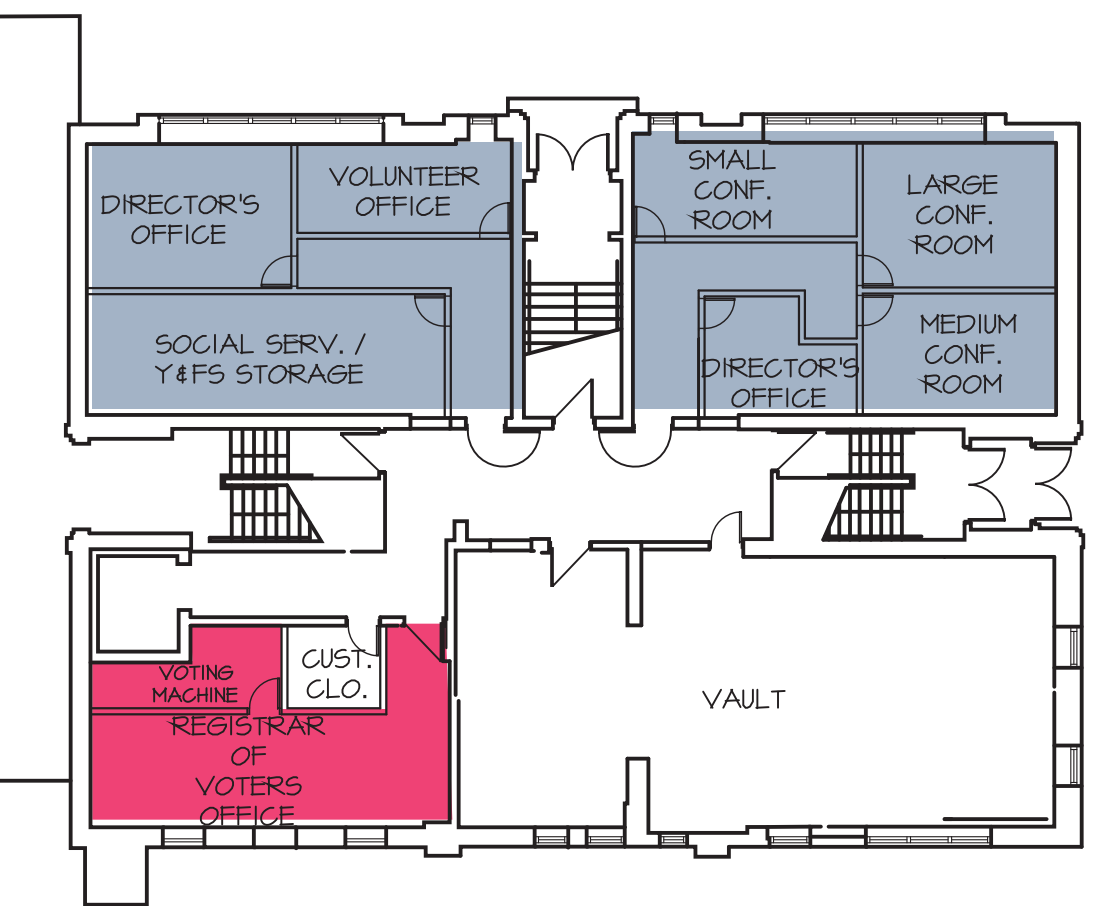
- Additions to Memorial School to accommodate Center School students
- Repurpose Center School to house the Town Hall and Police Department, add 5,219 s.f.
- Purchase 2 Bevin Blvd. for parking
- Sell existing Town Hall Building
- No change to Board of Education



Existing Site with parking and additions



Main Level



Lower Level



Option 1A: Town Hall & Police Department in Center School



ARCHITECTURE  
INTERIOR DESIGN  
M/E/P ENGINEERING  
LANDSCAPE ARCHITECTURE

ASSOCIATES 281 Farmington Avenue | Farmington, CT 06032

East Hampton Facility Evaluation Update

east hampton, connecticut

1/16"=1'-0"  
scale

7/10/15  
date

















North

2015-009



- Additions to Memorial School to accommodate Center School students
- Repurpose Center School to house the Town Hall, Police Department and Board of Education, add 10,632 s.f
- Purchase 2 Bevin Blvd. for parking
- Sell existing Town Hall and Board of Education buildings



	Town Manager		Parks & Recreation
	Tax Collector		Facilities Manager
	Assessor		Building Department
	Finance		Registrar of Voters
	Human Resources		Fire Marshal
	Town Clerk		Health Department
	Youth & Family Services		Probate Court
	Board of Education		Police Department

The logo for FRIAR, featuring the word "FRIAR" in a bold, sans-serif font above a stylized graphic of three overlapping squares in shades of blue and white.

281 Farmington Avenue | Farmington, CT 06032

east hampton, connecticut

North 

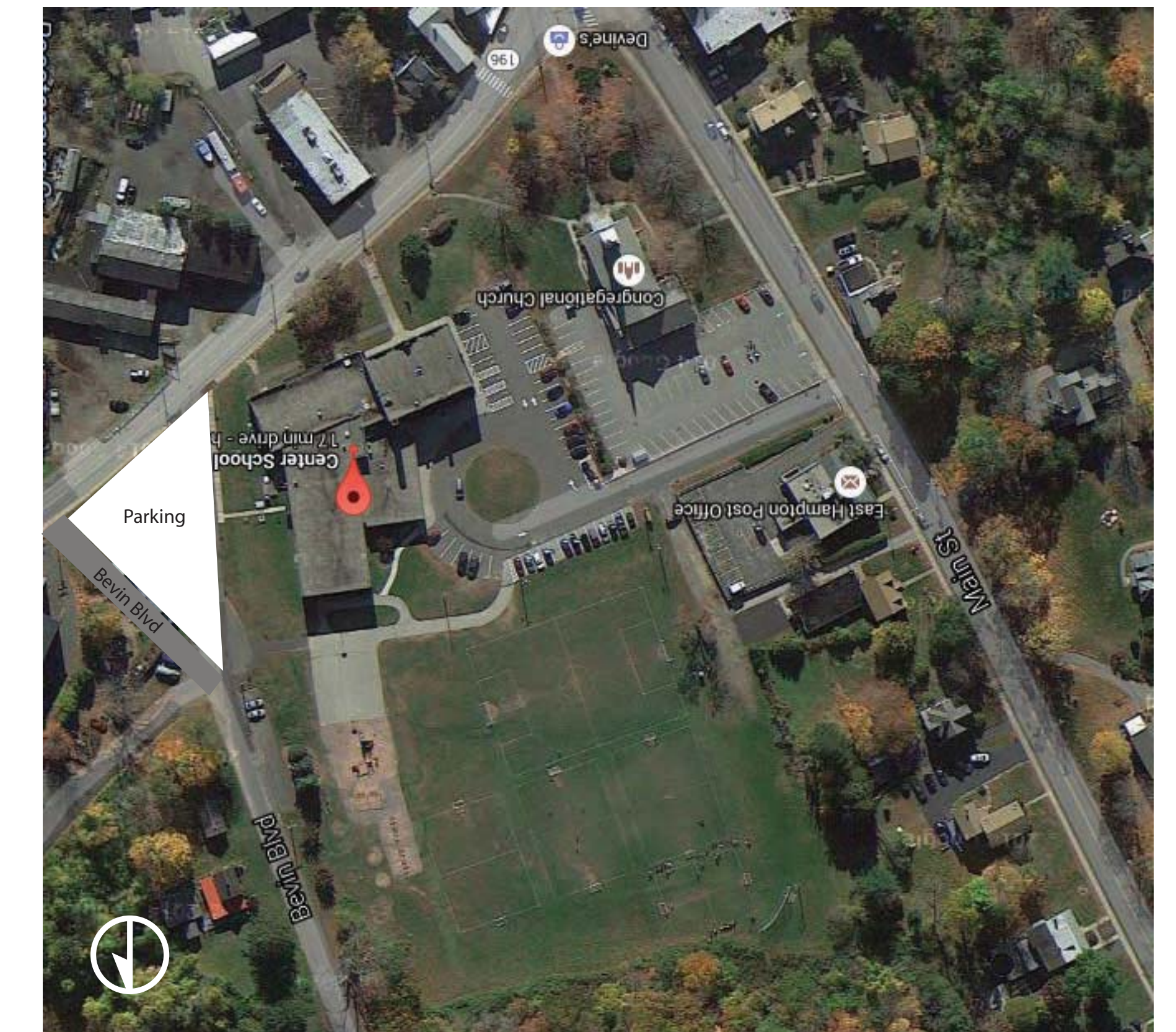
2015-009

5-009



### Option 1C:

- Additions to Memorial School to accommodate Center School students
- Repurpose Center School to house the Town Hall and Board of Education, no additions
- Purchase 2 Bevin Blvd. for parking
- Renovations and additions to 195 W. High St. for Police Department
- Sell existing Town Hall and Board of Education buildings



Existing Site

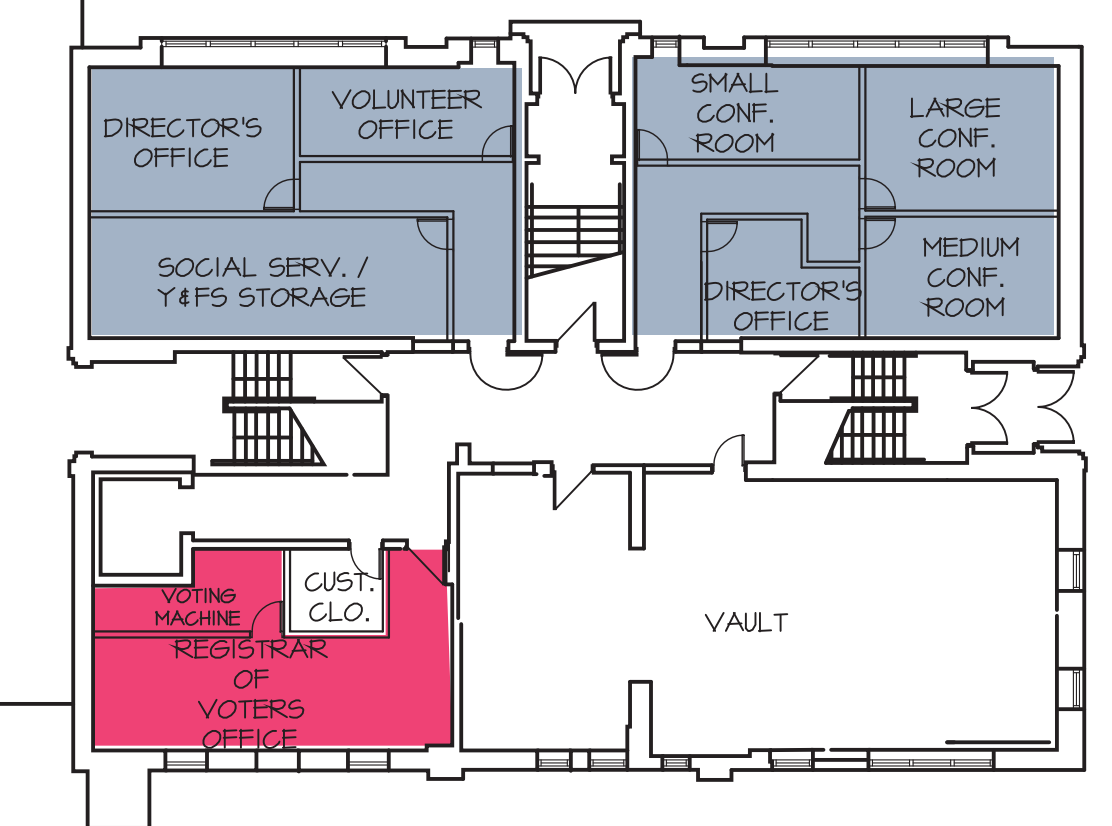
### Upper Level



### Main Level



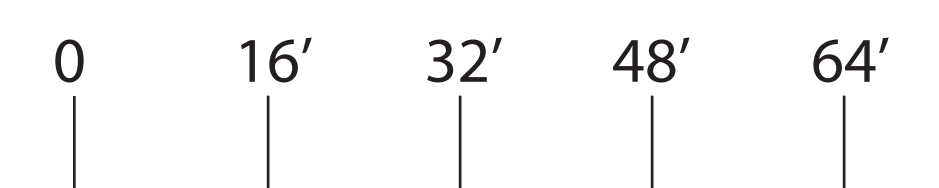
### Lower Level



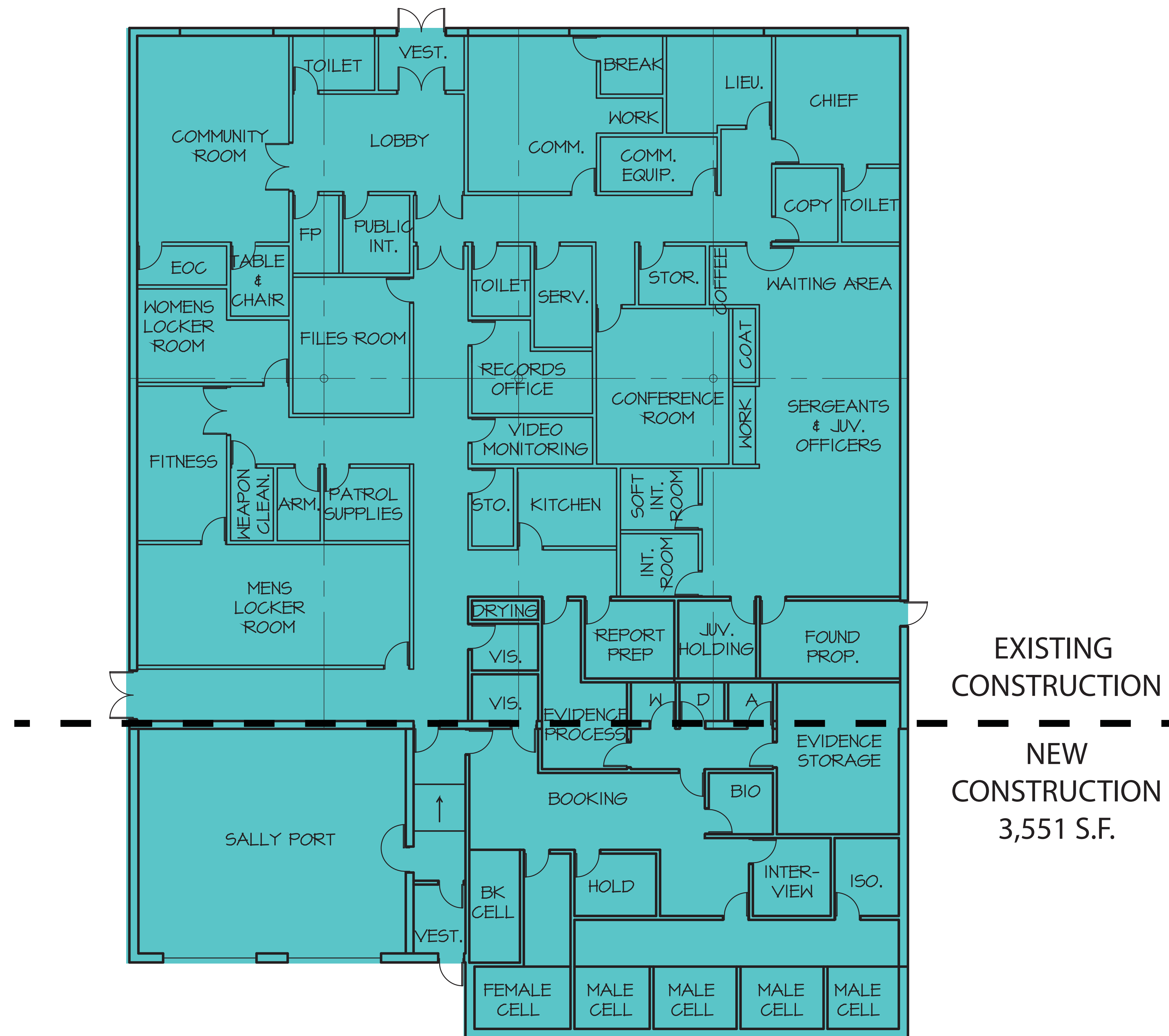
### Key

- |  |   |
|--|---|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></span> Town Manager          | <span style="display: inline-block; width: 15px; height: 15px; background-color: green; border: 1px solid black;"></span> Parks & Recreation    |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: brown; border: 1px solid black;"></span> Tax Collector          | <span style="display: inline-block; width: 15px; height: 15px; background-color: orange; border: 1px solid black;"></span> Facilities Manager   |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> Assessor                 | <span style="display: inline-block; width: 15px; height: 15px; background-color: blue; border: 1px solid black;"></span> Building Department    |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: olive; border: 1px solid black;"></span> Finance                | <span style="display: inline-block; width: 15px; height: 15px; background-color: pink; border: 1px solid black;"></span> Registrar of Voters    |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; border: 1px solid black;"></span> Human Resources    | <span style="display: inline-block; width: 15px; height: 15px; background-color: red; border: 1px solid black;"></span> Fire Marshal            |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: purple; border: 1px solid black;"></span> Town Clerk            | <span style="display: inline-block; width: 15px; height: 15px; background-color: limegreen; border: 1px solid black;"></span> Health Department |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: grey; border: 1px solid black;"></span> Youth & Family Services | <span style="display: inline-block; width: 15px; height: 15px; background-color: grey; border: 1px solid black;"></span> Probate Court          |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: pink; border: 1px solid black;"></span> Board of Education      |   |

### Option 1C: Town Hall & Board of Education in Center School







Police Department at 195 W. High St.

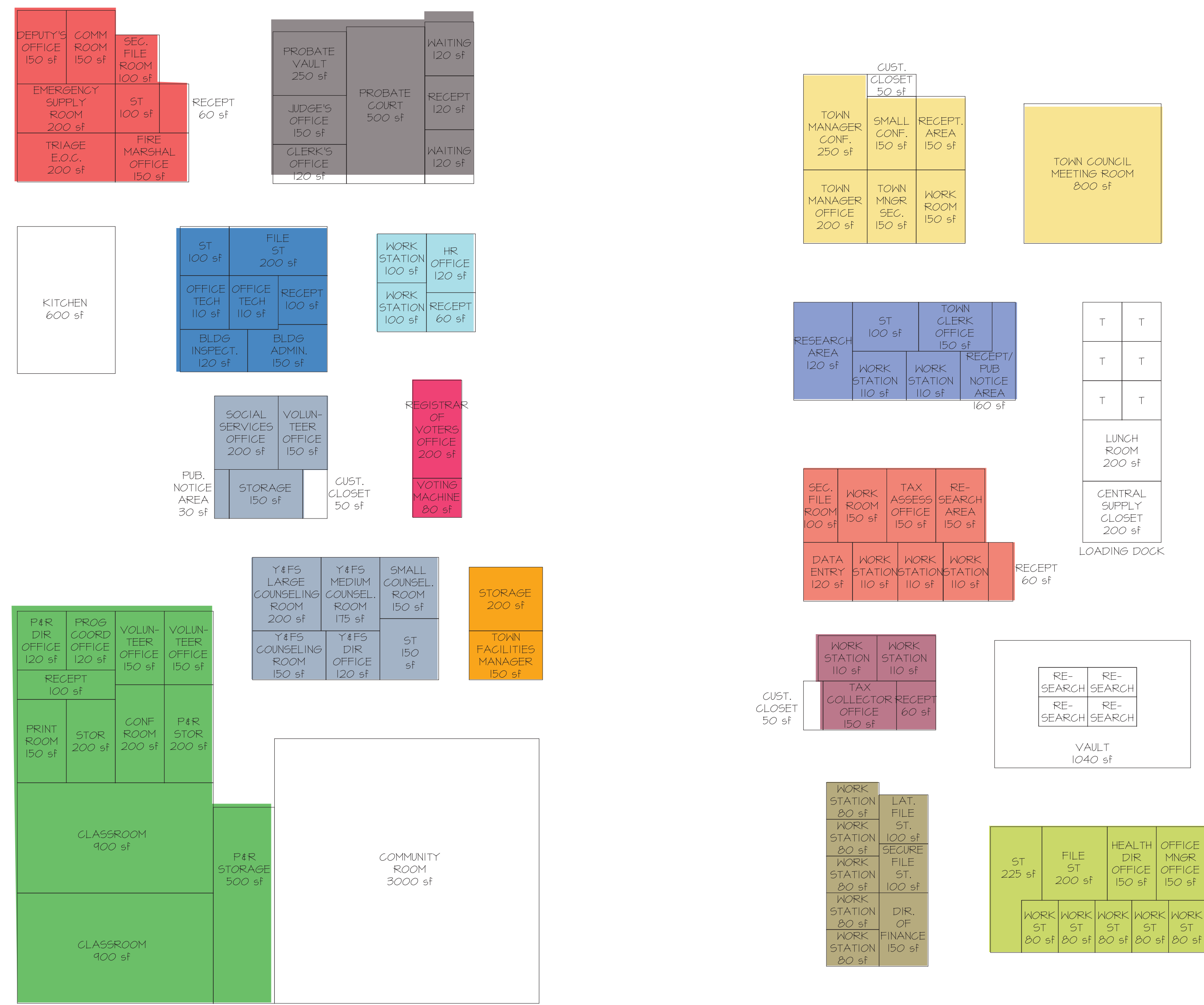


195 W. High St. with addition

- Site should be divided between the Public/Front Entrance side and the Rear/Staff side with potential for a parking arm gate.
- Parking in front should include 15 spaces and two handicapped spaces to accommodate Community Room.
- Parking in back for employees should have 50 spaces.
- Space for Antenna/Radio Equipment and generator/fuel tank should also be located at the rear.
- Space for seized vehicle area (10 cars with tow truck access, fence & monitoring).

Option 1C and 2: Police Department at 195 W. High St.



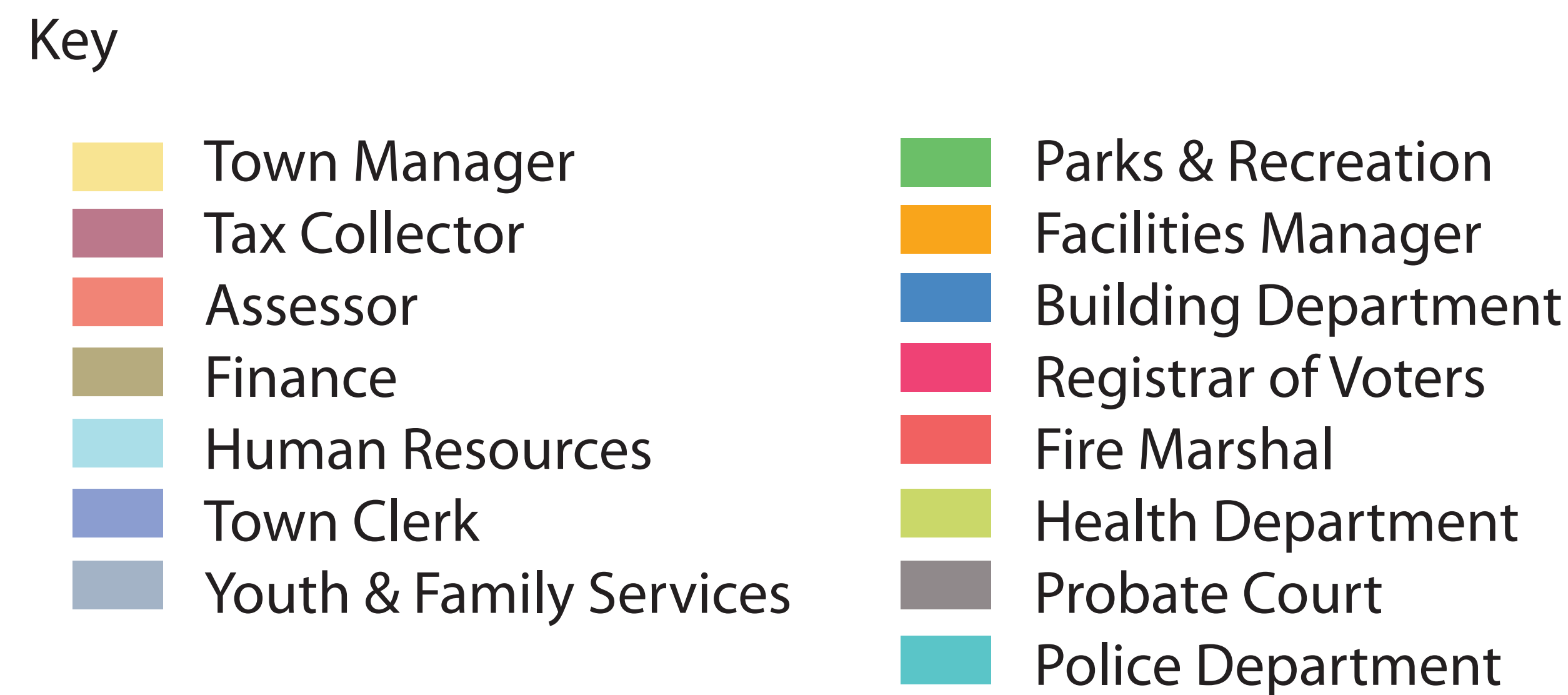


Center School with additional parking



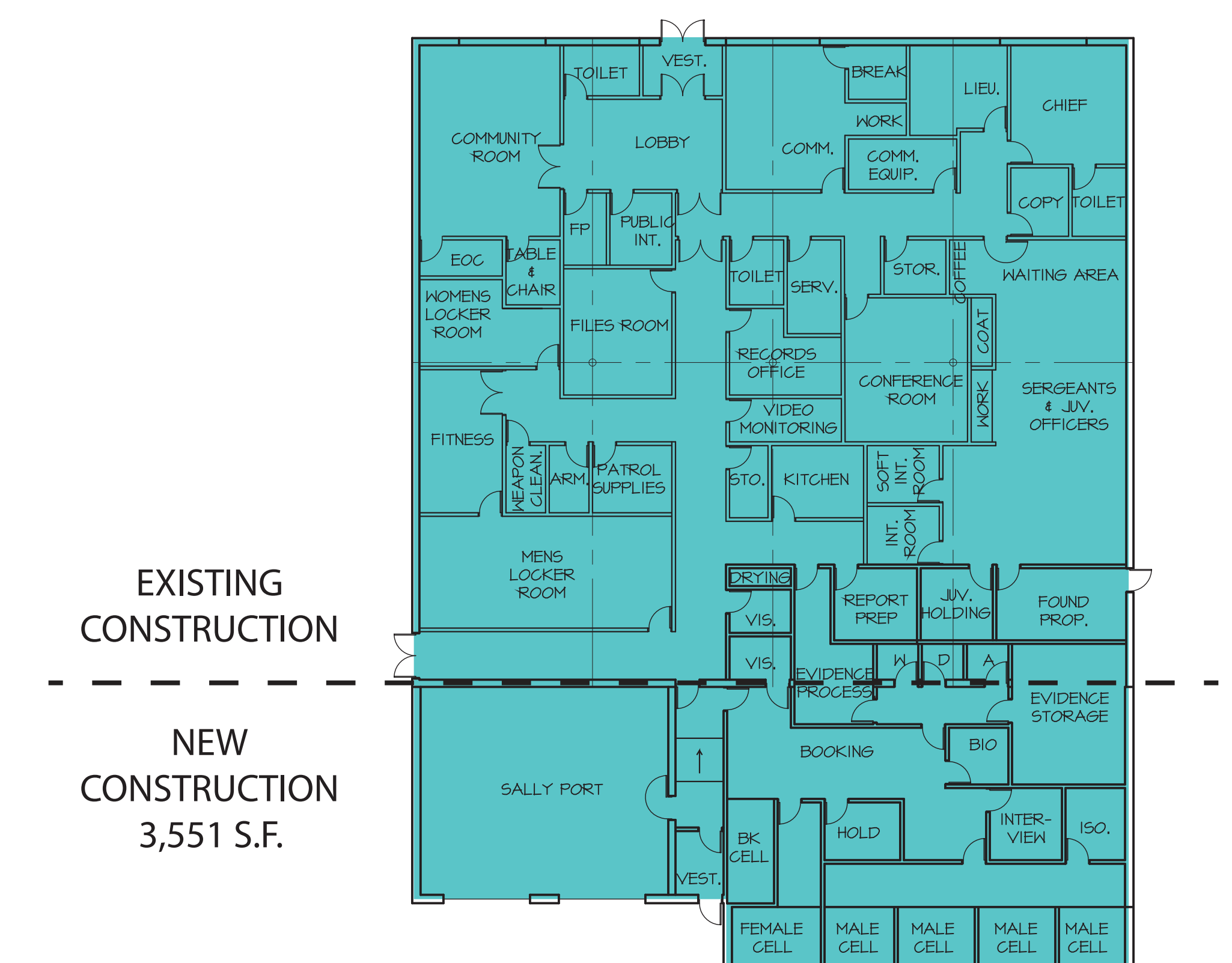
195 W. High St. with addtion

# New Town Hall Blocking Diagram



## Option 2

- No change to Memorial School
- “Renovate-as-New” Center School
- New Town Hall
- Police Department moves to 195 West High Street
- Board of Education to remain on Town Hill Road



Police Department at 195 W. High St.

Option 2: New Town Hall & Police Department at 195 W. High St.



- Memorial School Additions:
- 14,000 SF addition to accommodate Center School
  - Renovate the existing Gymnasium, to create one large gymnasium for school and community use
  - New drop-off and parking configuration
  - Town to purchase and develop fields on adjacent lot as part of a separate project



0 100' 200' 300' 400'

### Option 3: Additions to Memorial School and Renovation of Gymnasium



ARCHITECTURE  
INTERIOR DESIGN  
M/E/P ENGINEERING  
LANDSCAPE ARCHITECTURE

281 Farmington Avenue | Farmington, CT 06032

## East Hampton Facility Evaluation Update

east hampton, connecticut

1"=100'-0"  
scale

7/10/15  
date

North

2015-009





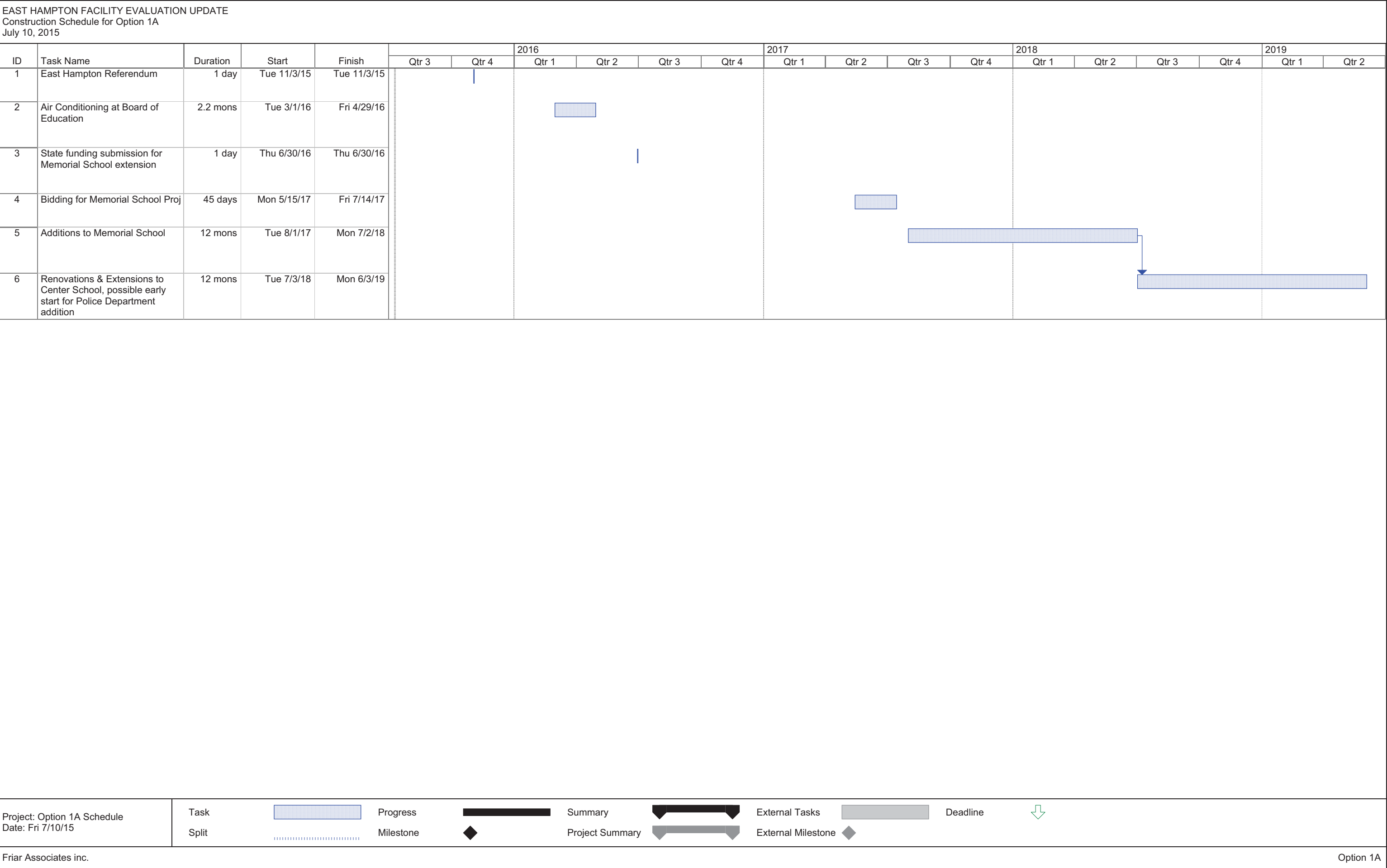


EAST HAMPTON FACILITY STUDY UPDATE

ESTIMATE OF PROBABLE COSTS

July 10, 2015

OPTIONS	NOTES:	S.F. COST	PROPOSED S.F.	CONSTRUCTION COST	SOFT COST	REQUIRED SITE ACQUISITION or DEVELOPMENT	SITE ACQUISITION COST @ \$125k/per Acre or list price	SITE DEVELOPMENT @ \$175k/per Acre + \$15k for demolition at 2 Bevin Blvd	FF&E \$1500/student Educational \$25/S.F. Municipal \$100/S.F. Police	SUBTOTAL - Construction, Site, FF&E	ADD 4% ANNUAL ESCALATION TO MID-PROJECT	PAID BY STATE GRANT @ 53.57%	TOTAL COST TO TOWN OF EAST HAMPTON	TOTAL COST
OPTION 1A														
ALTERATION Memorial School	No work to existing school	\$0/S.F. - Renovation	80,700	\$0	Incl. in S.F. cost	15 Acres		\$ 875,000	\$ -	\$ 875,000	\$ 962,500	\$ 515,611	\$ 446,889	
EXTENSION Memorial School	Per Enrollment Projections	\$325/S.F. - Addition	14,000	\$4,550,000	Incl. in S.F. cost	1 Acre			\$ 300,000	\$ 4,850,000	\$ 5,335,000	\$ 2,857,960	\$ 2,477,041	
REPURPOSE Center School	Becomes NEW Town Hall & Police Dept.	\$225/S.F. - Renovation	43,400	\$9,765,000	Incl. in S.F. cost	3 Acres		\$ 250,000	\$ 1,985,000	\$ 12,000,000	\$ 13,680,000		\$ 13,680,000	
EXTENSION Center School	For Police Department	\$400/S.F. - Addition	5,200	\$2,080,000	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 130,000	\$ 2,335,000	\$ 2,661,900		\$ 2,661,900	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
BOE - Add Air Conditioning				\$50,000										
Total				\$16,445,000						\$ 20,439,000		\$ 3,373,571	\$ 18,673,829	\$ 22,047,400
OPTION 1B														
ALTERATION Memorial School	No work to existing school	\$0/S.F. - Renovation	80,700	\$0	Incl. in S.F. cost	15 Acres		\$ 875,000	\$ -	\$ 875,000	\$ 962,500	\$ 515,611	\$ 446,889	
EXTENSION Memorial School	Per Enrollment Projections	\$325/S.F. - Addition	14,000	\$4,550,000	Incl. in S.F. cost	1 Acre			\$ 300,000	\$ 4,850,000	\$ 5,335,000	\$ 2,857,960	\$ 2,477,041	
REPURPOSE Center School	Becomes NEW Town Hall, Police Dept. & BOE	\$225/S.F. - Renovation	43,400	\$9,765,000	Incl. in S.F. cost	3 Acres		\$ 250,000	\$ 1,985,000	\$ 12,000,000	\$ 13,680,000		\$ 13,680,000	
EXTENSION Center School	For Police Department	\$400/S.F. - Addition	5,189	\$2,075,600	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 265,000	\$ 2,465,600	\$ 2,810,784	\$ 425,726	\$ 2,385,058	
EXTENSION Center School	For Board of Education	\$325/S.F. - Addition	5,411	\$1,758,575	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 265,000	\$ 2,148,575	\$ 2,449,376	\$ 370,986	\$ 2,078,389	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
Sell existing Old Town Hall (BOE)	Appraisal - \$291K												\$ (291,000)	
Total				\$18,149,175						\$ 22,718,175		\$ 4,170,283	\$ 20,184,377	\$ 24,354,660
OPTION 1C														
ALTERATION Memorial School	No work to existing school	\$0/S.F. - Renovation	80,700	\$0	Incl. in S.F. cost	15 Acres		\$ 875,000	\$ -	\$ 875,000	\$ 962,500	\$ 515,611	\$ 446,889	
EXTENSION Memorial School	Per Enrollment Projections	\$325/S.F. - Addition	14,000	\$4,550,000	Incl. in S.F. cost	1 Acre			\$ 300,000	\$ 4,850,000	\$ 5,335,000	\$ 2,857,960	\$ 2,477,041	
RENOVATION Center School	Becomes NEW Town Hall & BOE	\$225/S.F. - Renovation	43,400	\$9,765,000	Incl. in S.F. cost	3 Acres		\$ 250,000	\$ 1,075,000	\$ 11,090,000	\$ 12,642,600	\$ 467,687	\$ 12,174,913	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
RENOVATION 195 W High St	Police Dept.: Program & Building Code	\$400/S.F. - Renovation	12,550	\$5,020,000	Incl. in S.F. cost	1 .84 Acre	\$ 230,000	\$ 322,000	\$ 1,200,000	\$6,772,000	\$ 7,042,880		\$ 7,042,880	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
Sell existing Old Town Hall (BOE)	Appraisal - \$273K												\$ (291,000)	
Total				\$19,335,000						\$ 23,966,000		\$ 3,841,257	\$ 21,258,723	\$ 25,099,980
OPTION 2														
Memorial School - No change														
RENO-AS-NEW Center School	Building Code, MEP & Finishes	\$400/S.F.	43,400	\$17,360,000	Incl. in S.F. cost					\$ 17,360,000	\$ 19,443,200	\$ 10,415,722	\$ 9,027,478	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
SWING SPACE for Center School	4 Portable Classrooms			\$400,000						\$ 400,000			\$ 400,000	
NEW Town Hall	Program & Building Code	\$325/S.F.	28,000	\$9,100,000	Incl. in S.F. cost	3 Acres	\$ 600,000	\$ 450,000	\$ 1,250,000	\$ 11,400,000	\$ 12,312,000		\$ 12,312,000	
RENOVATION 195 W High St	Police Dept.: Program & Building Code	\$400/S.F. - Renovation	12,550	\$5,020,000	Incl. in S.F. cost	1 .84 Acre	\$ 230,000	\$ 322,000	\$ 1,200,000	\$6,772,000	\$ 7,042,880		\$ 7,042,880	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
BOE -Add Air Conditioning				\$50,000										
Total				\$31,930,000						\$ 36,311,000		\$ 10,415,722	\$ 28,190,358	\$ 38,606,080





EAST HAMPTON FACILITY EVALUATION UPDATE  
Construction Schedule for Option 1B  
July 10, 2015

ID	Task Name	Duration	Start	Finish			2016				2017				2018				2019	
					Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2
1	East Hampton Referendum	1 day	Tue 11/3/15	Tue 11/3/15																
2	State funding submission for Memorial School extension	1 day	Thu 6/30/16	Thu 6/30/16																
3	Bidding for Memorial School Project	45 days	Mon 5/15/17	Fri 7/14/17																
4	Additions to Memorial School	12 mons	Tue 8/1/17	Mon 7/2/18																
5	Renovations & Extensions to Center School, possible early start for Police Department addition	12 mons	Tue 7/3/18	Mon 6/3/19																



Project: Option 1B Schedule  
Date: Fri 7/10/15

Task

Split

Progress

Milestone

Summary

Project Summary

External Tasks

External Milestone

Deadline

EAST HAMPTON FACILITY EVALUATION UPDATE  
Construction Schedule for Option 1C  
July 10, 2015

ID	Task Name	Duration	Start	Finish			2016				2017				2018				2019	
					Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2
1	East Hampton Referendum	1 day	Tue 11/3/15	Tue 11/3/15																
2	State funding submission for Memorial School extension	1 day	Thu 6/30/16	Thu 6/30/16																
3	Bidding for Memorial School Project	45 days	Mon 5/15/17	Fri 7/14/17																
4	New Police Department at 195 W. High St.	12 mons	Thu 6/30/16	Wed 5/31/17																
5	Additions to Memorial School	12 mons	Thu 6/1/17	Wed 5/2/18																
6	Renovations to Center School	12 mons	Thu 5/3/18	Wed 4/3/19																

Project: Option 1C Schedule  
Date: Fri 7/10/15

Task



Split



Progress



Milestone



Summary



Project Summary



External Tasks



External Milestone



Deadline



EAST HAMPTON FACILITY EVALUATION UPDATE  
Construction Schedule for Option 2  
July 10, 2015

ID	Task Name	Duration	Start	Finish			2016				2017				2018				2019	
					Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2
1	East Hampton Referendum	1 day	Tue 11/3/15	Tue 11/3/15																
2	Air Conditioning at Board of Education	2.2 mons	Tue 3/1/16	Fri 4/29/16																
3	State funding submission for Memorial School extension	1 day	Thu 6/30/16	Thu 6/30/16																
4	New Town Hall	18 mons	Thu 6/30/16	Wed 11/15/17																
5	New Police Department at 195 W. High St.	12 mons	Thu 6/30/16	Wed 5/31/17																
6	Bidding for Center School Project	45 days	Mon 5/15/17	Fri 7/14/17																
7	"Renovate-as-new" Center School	24 mons	Tue 8/1/17	Mon 6/3/19																

Project: Option 2 Schedule  
Date: Thu 7/9/15

Task

Split



Progress



Milestone



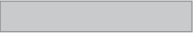
Summary



Project Summary



External Tasks



External Milestone



Deadline



*This document was prepared by the Connecticut State Library and is provided for the convenience of the reader. This is not the official version of the regulations. The official regulations are published by the State of Connecticut, Judicial Branch, Commission on Official Legal Publications, in the Connecticut Law Journal. In the event there is inconsistency between this document and the regulations published in the Connecticut Law Journal on October 28, 1969, the Connecticut Law Journal publication will serve as the official version.*

## **Regulations of Connecticut State Agencies**

### **Standard for Fire-Resistive Vaults and Safes**

(Effective October 28, 1969)

#### **Sec. 11-8-1. Definitions**

The following terms, when used in sections 11-8-1 to 11-8-12, inclusive, have the following meanings:

(a) "Approved" as applied to a material or piece of equipment, means one which has been tested and is listed by Underwriters' Laboratories, Inc., or any other nationally recognized testing laboratory.

(b) "Fire-resistive building" means a building whose structural members are of noncombustible material throughout and which can withstand a fire completely consuming combustible contents, trim and floor surfacing on any floor without collapse.

(c) "Nonfire-resistive building" means a building whose structural members, including floors and roof, cannot withstand a fire completely consuming combustible contents, trim and floor surfacing without collapse.

(d) "Vault" means a completely fire-resistive enclosure so equipped, maintained and supervised as to minimize the possibility of origin of fire within and to prevent entrance of fire from without.

(e) "Ground-supported vault" means one which is supported by the ground up and which is structurally independent of the building in which it is located.

(f) "Structure-supported vault" means one which is supported by the framework of a fire-resistive building and which may be situated independently on any floor of such building.

(g) The term "vault door," as used in sections 11-8-1 to 11-8-12, inclusive, designates and is limited to vault door units approved and labeled as such by Underwriters' Laboratories, Inc., or any other nationally recognized testing laboratories.

(h) "Roof of vault" means the ceiling or roof of a single vault, or the ceiling or roof of the topmost vault of a tier; not the slab between vaults in a tier, which is classed as a floor.

#### **Sec. 11-8-2. Design of vault**

(a) In a fire-resistive building, the vault may be of either the ground-supported or structure-supported type. In a nonfire-resistive building the vault shall be of the ground-supported type. Walls of the building shall not be used as walls of the vault.

(b) The vault shall be located in a normally dry place, preferably accessible to the section of the building where the records are used.

(c) Standard record vaults shall not exceed fifteen thousand cubic feet in volume, and the interior height shall not exceed ten feet.

(d) A vault shall be of such design and construction as to insure that the structure will withstand satisfactorily all of the conditions which a severe fire may impose on it. Plans and specifications shall be prepared and construction supervised by a registered engineer or architect.

### **Sec. 11-8-3. Foundation**

(a) **Structure-supported vaults.** The supporting structure shall be of adequate strength to carry the entire load of the vault and its contents. There shall be no combustible material in any portion of the supporting members of the structure. Structural members of the building which support the vault shall have all steelwork protected by at least four inches of fireproofing concrete.

(b) **Ground-supported vaults.** Foundations for ground-supported vaults shall be reinforced concrete adequate for the entire load of the vault structure and contents. Supporting structural members shall have all steelwork protected by at least four inches of fireproofing concrete.

### **Sec. 11-8-4. Floor**

(a) **Structure-supported vaults.** The floor of the fire-resistive building may serve for the floor of the vault, if it is of noncombustible construction throughout and complies with the following requirements: (1) The floor of the vault shall be reinforced concrete not less than six inches thick; if exposed to undue fire hazard from outside the vault, it shall have a thickness equivalent to that required for the walls. (2) The floor of the vault shall not be pierced for any purpose. (3) No wood or other combustible material shall be used for flooring surfacing.

(b) **Ground-supported vaults.** Where the floor of the vault rests on grade, or on compacted gravel fill, the minimum thickness shall be that required to support the load. In all other cases minimum thickness shall be six inches. The requirements in subdivisions (1), (2) and (3) of subsection (a) for structure-supported vaults shall apply, and in nonfire-resistive buildings the floor of the vault shall be independent of the floor construction of the rest of the building.

### **Sec. 11-8-5. Walls**

(a) **Construction.** (1) Walls shall be reinforced concrete, or brickwork with vertical as well as horizontal joints filled with mortar; or, in a fire-resistive building, a framework of heat-protected steel or reinforced concrete with panels of reinforced concrete or brickwork. Reinforcement for concrete shall consist of steel rods at least one-half inch in diameter spaced six inches on center and running at right angles in both directions. Rods shall be securely wired at intersections not over twelve inches apart in both directions and be installed centrally in the wall or panel. (2) Where a structural steel frame is used the steel shall be protected with at least four inches of concrete, brickwork or its equivalent, tied with steel ties or wire mesh equivalent to No. 8 A.S.W. gage wire on eight-inch pitch. Brick protection if used shall be filled solidly to the steel with concrete. (3) The walls of a structure-supported vault shall follow the panels of the building wherever possible and shall extend from floor to ceiling of the building in each story where a vault is located. If vaults are located on more than one floor of a building, they should preferably be placed one above the other in the several stories. (4) No combustible material shall be used for trim or partitions.

(b) **Thickness.** Walls for four-hour vaults shall be not less than eight inches thick if of reinforced concrete or twelve inches if of brick; walls for six-hour vaults, not less than ten inches thick if of reinforced concrete or twelve inches if of brick. Heavier walls may be required to take care of unusual structural conditions, loads or local hazards.

(c) **Openings in walls.** (1) Interior walls of vaults, that is, those walls which are entirely within the building, shall be unpierced except for protected openings which are required for essential facilities specifically mentioned in this standard. Door openings shall be protected with vault doors. (2) Exterior walls of vaults, that is, those which are exterior walls of the building, shall be unpierced except by exhaust vents essential for proper ventilation. Such openings shall be protected with approved dampers or with approved fire doors suitable for openings in exterior walls. (d) There shall be no openings from vaults into elevator, stairway, conveyor or other shafts.

#### **Sec. 11-8-6. Bonding of wall, floor and roof**

The requirements of sections 2237, 2238, 2239 and 2242 (e) of NFPA Standard No. 232, Protection of Records, shall be strictly observed.

#### **Sec. 11-8-7. Roof**

(a) **Structure-supported vaults.** In structure-supported vaults, the roof or floor of the fire-resistive building may serve for the roof of the vault, if it is of noncombustible construction throughout and complies with the following requirements: (1) The roof of the vault shall be of reinforced concrete on reinforced concrete or protected steel supports. (2) The roof of the vault shall be at least six inches thick; if it is subject to unusual impact or exposed to undue fire hazard from outside the vault, it shall have a thickness equivalent to that required for the walls. (3) All interior structural steel shall be protected with at least two inches of fireproofing. (4) Roofs of vaults shall not be pierced for any purpose.

(b) **Ground-supported vaults.** In ground-supported vaults, the requirements in subdivisions (1) to (4), inclusive, of subsection (a) shall apply. In addition, in a nonfire-resistive building, the roofs of vaults shall be entirely independent of the wall, floor, ceiling, columns, piers or roof construction of the building.

#### **Sec. 11-8-8. Vault doors**

(a) **Classification.** Each door opening in the vault shall be provided with a vault door unit bearing a rating, in hours of fire-resistance, comparable to the classification of the walls of the vault. Ordinary fire doors such as hollow metal, tinclad, sheet metal or metalclad types, steel plate types and file room doors are not acceptable as vault doors.

(b) **Installation.** Installation of the vault door unit shall be made in conformity with instructions supplied by the manufacturer and shall be entrusted only to those experienced in such installation work.

(c) **Escape Device.** The door-locking mechanism shall be of a type enabling a person accidentally locked inside the vault to open the door from the inside.

#### **Sec. 11-8-9. Dampproofing**

When the walls, floor or roof of a vault are dampproofed, methods and materials used shall be such that the desired fire-resistance of the vault shall not be impaired.

#### **Sec. 11-8-10. Services to vault**

(a) **Lighting.** (1) Lighting shall be electric, with all interior wiring in conduit and installed in accordance with the National Electric Code, NFPA No. 70. Conduit if exposed shall preferably



be located on the ceiling; where it is carried through the wall of the vault the hole shall be made as small as possible and the space around the conduit shall be completely filled with cement grouting. Floors and roofs shall not be pierced for conduit. (2) The wiring shall provide as many fixed lamps as needed for adequate illumination, and may provide a reasonable number of convenience outlets. There shall be no pendant or extension cord within the vault. (3) Wiring shall be so arranged that both wires of the circuit are disconnected when the lights are out. Main switches shall be outside the vault and provided with a pilot light.

(b) **Heating.** Heating shall be by hot water, steam, approved radiant electrical units or forced warm air heating. See subsection (c) for the standard to be followed in installing forced air duct work. Coils or radiators shall be so located as to avoid the possibility of any records coming in contact with them. Piping should preferably be placed overhead. Where the pipe is carried through the wall, the hole shall be made as small as possible, the pipe provided with a close-fitting noncombustible sleeve, and the space around the outside of the sleeve shall be completely filled with cement grouting. Floors and roofs shall not be pierced for piping. Open flame heaters or portable electric heaters shall not be used.

(c) **Ventilation.** Ventilation of the interior should preferably be through door openings. Where it is imperative that a ventilating system be provided, it should be recognized that the presence of this system adds to the possibility of entrance of fire or damaging heat from outside. To minimize this possibility, the system shall be installed in accordance with the Standard for Air Conditioning Systems, NFPA No. 90A, and the following safeguards shall be taken: (1) All air conditioning apparatus, fans, filters, etc., shall be located outside the vault. (2) Each duct shall be provided with an adjustable fire damper equipped with approved automatic means for closing it and shutting down fans in the event of fire outside or inside the vault. (3) Ducts shall be located so as to avoid the possibility of records coming in contact with them. (4) Where a duct is carried through the wall, its installation shall be such that it will not impair the ability of the vault to protect its contents. The floors and roofs of vaults shall not be pierced for ducts.

#### **Sec. 11-8-11. Vault operating practices**

(a) **Equipment.** (1) Filing equipment shall be noncombustible throughout. (2) Loose papers shall not be filed on open shelving. (3) Arrangement of filing devices shall be such that they will be in short sections and with ample aisles between for convenient access and to retard the spread of fire. (4) Open-front containers should be located at least thirty-six inches away from door openings; fully enclosed containers at least four inches away from door openings. (5) The bottoms of the lowest record storage spaces should be not less than four inches above the floor of the vault.

(b) **Supervision.** The vault shall be under responsible supervision from opening until closing time and inspections shall be made daily, particularly before closing time, to insure that all containers are closed, no records are left on top of containers or elsewhere exposed, all waste papers are removed, and vault doors are closed and locked.

(c) **Housekeeping.** (1) General cleanliness shall be of the highest type. (2) No materials other than records and record storage equipment shall be permitted in vaults at any time. (3) Safety photographic film may be treated as records, but flammable nitrate film shall not, under any circumstances, be kept in record vaults. (4) Smoking inside vaults shall be forbidden, and "No Smoking" signs shall be prominently displayed.

**Sec. 11-8-12. Fire Resistive Safes**

No safe, file cabinet or record container in which records designated by the public records administrator as essential operating records of the state or of any of its political subdivisions are housed shall bear lower than a Class C rating, as established by Underwriters' Laboratories, Inc., or any other nationally recognized testing authority, unless such safe, file cabinet or record container is protected within a suitable fire-resistive vault. The public records administrator may, if the importance of the records to be housed or the severity of the environmental fire hazard warrants, require the use of Class B or Class A equipment, as so established.





## 2014-15 Enrollment Projections

TO: Diane Dugas, Superintendent of Schools, East Hampton, CT  
FROM: Donald G. Kennedy, Ed.D., Demographic Specialist  
DATE: January 22, 2015  
RE: Enrollment Projections

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We are pleased to send you the enclosed documents displaying the past, present, and projected enrollments for the East Hampton School District. We have used the figures given to us by the district and we assume that the method of collecting the enrollment data has been consistent from year to year.

NESDEC's enrollment projection totals from fall of 2013 data came within 14 students of the actual Grade K-12 enrollment total for fall, 2013 (1,809 projected v. 1,795 actual). In Grades K-5, 871 pupils were projected v. 856 enrolled. In Grades 6-8, 431 children were forecast v. 432 enrolled. And in Grades 9-12, 507 pupils were forecast v. 507 enrolled.

It is worth noting that this time of transition is the most difficult of the past 25 years to reliably forecast future enrollments, due to the irregular/uneven pace of communities recovering from the effects of the economic cycle upon real estate markets and school enrollments. East Hampton enrollment projections of the past two years offer a clear example of the effect of inconsistent real estate sales and birth data, upon the future school enrollments. East Hampton births had been averaging 143.1 per year for a decade. At the time of last year's projection, NESDEC was estimating that the 2011 births would be 150, and 2012 would see 146 births. We now know from the CTDPH that 2011 births were actually 133 (17 fewer than expected) and 2012 births were 108 (38 fewer than forecast). These lower numbers lead to smaller Kindergarten classes several years out, and the expectation for slightly fewer births from 2013 onward. Further, the 2014-15 projected enrollments in Grades K-6 were for 1,011 children, yet actual enrollment is 990 – 21 fewer children in grades that will be in the East Hampton schools for

many years. This fall there are 5 fewer Kindergarteners than projected, 4 fewer in Grade 3, and 6 fewer each in Grades 5 and 6. In addition, 15 of the children in last year's Grades 1-7 have moved away, thus are not in this year's Grades 2-8. All of these factors, taken together, have the overall effect of making the long-range East Hampton projection lower than was the expectation in the report one year ago.

The two factors now at work which will have the greatest effect upon future enrollments are: a decline in the number of births to East Hampton residents and, to a greater degree, b. the resumption of in-migration (which had slowed, due to the real estate slowdown. In the decade from 1999-2008, East Hampton averaged 143 births per year; more recently (and expected over the next 6-7 years) are about 108-141 births annually...averaging about 18 fewer per year than previously. Hard-hit **Connecticut** experienced an 8.6% decline in births from 2007 to 2009 (in part caused by the economic Recession), the largest decline among the six New England states – followed by an 8.1% decline in Rhode Island births, the two states with the highest rates of unemployment in the New England region. Economists are forecasting a slow-yet-steady recovery from the current rates of unemployment which, in turn, may lead to additional in-migration and births (RI 7.1% unemployment as of November 2014; **CT 6.5%**; MA 5.8%; New England average 5.8%; US non-farm unemployment 5.8% (US unemployment was above 10% during the Great Recession); ME 5.7%; VT 4.3%; and NH 4.1% - other nearby states: NJ 6.4%; NY 5.9%; PA 5.1%).

The ever-changing relationship between East Hampton births and Kindergarten enrollments is displayed on the B-K graph. East Hampton, over the past seven years, has registered about 98 Kindergarteners for every 100 births (five years previous), a relationship which has been quite stable...this fall there were 97 Kindergarteners for every 100 births five-years-previous, in Kindergarten NESDEC projected 117 v. 112 enrolled. Note on the graph, however, that in 2009 there were 109 Kindergarteners for every 100 births. Grade 1 is expected to be about 2% larger than the previous year's Kindergarten class. Projection ratios have been adjusted to match East Hampton's most recent experience.

Like many nearby communities East Hampton continues to experience enrollment fluctuations of in/out-migration in Grades 1-8 (**Grades 9-12 are excluded from this calculation, as there recently is a 17% decrease in Grade 9 for reasons that have little to do with families moving out of East Hampton**). See below the paragraph describing the "Grades 1-8 stability", which the past three school years has included a -0.7% out-migration (-1.4% in 2014-15) – at grade levels which more commonly experience little or no change.

**Over the next three years, K-5 enrollments are forecast to decrease by a total of 76 children; Grades 6-8 to decline by 7 students; and the high school level to decrease by about 55 pupils...all within the next three years. After that point these projections show decreasing enrollment in Grades K-5 by 57 children;**



**decreasing enrollment** in Grades 6-8 of 83 students, with further **decreases** in Grades 9-12, by 31 students – as smaller classes work their way up through the grades. That said, it is possible that real estate turnover will have increased, bringing in additional new families - see the “Projections” page.

**Will these patterns of decreasing enrollments really last for as long as ten years? That is difficult to answer.** All projections are more reliable in Years #1-5; and less reliable in Years #6-10. As soon as the economy and real estate situation become more stable in the region, additional in-migration may occur in East Hampton. Many communities in the region sold during 2008-2013 only about 60-80% as many homes as in 2003-2007. **In the case of East Hampton, an average of 193 homes were sold annually in 2003-07, yet the pace slowed to only 93 homes annually in 2011 (48%), the slowest year. However, the pace has quickened with 124 residences sold in 2012 and 115 in 2013. The pace in 2014 through November is the same as the 2013 pace though the same months. Similarly, an average of 47 condos was sold annually prior to the Great Recession. The pace slowed to 20 units in 2012 (43% of the earlier pace). Although 25 units were sold in 2013, the pace this year is substantially slower. Building permits had slowed as well; see the “Additional Data” table below. As additional families move in, any forecasted declines could moderate.** See the description on Page 4 below regarding “reliability of projections”.

The birth numbers used in the projections, through 2012, are from the CT Department of Public Health. The “estimated” years, beginning with 2013 are a rolling five-year average, which NESDEC has found to be the most accurate method of estimation. Local City/Town Clerks have up-to-date birth information, however do not have access to the numbers of East Hampton residents born out-of-state (information which will eventually become known to the CT DPH).

The two most difficult grades to forecast in all districts are Kindergarten and Grade 9. The latter is difficult to anticipate, as there are so many options for Grade 9 (in vocational or agricultural schools, private or parochial non-public schools, etc. Kindergarten can be difficult to project based upon births alone, as many districts have large numbers of “net move-ins/move-outs” who are ages 1-4. **Some districts take the extra steps to track 3 and 4-year olds with a local census, or report to NESDEC the known number of 4-year olds in local preschools/nursery schools which typically enroll Kindergarteners in the district. Knowing this information helps NESDEC to project Kindergarteners more reliably...as does data from the Kindergarten Screening in districts which also track 3 and 4-year old siblings (or neighbors) at that time. The more data, in addition to births, which is sent to NESDEC, the greater is the chance that “enrollment surprises” will be minimized.**

**“Hidden Trends” within a district:** More so than other grade levels, **Grades 1-8 often are quite stable in numbers.** If last year the Grade 1-7 total was 1,000 children, then this fall’s Grades 2-8 would equal 1,000 if no

one had moved in or out. However, if Grades 2-8 now have increased to 1,050 students, there was a 5% net move-ins of new families; if the total was 950, there was 5% out-migration. Because Grades 1-8 tend to be the most stable in total K-12 enrollment, these Grades 1-8 are excellent places to discover “hidden trends” that otherwise might go unnoticed. **In the case of East Hampton, during four of the most recent five school years the number of students in Grades 2-8 has been fewer than the total in Grades 1-7 during the prior year. For example, the 1,048 children in Grades 1-7 during 2013-14 declined by 15 students to 1,033 in 2014-15.** The loss was -8 in 2010-11, -15 in 2011-12, -12 in 2012-13, and the one year of gain was +6 in 2013-14. Thus the most recent five years reveal an internal pattern of shrinkage. As soon as real estate sales pick up, these declines should be reversed. News reporters often will ask if the **K-12** totals are growing/shrinking; however, **K-12 totals are less reliable predictors of trends than the “Grade 1-8 Stability Factor” (or Grade 1-5 or Grade 1-6 in elementary districts).**

**Will new families be moving into our school district?** Everyday across America, 10,000 “Baby Boomers” celebrate their 65<sup>th</sup> birthday - a phenomenon which will continue for a decade. New England has a disproportionately large share of these senior citizens, many of whom had planned to “downsize” their living arrangements, yet postponed putting homes on the market due to the Great Recession. School enrollments are influenced strongly by the number of real estate sales, as these contribute new families moving into many districts. In over 80% of districts, the number of real estate sales is 4-5 times larger than the number of building permits for new residential construction – **thus the number of real estate sales often is a more important factor than building permits.**

**In New England, how rapidly will additional homes be placed on the market?** A mid-2014 study using data from the Federal Housing Finance Agency, Bureau of Economic Analysis and the U.S. Census Bureau directly links home prices to the “real Gross Domestic Product” (GDP) in each of the nine regions in the country. However New England ranks only 7<sup>th</sup> among the 9 regions in the recovery of its regional economy (as measured in “the bubble” prior to the Recession, in “real GDP”). Comparing the regional economies from 2 Quarter of 2007 to 4 Quarter 2013: W. South Central = +18.6% (that is, many jobs are available); W. North Central +11.8%; Pacific +7.4%; E. South Central + 5.6%; Middle Atlantic + 5.1%; Mountain + 4.1%; **New England +3.4%**; South Atlantic + 2.1%; and E. North Central + 2.0%. Home sales prices are +14.6% in the W. South Central region (including Texas, Arkansas, Louisiana, and Oklahoma) with the strongest “real G.D.P.” v. **-4.4% in New England.** Thus, although real estate sales and rentals are very strong in some New England towns and cities, there are many senior citizens still refraining from placing their homes on the market – as house prices still may be rising. New England births, however, are likely to remain at low levels, due to the advanced age of the New England population.





### Historical Public Enrollments

1. After the "YEAR" column can be found the "BIRTHS" column. The number of births to residents for each of eleven years is displayed. Note any trends, e.g., have births been decreasing? increasing? leveling off? Kindergarten and Grade 1 enrollments normally are quite responsive to these fluctuations.
2. Look **down** the K and 1 columns, noting the direction of the trend. This affords a comparison of these classes over a ten-year period. Add the K and Grade 1 enrollments of the first school year recorded, and compare them with the sum of the current K and Grade 1 enrollments.
3. Take the first K class and follow it diagonally to trace its movement to Grade 1, 2, etc. up to its current 10th grade status. This comparison (which can be accomplished for other classes also) gives some measure of the effects of migration in your school district. If a sixth grade class today is larger than it was as a K class six years ago, then net in-migration probably has occurred; if it is smaller, then net out-migration probably has occurred.
4. Compare each K class with the previous year's graduating class. Note which is larger and by what amount one surpasses the other. Larger graduating classes generally reflect declining enrollments; larger K classes generally indicate increasing enrollments.
5. In the "Grade Combinations" section, note the trends of elementary, middle school and high school enrollments. A significant and consistent trend in these summaries usually results in the corresponding trend for projected enrollments. If enrollments are leveling off in the elementary grades after a period of decline, then the secondary enrollments might be expected to continue to decline for several years until the leveling off experience has had time to take hold at the secondary grades.

### Enrollment Projections

1. Note the trends exhibited in the total K-12 (or 1-12) projection for the next five years as well as the projections for various grade combinations. The trends on this page should generally exhibit a continuation of the trends mentioned above for historical enrollments, although the **rate** of change may be quite different.
2. Look at the births in the most recent years and note whether the trend is up, down, or level.
3. Make similar comparisons as appropriate on this page as were suggested for the "Historical Public Enrollments" page.

### PROJECTION METHODOLOGY

Cohort component (survival) technique is a frequently used method of preparing enrollment forecasts. NESDEC uses this method, but modifies it in order to move away from forecasts which are wholly computer or formula driven. Such modification permits the incorporation of important, current town-specific information into the generation of the enrollment forecasts (such as the volume of real estate sales, building permits, in/out-migration, etc.). Basically, percentages are calculated from the historical enrollment data to determine a reliable percentage of increase or decrease in enrollment between any two grades. For example, if 100 students enrolled in Grade 1 in 2013-14, increased to 104 students in Grade 2 in 2014-15, the percentage of survival would have been 104% or a ratio of 1.04. Such ratios are calculated between each pair of grades or years in school over several recent years.

After study and analysis of the historical ratios, and based upon a reasonable set of assumptions regarding births, migration rates, retention rates, etc., ratios most indicative of future growth patterns are determined for each pair of grades. The ratios thus selected are applied to the present enrollment statistics for a pre-determined number of years. The ratios used are the key factors in the reliability of the projections, given the validity of the data at the starting point. The strength of the ratios lies in the fact that each ratio encompasses **collectively** the variables that account for increases or decreases in the size of a grade enrollment as it moves on to the next grade. Each ratio represents the cumulative effect of the following factors:

1. Real estate turnover and new residential construction;
2. Migration, in or out, of the schools;
3. Drop-outs, transfers, etc.;



4. Births to residents;
5. Retention in the same grade.

#### **RELIABILITY OF ENROLLMENT PROJECTIONS**

Projections can serve as useful guides to school administrators for educational planning. In this regard, the projections are generally most reliable when they are closest in time to the current year. Projections six to ten years out may serve as a guide to future enrollments, and are useful for facility planning purposes. However, they should be viewed as subject to change given the likelihood of changes in the underlying assumptions/trends.

Projections that are based upon **the children who already are in the district** (the current K-12 population only) will be the most reliable; the second level of reliability will be for those children already **born into the community but not yet old enough to be in school**. A less reliable category is the group for which an estimate must be made **to predict the number of births**, thereby adding an additional variable. See these three multi-colored groupings on the “Projected Enrollment” slide/page.

**How often do the actual enrollments closely match the NESDEC projections?** The research literature reports the closest that enrollment forecasters are likely to come to actual enrollments is about 1% variance per year-from-the-known-data. That is, a 1% variance from projection-to-actual “one-year-out” into the future (2% variance “two-years-out” ... 10% variance “ten-years-out”). NESDEC reaches this “highest possible” standard in about 90% of cases. When our NESDEC variance is greater, the reasons often are one of the following: a. imbedded/intervening “hidden” variables (examples: a parochial school closed or other students returned from non-public schools, a charter school opened, the Kindergarten program changed entrance age or to extended/full-day, the high school toughened its course credit/graduation requirements, the District set new attendance boundaries for elementary schools, or the District had well-publicized budget/referendum academic accreditation difficulties); b. the District size was below 500 students, thus subject to fluctuations in total numbers; or c. the District has not done enrollment projections on an annual basis.

Annual updates allow for early identification of recent changes in historical trends. When the actual enrollment in a grade is significantly different (high or low) from the projected number, it is important (yet difficult) to determine whether this is a one-year aberration or whether a new trend may have begun. **In light of this possibility, NESDEC urges all school districts to have updated enrollment forecasts developed by NESDEC each October.** This service is available at no cost to affiliated school districts.



If you would like to extract the information contained in this report for your own documents or presentations, you can use Adobe Acrobat reader to convert the desired information to a “snapshot,” which can be inserted into PowerPoint slides, Word documents, etc. Because the snapshot tool creates a graphic, the image is not editable.

Steps for Using The Snapshot Tool in Adobe Acrobat Reader 8.0:

1. Click on Tools Menu;
2. Choose “Select & Zoom;”
3. Choose “Snapshot Tool;”
4. Click and drag around the text, chart, and/or graphics that you would like to capture: your selection will be copied to the clipboard automatically;
5. Click in the document where you would like the information to appear;\*
6. Give Paste command.

If you have an earlier version of Adobe Acrobat and these instructions don’t work for you, contact your tech support person, or NESDEC and we will try to assist you. Telephone (508)481-9444 or [ep@nesdec.org](mailto:ep@nesdec.org). Ask for Peggy, Don, or Carol.

\*You may paste your snapshot onto a PowerPoint slide, onto an Excel sheet, or even into a graphics program to save as a separate graphic file (in .jpg or other format), so that it is available for inserting into future documents.





# East Hampton, CT Historical Enrollment

School District: East Hampton, CT

1/22/2015

Full-day Kindergarten program was added in 2014-15

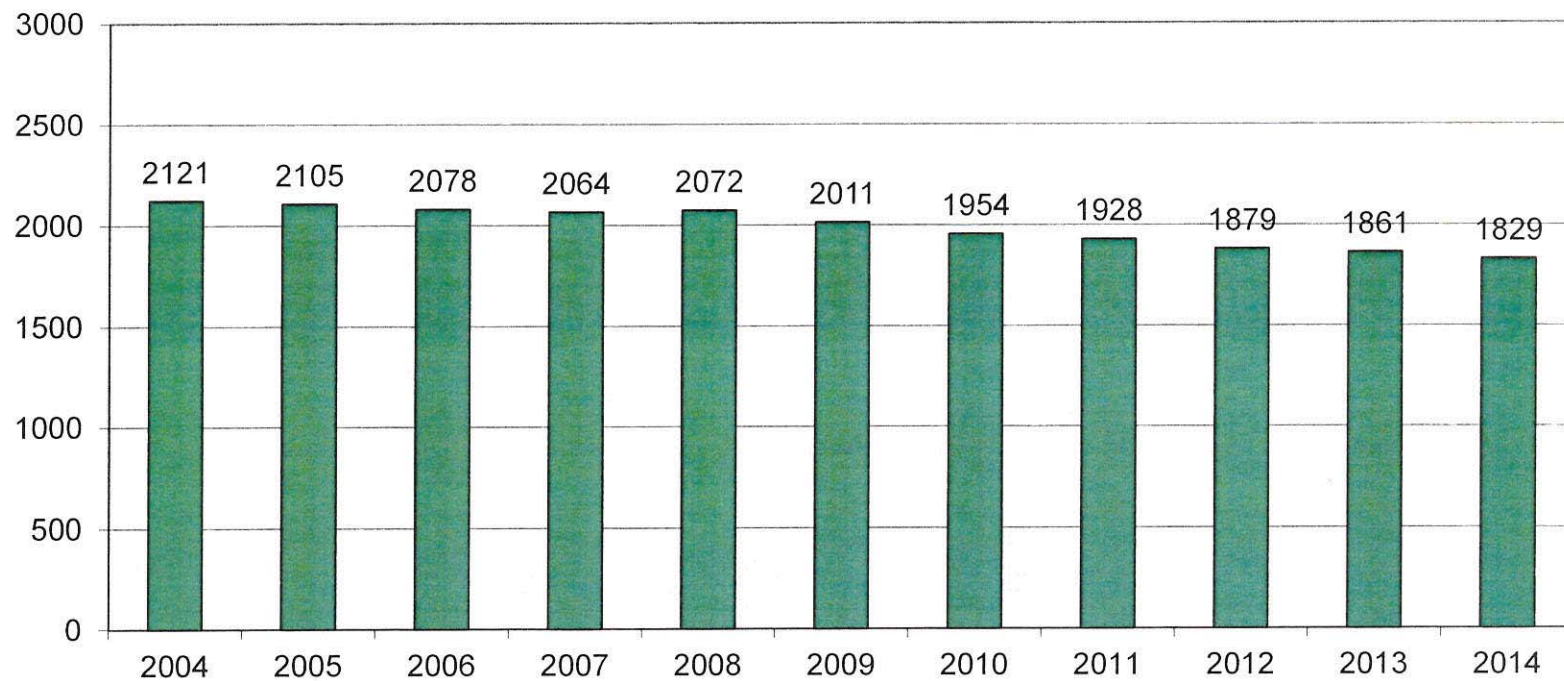
Historical Enrollment By Grade																			
Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
1999	129	2004-05	20	161	187	156	156	153	201	184	174	193	145	130	131	130	0	2101	2121
2000	105	2005-06	24	136	169	184	158	149	156	209	185	165	167	139	127	137	0	2081	2105
2001	145	2006-07	27	159	128	166	178	165	149	156	205	181	139	163	137	125	0	2051	2078
2002	147	2007-08	35	155	152	124	165	183	166	150	155	202	135	145	154	143	0	2029	2064
2003	136	2008-09	33	147	157	151	134	171	179	166	157	153	172	140	144	163	5	2039	2072
2004	140	2009-10	29	152	143	158	152	132	169	182	160	157	137	157	133	145	5	1982	2011
2005	139	2010-11	23	136	151	140	152	155	133	165	182	161	121	145	156	130	4	1931	1954
2006	169	2011-12	15	157	139	149	142	145	158	133	165	171	131	130	134	157	2	1913	1928
2007	165	2012-13	16	156	159	139	146	141	144	157	125	167	148	126	124	130	1	1863	1879
2008	156	2013-14	15	139	159	163	136	153	142	140	155	128	137	148	123	119	4	1846	1861
2009	116	2014-15	30	112	143	159	158	136	148	134	140	158	104	135	148	120	4	1799	1829

Historical Enrollment in Grade Combinations									
Year	PK-3	K-5	4-5	K-8	5-8	6-8	7-8	7-12	9-12
2004-05	680	1014	354	1565	752	551	367	903	536
2005-06	671	952	305	1511	715	559	350	920	570
2006-07	658	945	314	1487	691	542	386	950	564
2007-08	631	945	349	1452	673	507	357	934	577
2008-09	622	939	350	1415	655	476	310	929	619
2009-10	634	906	301	1405	668	499	317	889	572
2010-11	602	867	288	1375	641	508	343	895	552
2011-12	602	890	303	1359	627	469	336	888	552
2012-13	616	885	285	1334	593	449	292	820	528
2013-14	612	892	295	1315	565	423	283	810	527
2014-15	602	856	284	1288	580	432	298	805	507

Historical Percentage Changes			
Year	K-12	Diff.	%
2004-05	2101	0	0.0%
2005-06	2081	-20	-1.0%
2006-07	2051	-30	-1.4%
2007-08	2029	-22	-1.1%
2008-09	2039	10	0.5%
2009-10	1982	-57	-2.8%
2010-11	1931	-51	-2.6%
2011-12	1913	-18	-0.9%
2012-13	1863	-50	-2.6%
2013-14	1846	-17	-0.9%
2014-15	1799	-47	-2.5%
Change		-302	-14.4%

## East Hampton, CT Historical Enrollment

**PK-12, 2004-2014**





# East Hampton, CT Projected Enrollment


School District: East Hampton, CT


1/22/2015


Full-day Kindergarten program was added in 2014-15; projection also accounts for additional Grade 9-12 students remaining when EHHS re-opens in 2017-18.

Enrollment Projections By Grade*																				
Birth Year	Births		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2009	116		2014-15	30	112	143	159	158	136	148	134	140	158	104	135	148	120	4	1799	1829
2010	141		2015-16	30	134	114	144	155	160	135	144	131	143	132	102	132	145	4	1775	1805
2011	133		2016-17	31	126	137	115	141	157	158	131	141	133	119	130	100	129	4	1721	1752
2012	108		2017-18	31	103	129	138	112	143	155	153	128	144	125	117	127	98	4	1676	1707
2013	131	(est.)	2018-19	32	124	105	130	135	114	141	150	149	130	135	123	114	124	4	1678	1710
2014	126	(est.)	2019-20	32	119	126	106	127	137	113	137	146	152	122	133	120	112	4	1654	1686
2015	128	(est.)	2020-21	33	121	121	127	103	129	136	110	134	149	143	120	130	118	4	1645	1678
2016	125	(est.)	2021-22	33	119	123	122	124	104	128	132	107	136	140	140	117	127	4	1623	1656
2017	123	(est.)	2022-23	34	117	121	124	119	126	103	124	129	109	128	138	137	115	4	1594	1628
2018	127	(est.)	2023-24	34	120	119	122	121	121	125	100	121	131	102	126	135	134	4	1581	1615
2019	126	(est.)	2024-25	35	119	122	120	119	123	120	121	98	123	123	100	123	132	4	1547	1582

\*Projections should be updated on an annual basis.

 Based on an estimate of births

 Based on children already born

 Based on students already enrolled

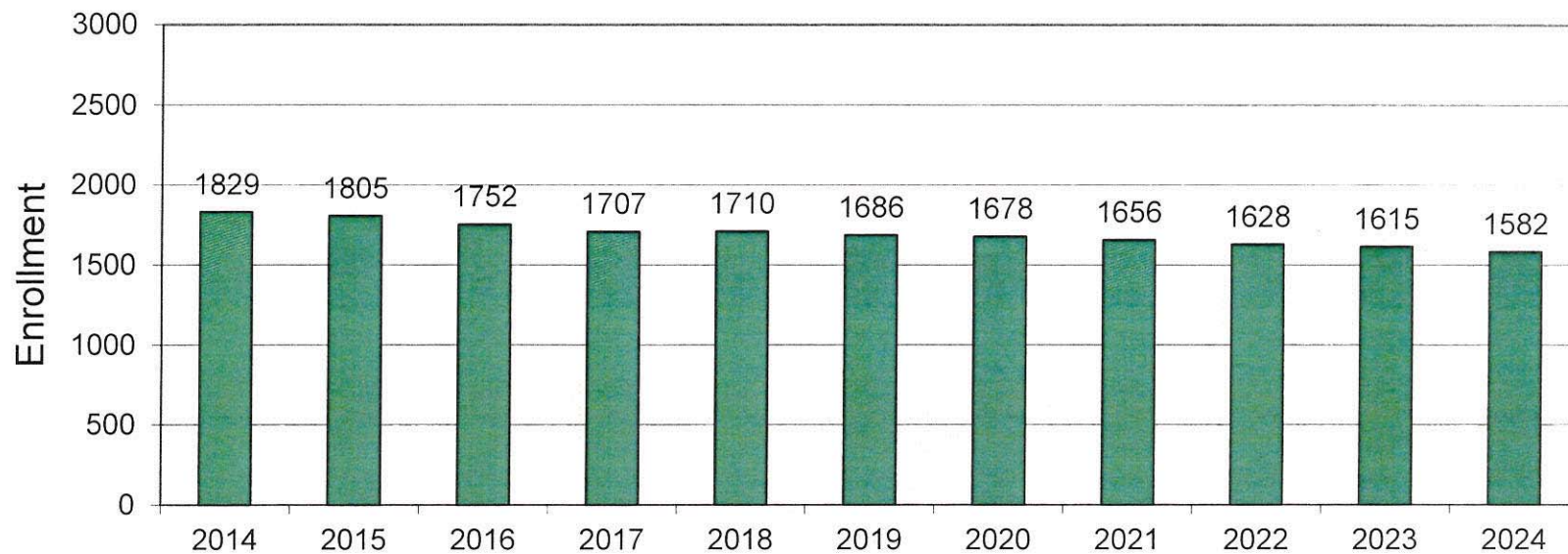
Projected Enrollment in Grade Combinations*									
Year	PK-3	K-5	4-5	K-8	5-8	6-8	7-8	7-12	9-12
2014-15	602	856	284	1288	580	432	298	805	507
2015-16	577	842	295	1260	553	418	274	785	511
2016-17	550	834	315	1239	563	405	274	752	478
2017-18	513	780	298	1205	580	425	272	739	467
2018-19	526	749	255	1178	570	429	279	775	496
2019-20	510	728	250	1163	548	435	298	785	487
2020-21	505	737	265	1130	529	393	283	794	511
2021-22	521	720	232	1095	503	375	243	767	524
2022-23	515	710	229	1072	465	362	238	756	518
2023-24	516	728	246	1080	477	352	252	749	497
2024-25	515	723	243	1065	462	342	221	699	478

See "Reliability of Enrollment Projections" section of accompanying letter.  
Projections are more reliable for Years #1-5 in the future than for Years #6 and beyond.

Projected Percentage Changes			
Year	K-12	Diff.	%
2014-15	1799	0	0.0%
2015-16	1775	-24	-1.3%
2016-17	1721	-54	-3.0%
2017-18	1676	-45	-2.6%
2018-19	1678	2	0.1%
2019-20	1654	-24	-1.4%
2020-21	1645	-9	-0.5%
2021-22	1623	-22	-1.3%
2022-23	1594	-29	-1.8%
2023-24	1581	-13	-0.8%
2024-25	1547	-34	-2.2%
Change	-252		-14.0%

## East Hampton, CT Projected Enrollment

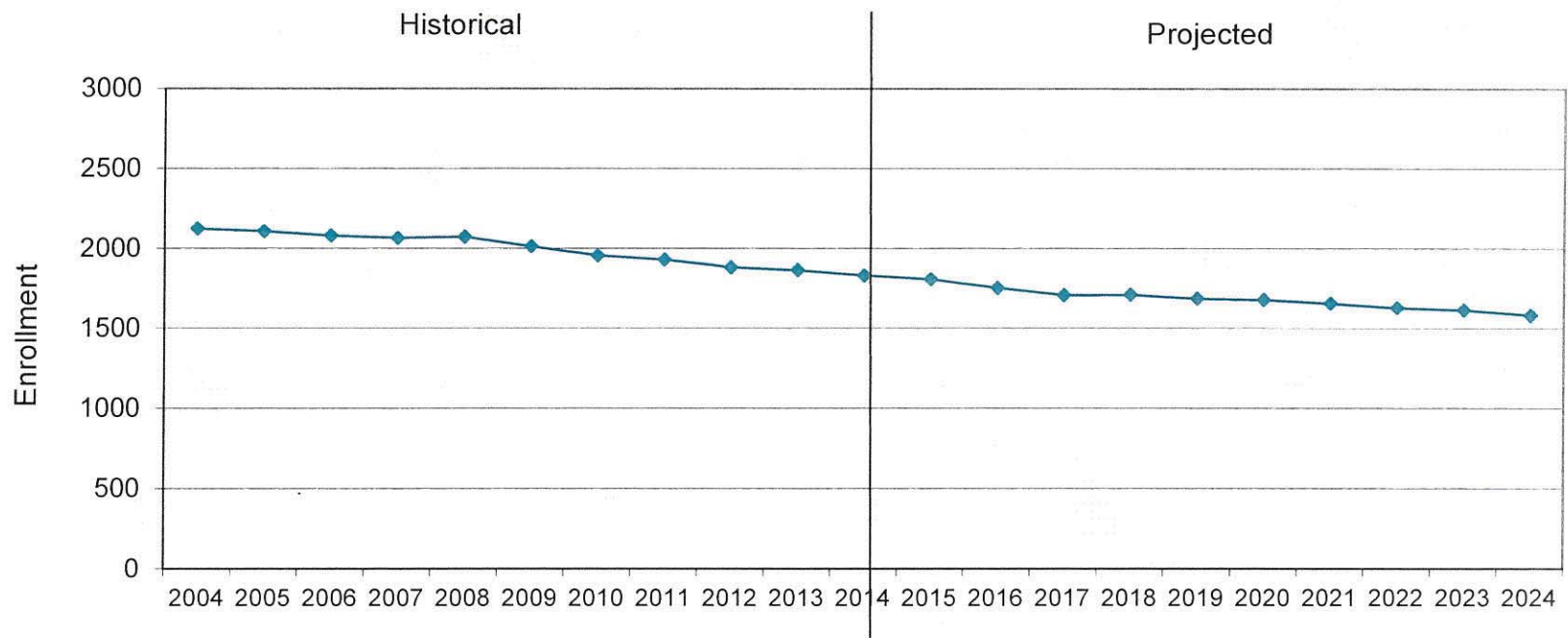
PK-12 TO 2024 Based On Data Through School Year 2014-15



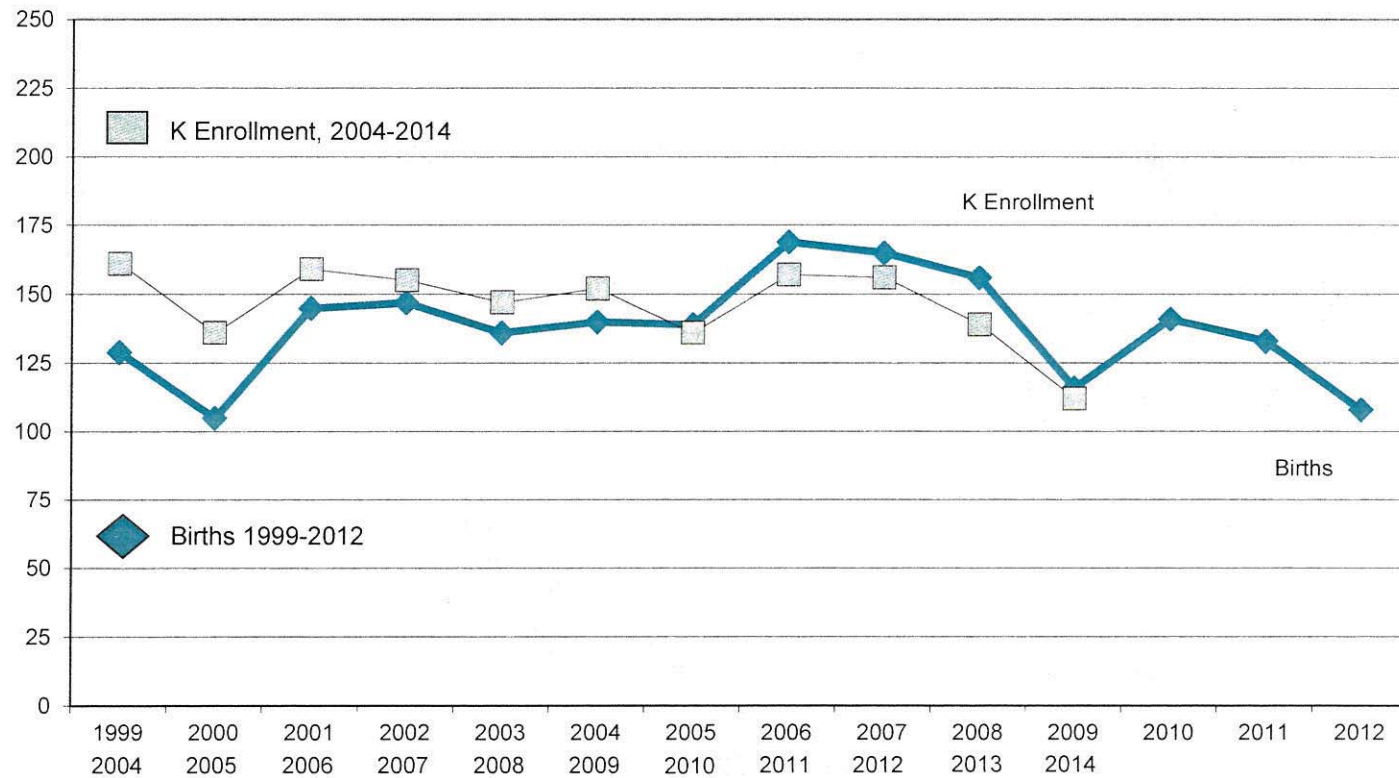


## East Hampton, CT Historical & Projected Enrollment

PK-12, 2004-2024



## East Hampton, CT Birth-to-Kindergarten Relationship



## East Hampton, CT Additional Data

Building Permits Issued		
Year	Single-Family	Multi-Units
2005	134	0
2010	19	2
2011	7	0
2012	11	0
2013	16	0
2014	19 to Nov 30	0

Source: HUD and Building Department  
Several building projects approved; most new occupancy will occur from 2016 onward

Enrollment History		
Year	Voc-Tech 9-12 Total	Non-Public K-12 Total
2005-06	61	104
2010-11	73	46
2011-12	6	n/a
2012-13	5	n/a
2013-14	5	n/a
2014-15	3	n/a

Residents in Non-Public Independent and Parochial Schools (General Education)														
Enrollments as of Oct. 1	K	1	2	3	4	5	6	7	8	9	10	11	12	K-12 TOTAL
	0	0	0	0	0	0	0	0	0	0	0	0	0	n/a

K-12 Home-Schooled Students	
2014	20

K-12 Residents "Choiced-out" or in Charter or Magnet Schools	
2014	114

K-12 Special Education Outplaced Students	
2014	10

K-12 Choiced-In, Tuitioned-In, & Other Non-Residents	
2014	0

The above data were used to assist in the preparation of the enrollment projections. If additional demographic work is needed, please contact our office.



EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **MIKE MANISCALCO (TOWN MANAGER)**

**ASSESSOR'S OFFICE– 5/20/15**

DISCUSSION POINTS:

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- Assessor's office has 1 full-time assistant and 1 part-time field worker/data enterer – field worker works only 3 days a week.
- Need 3 computers plus 1 for public use for field cards.
- Can have at least 5 appraisers at the public counter at one time.
- The reception area is much too small.
- Seniors come in for benefit applications – need a private space for meetings.
- No space to lay out maps for preparing/deed changes – have only the public counter for this function.
- A lunch room for the town hall is required.
- Record storage is limited
- Some records are stored in the vault – different records are required to be kept for different periods of time.
- The department needs a local secure file room.
- In the future – assessor's office will require space for 3 full-time positions, a field worker, an appraiser station, and a private office for the assessor
- There are over 1000 property accounts (files), which are also online.
- Re-evaluation cards - 1970 & 1980 cards are kept in the vault, 1990 – 2000 are in the assessor's office (3 file cabinets). Many of the cards have also been digitized.
- Exemption files, motor vehicles – proofs of sale – volumes.
- All storage in assessor's office is full.
- 1 – 4-high lateral cabinet, 6 – 2-high fireproof file cabinets, more cabinets are needed.
- Could use a mini vault.
- 6 upper cabinets full of office supplies, files, motor vehicle books, map filing.
- Space is 20'x14' with 3 work stations, front counter with computer station.
- In 10 years will require 5 workstations, fax machine, copy machine, map copier (used by all).
- Security is also an issue.



- Ideal setup should include: an office for the assessor, an office for data entry, 2 workstations, reception counter with a workstation for the public and big enough for maps, vaulted storage for motor vehicle records, private property records and real estate records, locked and fireproof storage, room for at least 5 people at the public counter, a conference area, a copy/workroom, a mapping counter, a public research room and proximity to the building department, tax collector, town clerk.

EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **MIKE MANISCALCO (TOWN MANAGER)**

**BUILDING ADMINISTRATOR – 5/20/15**

DISCUSSION POINTS:

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- The building administrator is in charge of building administration, planning and zoning.
- In the future there will be the Building Administrator, two Administrative Assistants and a Building Inspector.
- The department currently has two vertical flat files and one very old horizontal flat files and cardboard roll plan storage. In the future, they will need a total of six flat file storage units.
- There are 18 5-drawer file cabinets, 50% are fireproof.
- Need counter space, admin and reception area.
- Need a large drafting/map workstation, where drawings can be laid out overnight for a multiple day review.
- File share system to manage permits has been integrated with Town Hall and backed up by the Town Hall server.
- Adjacencies to the Assessor – day to day, also with Tax Collector, Planning & Zoning and Town Clerk.
- Currently there is an electronic connection in place.
- There should be offices for the Building Administrator, Building Inspector and Office Technicians.
- Health Department also works in conjunction with the Building Department.

## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **JEFF JYLKKA, DIRECTOR OF FINANCE** - 5 /19/15

### DISCUSSION POINTS:

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- Would like adjacency with the Board of Education, which has its on Business Manager and 2 people who do payroll for the schools.
- The Finance/Accounting department offices are currently located in the Town hall basement – no natural light.
- The department has limited foot traffic by the public. The department is only accessible by stair, no ADA entrance.
- The department is in desperate need of space and has taken it upon themselves to do some remodeling, which includes new carpet and tile in the server room.
- There are three private offices currently; however, the director feels that his position, the assistant and the accounts payable position should all be in one room.
- Director of Finance also runs the finances for the Board of Education as well.
- Finance department has total of 9 employees:
  - Director of Finance
  - Assistant to Director
  - 3 – Accounts Payable
  - 3 – Human Resources (1 has office at Town Hall, 2 at BOE)
- Currently the Finance Department is meets or exceeds record retention requirements per CT State guidelines.
- The department hopes to begin digitally filing these records in the future as records for publicly funded projects are required to be held for three years past the 20 year bond.
- A meeting room to accommodate 10 people is required for audits, staff meetings
- Office of Tax Collector and Assessor are part of the Finance Department, although a direct connection is not required
- The town uses a leased fiber line which connects the four schools, Central Office and the Town hall. The disaster recovery device is located at the High School. Use of offsite server space will be implemented in August.

- Workstations require computers with network connections, phones – office can share printers, copier/scanners, check printer. Fax machine is used infrequently, currently Finance uses another department's fax machine and does not want their own.
- Director of Finance envisions a setup similar to the West Hartford Town Hall for the tax department with one large transaction counter split into departments (collector, assessor & finance).
- If the Board of Education was closer to the town hall, could lose one Human Resources position
- Water payments are contracted out to a third party and are no longer the responsibility of the Finance Department.
- The Finance Department has 6-7 filing cabinets in the vault and an additional 8-10 within the department.
- A local secure file storage room should be sized to hold accounts payable files and invoices for immediate access.
- Department has 6-7 filing cabinets in vault and 8-10 within the department.
- A local secure file room should be included in the new Town Hall for accounts payable files and invoiced, which are used everyday.

## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **PHIL SISSICK, PUBLIC WORKS DIRECTOR** – 5/20/15

### DISCUSSION POINTS:

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- New Town Hall should have a loading dock.
- A dedicated space for storage of voting machines should be included at the Town Hall. The machines would be set up in the Community Space for use, so storage should be adjacent to that.
- Center school is currently being converted to gas. The boiler is cracked.
- Parks & Rec is responsible for BoE mowing, Public Works does snow removal.
- There is no longer a Facilities Manager; he was previously located at the Annex.
- General storage should include 200 s.f. for paper storage.
- A conference space is needed.
- Each floor should have a closet with a floor sink and cleaning supplies. The facility currently lacks dedicated storage.

### PUBLIC WORKS:

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- The Department of Public Works has 17 employees and four offices.
- The Road Foreman, Administrative Assistant, Public Works Director each have an office, the fourth is used for the time clock and map storage.
- The offices have computers, and use Comcast internet. There is no server room at DPW, data is stored at Town Hall.
- Facilities software will need to be implemented to fully document town facilities, roads, etc.
- Plotter has been removed from Public works, but is still needed by DPW
- Public works needs a training space. They currently have a combined lunch/break/training space.
- Need storage for \$2 million worth of equipment.
- There is no paper storage in the current facility.
- There are 8 plow trucks, so a new facility should include a steel butler building with 10 bays, 40' deep with doors on both sides, so trucks can pull through.
- There needs to be some heated garage space, which will allow mechanics to work on the vehicles in the winter.
- A large lift is also needed.
- The current machine shop is not OSHA compliant.



- The current salt shed can only hold 500 cu. Yards of salt, which is enough for one storm. A new salt shed should be able to hold 1000 cu. yards.

## EAST HAMPTON TOWN FACILITIES STUDY

### MINUTES OF MEETING WITH **RICH KLOTZBIER, FIRE MARSHAL** – 5/20/15

#### DISCUSSION POINTS:

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- 13' X 12' Firehouse office with four employees.
- Supply room is shared with the Fire Marshal.
- Fire Marshal should be at Town Hall to allow him to do Marshal work as well as building department work.
- Fire Marshal and Deputy should have private offices.
- Needs access to an archive vault as well as local storage for projects within the last 1-2 years.
- Communication room should be separate from dispatch room.
- Fire marshal would prefer a basement-type set up with the fewest number of windows.
- Layout should include triage (E.O.C), offices and storage.
- E.O.C. should have a conference room and TVs.
- There should be onsite fuel storage and a generator for the E.O.C.
- Access to kitchen for food prep and food coolers is needed.
- Needs air conditioning.
- Currently there is no separate space for radios. The new radio room should also have a computer.
- Antenna and weather station should be on Town Hall roof. Fire Department uses UHF/VHF radios and satellite TV.
- Currently the E.O.C. is in the meeting room at the Firehouse, in an emergency, this area would be used for cooking and sleeping, and needs a generator.
- Needs capability for electronic plan review on both floors of a multi-story facility.
- During an emergency, the Town Hall may be open and the Fire Department could be dispatching vehicles from the Town Hall, the new parking lot will need to be able to accommodate this.

EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **MIKE MANISCALCO (TOWN MANAGER)**

**HUMAN RESOURCES – 5/20/15**

DISCUSSION POINTS:

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- They do not currently have a shared office.
- Lisa's office has 4 4-drawer fireproof cabinets, but needs more 4-drawer lateral filing cabinet and a 4-drawer fireproof cabinet.
- Currently, there is a part time payroll assistant, which may be moved to Finance.
- Lisa's office is still on the main hallway, and lacks privacy.
- Lisa takes care of 80 permanent and part-time employees as well as seasonal employees with the help of Renee. Board of Ed HR is not part of this department.
- Mike recommends a meeting with Lisa to discuss sound control.
- This department needs a conference rooms, but it could be shared with other departments.
- The square footage of the current offices would be adequate without the filing cabinets.
- The department needs a workroom with a fax machine, folding machine (which is currently in the hallway) and mailboxes.
- The mail for the Town Hall is now handled by the Finance Department.
- A Secure file room is needed and could be shared with the Finance Department.
- The Town Manager's office needs a private conference room.
- Conversations in the Town Manager's current office can be heard in the hall.
- The Town Council room is much too small and often the overflow spills into the hall.

## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **JAIME KRAJEWSKI, PARKS & REC.** – 5/20/15

### DISCUSSION POINTS:

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- Is currently located at 240 Middletown Avenue.
- Currently, there is a director, coordinator and secretary.
- Parks & Rec also produces a lot of flyers and brochures – could use a print room
- Requires 3 computers at central Park & Rec office and 4 phones – 4 full workstations.
- Currently, there is no rentable community space for indoor activities, such as Boy Scouts or events held by residents or local business.
- Need for programmable indoor daytime space, which could be accommodated with a large community space and two classrooms.
- Would like two classrooms for Youth Children's activities. These classrooms should each have movable partitions to further break up the space.
- Would like adjacency to Gymnasium or community space and classrooms.
- Gymnasium should have adjacent chair storage.
- The Parks & Rec department should be easily accessible to parents coming with young children.
- Currently Parks and Rec storage is located in several areas around town as well as in Parks & Rec offices. Ultimately, 500 sf of storage within the department at Town Hall will be needed to consolidate all indoor storage items and provide staff and classroom users with easy access to frequently used items. Outdoor storage and maintenance items would still be stored offsite at various locations in town.
- Potential for future Teen Center, this would require an additional staff person.
- Should the Town Hall move to Center School, the adjacent Town owned park will need to be fenced in for outdoor children's programming and secure walking paths will need to be added.



## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **NANCY HASSELMAN, TAX COLLECTOR** – 5/20/15

### DISCUSSION POINTS:

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- The tax collector's space has no storage – all files are kept in boxes on the floor, in piles and in the few cabinets they have.
- A vaulted space is required to keep all records.
- Vault should have a research area, workstations, this may be all online in the future, computers may not be located within the vault.
- Office supply storage is also required; the tax department needs one cabinet for envelopes.
- Two full time employees and one part-time employee work in the tax collector's department
- There are 3 workstations and 1 transaction counter (not accessible)
- Counter has expanded and two employees can be working there.
- Updates to this department have provided the department with adequate space.
- Ideally, there should be a private office for the tax collector, 2 workstations with computers and a transaction counter for at least three people to work at, 1 station being handicapped accessible.
- Tax department needs a local vault to hold money and personal information.
- Adjacency to the assessor's department is required as the two departments work hand-in-hand
- Adjacency to the finance department is also required although it does not exist currently
- Office equipment that is required includes: printer/copy machine, phones, lockable cash drawer and computers.
- Department lacks security at windows.

## EAST HAMPTON TOWN FACILITIES STUDY

### MINUTES OF MEETING WITH **SANDI WIELEBA, TOWN CLERK** – 5/20/15

#### DISCUSSION POINTS:

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- Would like adjacency to Assessor, Tax Collector and Registrar of Voters.
  - Current size is 28' x 20'.
  - The Town Clerk's office has 2-full time positions, one assistant and the Town Clerk.
  - The reception counter now has a cash register (not secure) and space for one person to use the work surface.
  - A larger reception counter is needed with room for 3 people (9ft) and a computer at each station, which will replace the cash register.
  - Computers need to be removed from the vault.
  - Workstations should also be able to accommodate at least 2 visitors – currently there is no space for couples to come in to apply for marriage licenses
  - A research/work table is required for viewing large books and maps
  - A general information area with a counter for forms and brochures is required
  - Currently there is only a bench for the public to wait – a waiting area is required.
  - A public notice board is required and should be viewable from the outside
  - Paper storage is also an issue; it is currently stored under the worktable in the office.
  - The Town Clerk's office requires the use of a large format scanner, which they currently have.
  - The office does not have enough space for storage – book or file
  - Digital storage is backed-up offsite.
  - The Town Clerk's office does not have a conference or meeting space – the space currently allocated for this function is also the lunchroom, the registrar's office and storage – currently a 12'x20' space.
  - The 12'x20' space would accommodate the registrar if the storage and other functions were removed.
  - The registrar is in the office only a few days a week.
- 

#### VAULT:

- See attached document for Vault Storage Requirements
- All town records are stored in the vault – current size – 24'x40'
- There are specific storage requirements as well as construction requirements for the vaulted storage space.

- Currently there are Land Records (these have also been scanned, but are required to be stored in the vault as well) – Volumes 1-555 – expected to double in the next 10 years – plan for 1000 volumes – currently kept in 2 cabinets 4'x8' – plan for 4 cabinets.
- A turning cabinet is used to store vitals (marriages, deaths & births). An additional turning cabinet is needed.
- The assessor's books are also kept in the vault – they are taking up a lot of space and are spread out throughout the vault – but are required to be in a vaulted space – currently 5 cabinets 6'x3'.
- Every office should have a vault or safe of their own or provide a vault large enough to accommodate each office's records.
- The vault is a research space as well – large tables are required to open large books and maps (no computers).
- It is difficult to prevent the public from making digital copies of documents, which is forbidden. Possible need for electronic suppression or surveillance.
- A pre-action fire protection system is needed for the vault.
- Rolling storage is not a preferred option for this area.
- Building maps and other maps are also kept in the vault – some are in hanging map cases (5 – 3'x4'x2' currently – should plan for 10 cases in 10 years) others are just rolled up in piles on file cabinets.
- The current vault is very humid.

## EAST HAMPTON TOWN FACILITIES STUDY

### MINUTES OF MEETING WITH **MIKE MANISCALCO, TOWN MANAGER** – 5/20/15

#### DISCUSSION POINTS:

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- Town's vision is to have Town Manager, town Council, Finance and Accounting, Human Resources, Town Clerk, Assessor, Tax Collector, Building Department, Fire Marshal, Homeland Security, Health Department, Town Manager (but not DPW), Probate Court Social Services, Youth and Family Services, Parks & Recreation, and community space within the Town Hall.
- Existing Town Hall building was purchased from CL&P (1970/71); renovated in 1975
- Town owns ~8000sf (Town Hall), ~1000sf (Building Dept. annex),
- Town leases ~4000sf (Engineering), parking lot at rear of Police Station (CL&P property)
- Eversource has offered to buy the property for around \$1 million, and allow the town to use it rent free for two years.
- Town owns two parcels of land, both brownfields – 103 Main Street (Board of Education) and 13 Watrous Street, which has a water tower.
- Village Center is on flood plain.
- Code updates were made to schools in 1989.
- High School is currently undergoing renovations.
- Town Manager recommends a shared supply closet and conference rooms (to be used by 10-12 people, with a maximum of 15) to be used by all departments.
- Mike recommends a meeting with the Chatham Health Department and Probate Court, both of which are regional departments, which could be located in East Hampton in the future.



## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **WENDY REGAN, YOUTH & FAMILY/SOCIAL SERVICES** – 5/20/15

### DISCUSSION POINTS:

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- Youth & Family Services feel their location at 240 Middletown Avenue fulfills their department's needs.
- A discreet entrance is required along with acoustic control between this department and others in the future down hall. This area of the building should not have an institutionalized aesthetic.
- Hours vary during the week and weekend.
- Four counseling areas are required, one of which is the director's office. The others need soft seating and should accommodate varying sized groups (families, couples, etc.).
- This department follows HIPAA file regulations.
- General storage should also accommodate files.

## EAST HAMPTON TOWN FACILITIES STUDY

### MINUTES OF MEETING WITH **SEAN COX, POLICE CHIEF** – 5/11/15

#### DISCUSSION POINTS:

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- Currently there 14 employees (including the chief), two civilians and funding for one additional employee.
- Lobby area should be ADA compliant. It should be more customer service friendly. In lieu of Mens and Womens restrooms proposed in '05 report, include a unisex toilet as well and a finger printing room with sink. Add water fountain (needs potable water).
- 500 s.f. Community room is adequate and would be large enough to be used for voting. Table and chair storage (80 s.f.) previously listed in the P.D. Patrol Division section of the '05 report should be adjacent to the Community room.
- A 60 s.f. Emergency Operations Center (EOC) Closet should be located adjacent to Community Room as well.
- Administration Storage area in '05 report needs to be increased.
- Currently, there is a regional dispatch station, new dispatch area should have two dispatch stations but have wiring for an additional two dispatchers should the town take over dispatching for East Hampton.
- The new server room should be increased to 100 s.f. feet because of increasing video storage needs.
- In addition to drug storage and weapons storage (included '05 report); the Evidence room will also need some refrigerated storage.
- Separate from the Evidence room, there should be an Ammunition Room with a dehumidification system.
- Seized vehicle compound should accommodate 10 vehicles with tow truck access. Should be located in the rear of the complex with perimeter fence and video monitoring.
- Locker rooms and Fleet are currently located offsite at 205 East High Street. Locker rooms should be located at the perimeter of the new facility to allow for additional future expansion.
- Offices should be located along perimeter of building for additional future expansion as well.
- Interview room in P.D. Detention area needs to be wired for monitoring.
- In addition to the holding cells (four male, one female) and an isolation cell (soft cell), a booking cell with wire mesh partition adjacent to Booking room for adult detainees should be added (86 s.f.).
- Floors are peeling and roof is leaking over the cells.
- No security on the current windows.
- Site should be divided between the Public/Front Entrance side and the Rear/Staff side with potential for a parking arm gate.
- Parking in front should include 15 spaces and two handicapped spaces to accommodate Community Room.
- Rear parking lot should include a Seized Vehicle Compound to accommodate 10 vehicles and tow truck access. Should be located in the rear of the complex with perimeter fence and video monitoring.
- Parking in back for employees should have 50 spaces.
- Space for Antenna/Radio Equipment and generator/fuel tank should also be located at the rear.

## EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **DIANE DUGAS, SUPERINTENDENT OF SCHOOLS – 5/20/15**  
**DONALD HARWOOD, DIRECTOR OF FACILITIES**  
**RODNEY MOSIER, DIRECTOR OF SPECIAL EDUCATION**  
**CRAIG STEARNS, DIRECTOR OF TECHNOLOGY**  
**MINDY WILKIE, MEMORIAL ELEMENTARY PRINCIPAL**  
**DONNA TURCHI, CENTER ELEMENTARY PRINCIPAL**

### DISCUSSION POINTS:

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- Currently there are 620 students at Memorial School. The site is 6.76 acres.
- Currently there are 320 students at Center School. The site is 15 acres.
- Problems with vehicular circulation at Memorial School. Teachers arrive 5 minutes before students dropped off. Buses are queuing in the same location as parents dropping off students. Memorial School has up to 200 students being dropped off. Center school has about 30 students dropped off. There are 17 buses shared between the two schools which carry 60-70 students each.
- The NESDEC projection for the 2016-2017 school year is 865 for Pre-K – Grade 5 students. This is the highest projected enrollment for the following eight years. According to the NESDEC projections, if a school project was to be undertaken, by the time the students were in the finished school, there would be fewer than 800 students enrolled. The average Pre-K – Grade 5 enrollment from the 2016-2017 school year to the 2023-2024 school year is 781 students.
- There are five key items that would need to be addressed; Cafeteria, Gymnasium, Media Center and Office Suite would need to be larger if Center school was to combine with Memorial. The bus loop and parent drop off needs to be redesigned because it is currently unsafe, adding additional students would further exacerbate the problem.
- If students from Center were to move to Memorial, the school should be split into a K-2 area and a 3-5 area.
- If all the Pre-K to Grade 5 students were to attend Memorial school, the available lot directly adjacent to the Memorial School site on the east side could be purchased for additional fields with partial reimbursement by the State because of the larger student body.
- Administrative, Nurse and OT/PT should be shared between the two areas.
- Memorial School needs more student bathrooms, especially in assembly spaces, such as the Cafetorium.
- Universal preschool is under consideration and would require additional classrooms.

- The Nurse's suite should have an exterior exit for ambulance access.
- Combining Center School with Memorial School will require an auxiliary gymnasium and an addition to the Cafeteria/Kitchen.
- Center School is replacing some outdated furniture.
- Special Educations needs:
  - Areas with sinks and stoves are needed for independent living skills.
  - Need individual spaces for ABA curriculum.
  - Need space for reading program.
  - Currently there is not designated space for OT/PT which should be shared between K-2 and 3-5 areas.
  - There should be individual "patient" rooms for changing special needs students in the Nurse's suite.
- A staging area is needed for students after school is dismissed and before after school programs begin. If Parks & Rec had classroom space offsite then, students could be bused to the P&R location and no staging area would be required.
- Ideal classroom sizes are 16-20 for K-3 and 20-22 for 3-5. Budget cuts could increase class size to 26.
- Technology:
  - Currently the high school is the hub, but Memorial would be the back-up if there were alterations to the school.
  - There is a fiber line to Memorial School.
  - There is no dedicated MDF or IDF with cooling.
  - If students from Center were moved to Memorial, an additional IDF room would be required.
  - Classrooms need additional network cabling, currently, they do not have Wi-Fi or VOIP.
  - Interactive short throw projectors are being installed in the classrooms and will require return cable.
  - 14-17 cameras were added to Memorial School Last Year.
  - The School System owns their computers, no leasing.
  - Any new equipment needed would go into an FFE&T budget.
- Central Office:
  - Education Administration feels that the current Central Office is fulfilling their needs and would prefer to see the Center School and Memorial School consolidation prioritized.

- The administration feels that any needs for upgrades that arise could be handled in their budget.
- If the administration was to move to a new location, they would like a large conference room to hold 30 people.
- The administration would like to see the Tech department moved to Memorial School, this includes a Director of Technology, System Analyst, Data Analyst and a Technician.
- The administration includes a Superintendent, Assistant Superintendent, Director of Special Education and Pupil Personnel Services, Business Manager (separate from the Town's Director of Finances), Director of Facilities (and assistant), and a Communications Specialist.
- The Superintendent does not want a conference table in her office.



EAST HAMPTON FACILITY STUDY UPDATE

ESTIMATE OF PROBABLE COSTS

July 10, 2015

OPTIONS	NOTES:	S.F. COST	PROPOSED S.F.	CONSTRUCTION COST	SOFT COST	REQUIRED SITE ACQUISITION or DEVELOPMENT	SITE ACQUISITION COST @ \$125k/per Acre or list price	SITE DEVELOPMENT @ \$175K/per Acre + \$15k for demolition at 2 Bevin Blvd	FF&E \$1500/student Educational \$25/S.F. Municipal \$100/S.F. Police	SUBTOTAL - Construction, Site, FF&E	ADD 4% ANNUAL ESCALATION TO MID-PROJECT	PAID BY STATE GRANT @ 53.57%	TOTAL COST TO TOWN OF EAST HAMPTON	TOTAL COST
OPTION 1A														
ALTERATION Memorial School	No work to existing school	\$0/S.F. - Renovation	80,700	\$0	Incl. in S.F. cost	15 Acres		\$ 875,000	\$ -	\$ 875,000	\$ 962,500	\$ 515,611	\$ 446,889	
EXTENSION Memorial School	Per Enrollment Projections	\$325/S.F. - Addition	14,000	\$4,550,000	Incl. in S.F. cost	1 Acre			\$ 300,000	\$ 4,850,000	\$ 5,335,000	\$ 2,857,960	\$ 2,477,041	
REPURPOSE Center School	Becomes NEW Town Hall & Police Dept.	\$225/S.F. - Renovation	43,400	\$9,765,000	Incl. in S.F. cost	3 Acres		\$ 250,000	\$ 1,985,000	\$ 12,000,000	\$ 13,680,000		\$ 13,680,000	
EXTENSION Center School	For Police Department	\$400/S.F. - Addition	5,200	\$2,080,000	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 130,000	\$ 2,335,000	\$ 2,661,900		\$ 2,661,900	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
BOE - Add Air Conditioning				\$50,000										
Total				\$16,445,000						\$ 20,439,000		\$ 3,373,571	\$ 18,673,829	\$ 22,047,400
OPTION 1B														
ALTERATION Memorial School	No work to existing school	\$0/S.F. - Renovation	80,700	\$0	Incl. in S.F. cost	15 Acres		\$ 875,000	\$ -	\$ 875,000	\$ 962,500	\$ 515,611	\$ 446,889	
EXTENSION Memorial School	Per Enrollment Projections	\$325/S.F. - Addition	14,000	\$4,550,000	Incl. in S.F. cost	1 Acre			\$ 300,000	\$ 4,850,000	\$ 5,335,000	\$ 2,857,960	\$ 2,477,041	
REPURPOSE Center School	Becomes NEW Town Hall, Police Dept. & BOE	\$225/S.F. - Renovation	43,400	\$9,765,000	Incl. in S.F. cost	3 Acres		\$ 250,000	\$ 1,985,000	\$ 12,000,000	\$ 13,680,000		\$ 13,680,000	
EXTENSION Center School	For Police Department	\$400/S.F. - Addition	5,189	\$2,075,600	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 265,000	\$ 2,465,600	\$ 2,810,784	\$ 425,726	\$ 2,385,058	
EXTENSION Center School	For Board of Education	\$325/S.F. - Addition	5,411	\$1,758,575	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 265,000	\$ 2,148,575	\$ 2,449,376	\$ 370,986	\$ 2,078,389	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
Sell existing Old Town Hall (BOE)	Appraisal - \$291K												\$ (291,000)	
Total				\$18,149,175						\$ 22,718,175		\$ 4,170,283	\$ 20,184,377	\$ 24,354,660
OPTION 1C														
ALTERATION Memorial School	No work to existing school	\$0/S.F. - Renovation	80,700	\$0	Incl. in S.F. cost	15 Acres		\$ 875,000	\$ -	\$ 875,000	\$ 962,500	\$ 515,611	\$ 446,889	
EXTENSION Memorial School	Per Enrollment Projections	\$325/S.F. - Addition	14,000	\$4,550,000	Incl. in S.F. cost	1 Acre			\$ 300,000	\$ 4,850,000	\$ 5,335,000	\$ 2,857,960	\$ 2,477,041	
RENOVATION Center School	Becomes NEW Town Hall & BOE	\$225/S.F. - Renovation	43,400	\$9,765,000	Incl. in S.F. cost	3 Acres		\$ 250,000	\$ 1,075,000	\$ 11,090,000	\$ 12,642,600	\$ 467,687	\$ 12,174,913	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
RENOVATION 195 W High St	Police Dept.: Program & Building Code	\$400/S.F. - Renovation	12,550	\$5,020,000	Incl. in S.F. cost	1.84 Acre	\$ 230,000	\$ 322,000	\$ 1,200,000	\$6,772,000	\$ 7,042,880		\$ 7,042,880	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
Sell existing Old Town Hall (BOE)	Appraisal - \$273K												\$ (291,000)	
Total				\$19,335,000						\$ 23,966,000		\$ 3,841,257	\$ 21,258,723	\$ 25,099,980
OPTION 2														
Memorial School - No change														
RENO-AS-NEW Center School	Building Code, MEP & Finishes	\$400/S.F.	43,400	\$17,360,000	Incl. in S.F. cost					\$ 17,360,000	\$ 19,443,200	\$ 10,415,722	\$ 9,027,478	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
SWING SPACE for Center School	4 Portable Classrooms			\$400,000						\$ 400,000			\$ 400,000	
NEW Town Hall	Program & Building Code	\$325/S.F.	28,000	\$9,100,000	Incl. in S.F. cost	3 Acres	\$ 600,000	\$ 450,000	\$ 1,250,000	\$ 11,400,000	\$ 12,312,000		\$ 12,312,000	
RENOVATION 195 W High St	Police Dept.: Program & Building Code	\$400/S.F. - Renovation	12,550	\$5,020,000	Incl. in S.F. cost	1.84 Acre	\$ 230,000	\$ 322,000	\$ 1,200,000	\$6,772,000	\$ 7,042,880		\$ 7,042,880	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
BOE -Add Air Conditioning				\$50,000										
Total				\$31,930,000						\$ 36,311,000		\$ 10,415,722	\$ 28,190,358	\$ 38,606,080
OPTION 3														
ALTERATION Memorial School	Renovate existing gymnasium	\$150/S.F. - Renovation	5,935 of 80,700	\$890,250	Incl. in S.F. cost	15 Acres		\$ 875,000	\$ -	\$1,765,250	\$ 1,941,775	\$ 1,040,209	\$ 901,566	
EXTENSION Memorial School	Per Enrollment Projections	\$325/S.F. - Addition	14,000	\$4,550,000	Incl. in S.F. cost	1 Acre			\$ 300,000	\$ 4,850,000	\$ 5,335,000	\$ 2,857,960	\$ 2,477,041	
REPURPOSE Center School	Becomes NEW Town Hall, Police Dept. & BOE	\$225/S.F. - Renovation	43,400	\$9,765,000	Incl. in S.F. cost	3 Acres		\$ 250,000	\$ 1,985,000	\$ 12,000,000	\$ 13,680,000		\$ 13,680,000	
EXTENSION Center School	For Police Department	\$400/S.F. - Addition	3,889	\$1,555,600	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 265,000	\$ 1,945,600	\$ 2,217,984	\$ 335,939	\$ 1,882,045	
EXTENSION Center School	For Board of Education	\$325/S.F. - Addition	5,411	\$1,758,575	Incl. in S.F. cost	1 Acre		\$ 125,000	\$ 265,000	\$ 2,148,575	\$ 2,449,376	\$ 370,986	\$ 2,078,389	
PURCHASE 2 Bevin Blvd	Parking					.48 Acres	\$ 280,000	\$ 99,000		\$379,000			\$379,000	
Sell existing Town Hall	Appraisal - \$971K												\$ (971,000)	
Sell existing Old Town Hall (BOE)	Appraisal - \$291K												\$ (291,000)	
Total				\$18,519,425						\$ 23,088,425		\$ 4,605,094	\$ 20,136,040	\$ 24,741,135

## EAST HAMPTON FACILITY STUDY UPDATE

Option 3: Town Hall, Police Department & Board of Education at Center School with additions and Gymnasium renovations at Memorial School

### Schedule 1

Task #	Description	Duration	Start Date	End Date
1	Sign contract with an Architect	1 day	2/3/16	2/3/16
2	Schematic Design	3 months	2/6/16	4/29/16
3	Design Development	4.5 months	5/2/16	9/16/16
4	Cost Estimation	2 weeks	9/19/16	9/30/16
5	Present Plans to Town Council	1 day	10/4/16	10/4/16
6	Referendum	1 day	11/8/16	11/8/16
7	State submission of grants for Memorial School Project	1 day	6/30/17	6/30/17
8	State Review of Design Development Documents for Memorial School	1 day	12/19/17	12/19/17
9	Construction Documents for Memorial School	4 months	1/2/18	4/27/18
10	Construction Documents for Center School	6 months	1/2/18	6/1/18
12	State approval of grant	1 day	7/2/18	7/2/18
13	Bidding for Memorial School Project	2 months	7/2/18	8/31/18
14	Additions and Gymnasium Renovation to Memorial School	11 months	9/3/18	8/2/19
15	Bidding for Center School Project	2 months	7/1/19	8/2/19
16	Renovations & Extensions to Center School	11 months	8/5/19	7/3/20

## EAST HAMPTON FACILITY STUDY UPDATE

Option 3: Town Hall, Police Department & Board of Education at Center School with additions and Gymnasium renovations at Memorial School

### Schedule 2

Task #	Description	Duration	Start Date	End Date
1	Sign contract with an Architect	1 day	2/3/16	2/3/16
2	Schematic Design	3 months	2/6/16	4/29/16
3	Design Development	4.5 months	5/2/16	9/16/16
4	Apply for Special Legislation to submit an application for State funding prior to the Town Referendum	1 day	2/5/16	2/5/16
5	Submit for grant with temporary ID number	1 day	6/30/16	6/30/16
6	Cost Estimation	2 weeks	9/19/16	9/30/16
7	Present Plans to Town Council	1 day	10/4/16	10/4/16
8	Referendum	1 day	11/8/16	11/8/16
9	Submit final motions for grant application	1 day	11/9/16	11/9/16
10	State Review of Design Development Documents for Memorial School	1 day	12/16/16	12/16/16
11	Construction Documents for Memorial School	4 months	12/19/16	4/14/17
12	Construction Documents for Center School	6 months	12/19/16	6/16/17
13	State approval of grants for Memorial School Project	1 day	6/30/17	6/30/17
14	Bidding for Memorial School Project	2 months	7/3/17	9/1/17
15	Additions and Gymnasium Renovation to Memorial School	11 months	9/18/17	8/17/18
16	Bidding for Center School Project	2 months	6/18/18	8/17/18
17	Renovations & Extensions to Center School	11 months	8/20/18	7/19/19

## TOWN OF EAST HAMPTON FACILITY STUDY UPDATE

### SPACE NEEDS SUMMARY

Similar to the NESDEC 2014-2015 report, the NESDEC 2015-2016 report shows that East Hampton will have a substantial decline of students over the next decade, however the Pre-K – Grade 5 student population is roughly 100 students greater in the new report. Following the same format as the July 2015 Facility Study Update prepared by Friar Associates, two **Space Standards Worksheets** have been prepared for this Addendum.

The Connecticut School Construction Grant requirement allows municipalities to use the largest projected enrollment over an eight year projection to determine the amount of reimbursable square footage for school construction.

The highest projected enrollment in East Hampton's school system based on the NESDEC report for Pre-K to 5 students between the 2016-2024 school years is 950 students (for the 2016-2017 school year). This 950 enrollment will yield a reimbursable addition of 33,841 square feet to Memorial School.

When analyzing the decline in enrollment as mentioned, this is substantially larger than the projection into the 2024 year. As there is such a large change, a Space Standards Worksheet has also been prepared for the AVERAGE number of Pre-K – Grade 5 students in the years between the 2016-2017 and 2023-2024 school years.

The average projected enrollment for Pre-K to 5 students between the 2016-2024 school years is 871 students. This yields a 24,347 square foot addition.

This was discussed with the School's Administration, and it was decided that a 13,466 square foot addition seemed appropriate for their needs. This is the figure used in the cost estimates.

It has not been determined which Space Needs Worksheet will be used for the Memorial School Additions and Renovations Project. Further discussion between the Superintendent, School administrations and Friar will be required to draft an Ed Spec, which will generate a final number for the Memorial School addition.

Both worksheets are included in this addendum.



## SPACE STANDARDS WORKSHEET

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

### State Standard Space Specifications Grades

Projected Enrollment	Pre-K and K	1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage per Pupil													
0 - 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 - 750	120	120	120	120	120	152	152	176	176	176	190	190	190
751 - 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8 year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	<u>116</u>	6	<u>          </u>
K	<u>116</u>	7	<u>          </u>
1	<u>116</u>	8	<u>          </u>
2	<u>116</u>	9	<u>          </u>
3	<u>116</u>	10	<u>          </u>
4	<u>116</u>	11	<u>          </u>
5	<u>148</u>	12	<u>          </u>

(a) Total (grades Pre-K through 12)	<u>844</u>
(b) Number of grades housed	<u>7</u>
(c) Average [(a)/(b)]	<u>120.57</u>
(d) Highest Projected 8-year Enrollment	<u>871.25</u>
(e) Maximum Square Footage [(c) x(d)]	<u>105,047</u>

(average projection for the next 8 years between the 2016-2017 and 2023-2024 school years)

- Total square footage at completion of project:

a. Existing area constructed pre-1950.	<u>0</u>
b. Multiply "a." by 80%	<u>0</u>
c. Area (at completion of project) constructed 1950 or later.	<u>80,700</u>
d. Square footage for space standards computation (b+c).	<u>80,700</u>

If line 2(e) is greater than line 3(d) there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d). n/a \*

\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.

## SPACE STANDARDS WORKSHEET

This worksheet should be completed and submitted with the application for any N (new), E (extension), A (alteration), or RENO (renovation) project, or combination of such types of project.

### State Standard Space Specifications Grades

Projected Enrollment	Pre-K and K	1	2	3	4	5	6	7	8	9	10	11	12
Allowable Square Footage per Pupil													
0 - 350	124	124	124	124	124	156	156	180	180	180	194	194	194
351 - 750	120	120	120	120	120	152	152	176	176	176	190	190	190
751 - 1500	116	116	116	116	116	148	148	170	170	170	184	184	184
Over 1500	112	112	112	112	112	142	142	164	164	164	178	178	178

- Under the column headed "Projected Enrollment", find the range within which your school's highest projected 8 year enrollment falls.
- Using the figures on that line, complete the grid below for only those grades housed within the school.

Pre-K	<u>116</u>	6	<u>          </u>
K	<u>116</u>	7	<u>          </u>
1	<u>116</u>	8	<u>          </u>
2	<u>116</u>	9	<u>          </u>
3	<u>116</u>	10	<u>          </u>
4	<u>116</u>	11	<u>          </u>
5	<u>148</u>	12	<u>          </u>
(a) Total (grades Pre-K through 12)			<u>844</u>
(b) Number of grades housed			<u>7</u>
(c) Average [(a)/(b)]			<u>120.57</u>
(d) Highest Projected 8-year Enrollment			<u>950</u>
(e) Maximum Square Footage [(c) x (d)]			<u>114,541</u>

(2016-2017 projections)

- Total square footage at completion of project:

a. Existing area constructed pre-1950.	<u>0</u>
b. Multiply "a." by 80%	<u>0</u>
c. Area (at completion of project) constructed 1950 or later.	<u>80,700</u>
d. Square footage for space standards computation (b+c).	<u>80,700</u>

If line 2(e) is greater than line 3(d) there is no grant reduction.

If line 3(d) is greater than line 2(e), divide line 2(e) by line 3(d). n/a \*

\* This factor will be used to reduce total eligible costs because of space in excess of the maximum eligible for reimbursement.

If a project exceeds the standards solely as the result of extraordinary programmatic requirements, the superintendent may submit a request to the Commissioner for a waiver. A detailed list of space allocations for all extraordinary programs with explanations must be included with the request.

EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **PAUL SMITH, SUPERINTENDENT OF SCHOOLS – 1/20/16**  
**MARY CLARK, CENTER ELEMENTARY PRINCIPAL**

DISCUSSION POINTS:

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- Currently there are 630 students at Memorial School. The site is 6.76 acres.
- Currently there are 292 students at Center School. The site is 15 acres.
- Vehicular circulation is still a problem. There has been one bus accident this year.
- NESDEC projections have increased between the 2014-2015 report and the 2015-2016. The highest projection is 950 Pre-K – 5 students in the 2016-2017 school year.
- The 950 student projection allows for a 114,541 s.f. school. Memorial school is currently 80,700 s.f. The reimbursable addition can be 33,841 s.f.
- Option 3 was based on 14,000 s.f. addition which will be inadequate for the average projected enrollment over the next 8 years.
- The Music/Band space in Memorial School is currently being used to its capacity. The Art room may also be at capacity. Both departments would need to be expanded if Center School and Memorial were to share one facility.
- The Technology department currently resides at Memorial School and will remain there.
- Center School does not have a furniture replacement program in place. If the schools were to merge, there would need to be an FFE budget for the additional 320 students.
- Friar to put together a matrix showing the number of classrooms required for the projected enrollment based on the desired classroom size (20 students).
- Option 3 Town Hall Comments:
  - The Option 3 floor plan does not reflect the Finance Department (3 employees) shown on the Programming Sheet. The Finance Department requires privacy because they also responsible for some HR work.
  - The Medium Conference Room can be eliminated, that space can be used for the Finance Department.
  - The Coordinator can be reduced to 120 s.f.
  - The Facilities Office should be increased to 150 s.f.
- The next meeting with the Superintendent and School Administrators will be Thursday, January 28<sup>th</sup> from 11 am to 1 pm at the Central Services Office.

- The current date for the presentation to the Town Council is February 2<sup>nd</sup>. This does not give the Superintendent and Central Office enough time to respond to the report that they have just seen, and have asked the Architect to request a postponement of the presentation until more thought can be put into the presentation.



EAST HAMPTON TOWN FACILITIES STUDY

MINUTES OF MEETING WITH **PAUL SMITH, SUPERINTENDENT OF SCHOOLS – 1/20/16**  
**ROD MOSIER, DIR. OF SPECIAL ED. & PUPIL SERVICES**  
**KAREN ASETTA, SCHOOL BUSINESS MANAGER**  
**DON HARWOOD, DIRECTOR OF FACILITIES**  
**CRAIG STEARNS, DIRECTOR OF TECHNOLOGY**  
**MINDY WILKIE, MEMORIAL ELEMENTARY SCHOOL PRINCIPAL**  
**MARY CLARK, CENTER ELEMENTARY PRINCIPAL**  
**TED HINTZ, TOWN COUNCIL MEMBER**

DISCUSSION POINTS:

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- The following is a change to the Intermediate School Annex, which adds 21,00 s.f. to the previous schematic plans and is the basis for the new Ed Spec being written.
- Intermediate School Annex to Memorial School Program Needs:
  - 14 classrooms @ 800 s.f. ea. (11,200 s.f. total)
  - Library 2,000 s.f.
  - Gymnasium 4,000 s.f.
  - Music/Cafetorium 4,000 s.f.
    - 4 waves with 225 students per wave
  - Art Classroom 1,000 s.f.
  - Offices 1,200 s.f.
  - Conference Rooms 1,200 s.f.
  - Work Rooms 600 s.f.
  - Subtotal = 25,200 s.f. x1.4 for corridors and lockers, Total = 35,280
- New programming to Memorial school
  - Special Needs 2,500 s.f.
    - Support Staff: 3 spaces, 700 s.f. (existing space)
- Should plan for seven Fourth Grade Classrooms and seven 5<sup>th</sup> Grade classrooms, based on the latest NESDEC Report attached.
- The current Memorial School does not have collaborative teacher space. Copiers are in closet sized spaces. Most teacher collaboration happens in a classroom or in the Main Office Conference Room.
- Memorial School has one additional conference room which is now used for other educational programs and not as a conference room.

- Center School has one conference Room, most often teachers will meet in the Teacher's Lounge.
- 4<sup>th</sup> and 5<sup>th</sup> graders use lockers in the corridors, not classroom cubbies.
- Memorial School uses 2 Art Classrooms (28 sections, 45 minutes each), these can accommodate additional student sections, but one more classroom will be needed to accommodate the Center School students.
- Currently Center School has general music for all grade levels, 4<sup>th</sup> and 5<sup>th</sup> band lesson groups and 5<sup>th</sup> grade band rehearsal. The 5<sup>th</sup> grade band does not have any space to rehearse together, so only half the band members can rehearse at a time. A Cafetorium could accommodate full band rehearsals in the Memorial School addition.
- 4<sup>th</sup> and 5<sup>th</sup> graders have gym 2x each week.
- Special needs programming will need to include space for the ABA program (one-on-one), behavioral needs, and will need to follow the new regulations for seclusion.
- Center School has 4 Special Needs Educators with two classroom spaces; both have seclusion space, which is noncompliant with the new regulations.
- A smaller classroom space is used for the ABA program
- Larger offices which can accommodate work with a student or a small group of students will be needed for the Speech Pathologist, Social Worker and School psychologist. Alternatively the offices can be smaller, but additional conference area will be needed to work with students.
- There are two Autism Intervention Specialists at Center School.
- Central Office is willing to stay at the Old Town Hall and make the necessary ADA upgrades in the current facility (ramps, bathrooms, etc.).
- The garage behind Central Office is used for plow and Parks & Rec Storage, this would need to be accounted for if Central Office was to move.
- The new addition at Memorial could be two stories, which would create a visual distinction between the elementary and intermediate levels.
- Additional MEP will be required to support the addition, whether it is attached to the existing school or an adjacent building on the campus.
- The student enrollment at the intermediate level prevents a new freestanding building that would include full size gymnasium, cafeteria and auditorium from being fully reimbursable by the state because of square footage restrictions. Some of these spaces would need to be shared with Memorial.
- A Media Center for 4<sup>th</sup> and 5<sup>th</sup> graders will be used for classes, as well as health education. Stacks should be mobile.

- The Memorial School Project will be an Additions and Alterations project because some of the existing school will be reprogrammed to support the merge.
- Quick calculations for the Memorial School site
  - Building is in Zoning R-2. Max Coverage 10%
  - Building – 81,849 sqft footprint
  - Site – 15 Acres
    - Acre  $43,560 \times 15 = 653,400$  sqft
    - Allowable Coverage 65,400 sqft building
    - Current building is over by 17,459 sqft
    - Building was approved under Special Use and was likely granted the variance.
- Options for addition
  - Get variance
  - Purchase additional land
  - Revise property lines to include two park properties to the south
- Info on Park Properties:
  - Park 1 – 4.5 Acres
  - Park 2 – 3.5 Acres
  - $15 + 4.5 + 3.5 = 23$  Acres  $\times 43,560 = 1,001,880 \times .1 =$  Allowable building 100,188 sqft.
  - Allows a building addition of  $100,188 - 81,849 = 18,339$  square feet if property lines are moved.
- Friar to provide Option 4, which will reflect the programming notes above.



## 2015-16 Enrollment Projections

TO: Mark L. Winzler, Superintendent of Schools, East Hampton, CT.  
FROM: Donald G. Kennedy, Ed.D., Demographic Specialist  
DATE: December 7, 2015  
RE: Enrollment Projections

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We are pleased to send you the enclosed documents displaying the past, present, and projected enrollments for the East Hampton School District. We have used the figures given to us by the district and we assume that the method of collecting the enrollment data has been consistent from year to year. It is worth noting that this time of transition is the most difficult of the past 25 years to reliably forecast future enrollments, due to the irregular/uneven pace of communities recovering from the effects of the economic cycle upon real estate markets and school enrollments.

NESDEC's enrollment projection totals from fall of 2014 data came within 58 students of the actual Grade K-12 enrollment total for fall, 2015 (1,771 projected v. 1,829 actual). In Grades K-3, the forecast came within 37 students with 547 projected v. 584 enrolled. In Grades 4-5, 295 students were projected v. 297 enrolled, and in Grades 6-8, 418 students were forecast v. 433 enrolled. In Grades 9-12, 511 pupils were forecast v. 515 enrolled.

The two factors now at work which will have the greatest effect upon future enrollments are: the decreasing number of births to East Hampton residents and, to a greater degree, b. the buildup of new in-migration (which had slowed, due to the real estate slowdown). The students currently in Grades 1-10 were born during a period when East Hampton was averaging 142 births per year. More recently (and expected over the next 6-7 years) are 108-141 births annually...averaging about 20 fewer births per year than previously. **Hard-hit Connecticut experienced an 8.6% decline in births from 2007 to 2009** (in part caused by the economic Recession), **the largest decline among the six New England states** – followed by an 8.1% decline in Rhode Island births, the



two states with the highest rates of unemployment in the New England region – Massachusetts births declined by only 3.9% over these three years. Economists are forecasting a slow-yet-steady recovery from the current rates of unemployment which, in turn, may lead to additional in-migration and births. The unemployment rate as of October, 2015 in RI was 5.3%; **CT 5.1%**; US non-farm unemployment 5.0% (US unemployment was above 10% during the Great Recession); New England average 4.6%; MA 4.6%; ME 4.3%; VT 4.2%; and NH 3.3% - other nearby states: NJ 5.4%; PA 5.1%; NY 4.8%. This rate affects the likelihood of improving real estate sales, residential construction and number of new families moving into the community.

The ever-changing relationship between East Hampton births and Kindergarten enrollments is displayed on the B-K graph. East Hampton, over the past seven years, has registered about 98 Kindergarteners for every 100 births (five years previous), a relationship which has been relatively steady...This fall there were 109 Kindergarteners for every 100 births as opposed to the 97 Kindergartens for every 100 births in 2014-15. NESDEC Kindergarten projections for 2015-16 fell within 20 students of the actual number, (134 projected v. 154 actual). Grade 1 is expected to be about 5% larger than the previous year's Kindergarten class.

Like many nearby communities East Hampton continues to experience enrollment fluctuations of in/out-migration in Grades 1-8 (Grades 9-12 are excluded from this calculation, as often there sometimes is a 18% decrease in Grade 9 for reasons that have little to do with families moving out of East Hampton).

**“Hidden Trends” within the district:** There are additional trends and counter-trends to consider. More so than other grade levels, **Grades 1-8 in most districts tend to be quite stable in their numbers.** For example, if last year the Grade 1-7 total was 1,000 children, then (if no one moved in or out) this fall's Grades 2-8 would equal 1,000 – the same cohort of children. Because Grades 1-8 tend to be the most stable in total K-12 enrollment, these Grades 1-8 are excellent places to discover “hidden trends” that otherwise might go unnoticed and provide a useful yardstick by which to measure a district's tendency toward in-/out-migration. **In the case of East Hampton, we know that the school district is currently experiencing a fluctuation in “net in/out-migration” of families with school age children - within the past three school years this has included a +0.4% net in-migration of families from the East Hampton Public Schools (+1.9% in 2014-15). For example, the 1,048 children in Grades 1-7 in 2013-14 decreased by 15 and resulted in 1,033 children in Grades 2-8 in the 2014-15 school year, and the 1,018 children in Grades 1-7 in 2014-15, increased by 19 students to become 1,037 in 2015-16. The presence of a net in/out migration trend is evidence of the complexity of enrollments in these unsettled economic times,** totally apart from the factor of declining numbers of births. Analysis of these hidden trends provides an additional benchmark by which to assess enrollment trends.

Over the next three years, PK-3 enrollments are forecast to decrease by a total of 18 children; Grades 4-5 to decline by 24 students; Grades 6-8 to increase by 17 students and the high school level to decline by 29 pupils...all within the next three years – as the classes move up the grades. After that point these projections show steady decreases across Grades PK-8, with flat enrollment at the high school. Grades PK-3 are projected to decrease enrollment by 58 students; and decline by 13 pupils in Grades 4-5 as well as decrease 71 students at Grades 6-8. Grades 9-12 are projected to be close to flat enrollment. That said, it is possible that real estate turnover will have increased, bringing in additional new families - see the “Projections” page. **Although the Year #1-3 forecast likely will occur, the longer term future is better viewed as a direction whose intensity may lessen with improved economic conditions.**

→ Will these patterns of increasing enrollments really last for as long as ten years? That is difficult to answer. All projections are more reliable for Years #1-5 in the future; and less reliable in Years #6-10 – as some many factors can change. As soon as the economy and real estate situation become more stable in the region, additional in-migration may occur in East Hampton. Many communities in the region sold during 2008-2014 only about 60-80% as many homes as in 2003-2005. Building permits had slowed as well; see the “Additional Data” table below. **As additional families move in, any forecasted declines may moderate.** See the description on Page 4 below regarding “reliability of projections”. The birth numbers used in the projections, through 2013, are from the CT Department of Public Health. The “estimated” years, beginning with 2014 are a rolling five-year average, which NESDEC has found to be the most accurate method of estimation. Local City/Town Clerks have up-to-date information on local births however do not have access to the numbers of East Hampton residents born out-of-state (information which will eventually become known to the CT DPH).

The two most difficult grades to forecast in all districts are Kindergarten and Grade 9. The latter is difficult to anticipate, as there are so many options for Grade 9 (in vocational or agricultural schools, private or parochial non-public schools, etc.). Kindergarten can be difficult to project based upon births alone, as many districts have large numbers of “net move-ins/move-outs” who are ages 1-4. **Some districts take extra steps to track 3 and 4-year olds with a local census, or report to NESDEC the known number of 4-year olds in local preschools/nursery schools which typically enroll Kindergarteners in the district. Knowing this information helps NESDEC to project Kindergarteners more reliably...as does data from the Kindergarten Screening in districts which also track 3 and 4-year old siblings (or neighbors) at that time. The more data, in addition to births, which is sent to NESDEC regarding the incoming Kindergarten class, the greater is the chance that “enrollment surprises” will be minimized.**

**Will many new families be moving into our school district?** Everyday across America, 10,000 “Baby Boomers” celebrate their 65<sup>th</sup> birthday - a phenomenon which will continue for a decade. New England has a



disproportionately large share of these senior citizens, many of whom had planned to “downsize” their living arrangements, yet postponed putting homes on the market due to the Great Recession. School enrollments are influenced strongly by the number of real estate sales, as these contribute new families moving into many districts. In over 80% of districts, the number of real estate sales is 4-5 times larger than the number of building permits for new residential construction – **thus the number of real estate sales often is a more important factor than building permits.**

**In New England, how rapidly will additional homes be placed on the market?** A mid-2014 study using data from the Federal Housing Finance Agency, Bureau of Economic Analysis and the U.S. Census Bureau directly links home prices to the “real Gross Domestic Product” (GDP) in each of the nine regions in the country. However New England ranks only 7<sup>th</sup> among the 9 regions in the recovery of its regional economy (as measured in “the bubble” prior to the Recession, in “real GDP”). Comparing the regional economies from 2 Quarter of 2007 to 4 Quarter 2013: W. South Central = +18.6% (that is, many jobs are available); W. North Central +11.8%; Pacific +7.4%; E. South Central + 5.6%; Middle Atlantic + 5.1%; Mountain + 4.1%; **New England +3.4%**; South Atlantic + 2.1%; and E. North Central + 2.0%. Home sales prices are +14.6% in the W. South Central region (including Texas, Arkansas, Louisiana, and Oklahoma) with the strongest “real G.D.P.” v. -4.4% in New England. Thus, although real estate sales and rentals are very strong in some New England towns and cities, there are many senior citizens still refraining from placing their homes on the market – as house prices still may be rising. New England births, however, are likely to remain at low levels, due to the advanced age of the New England population.

## Analyzing Your Enrollment

### Historical Public Enrollments

1. After the "YEAR" column can be found the "BIRTHS" column. The number of births to residents for each of eleven years is displayed. Note any trends, e.g., have births been decreasing? increasing? leveling off? Kindergarten and Grade 1 enrollments normally are quite responsive to these fluctuations.
2. Look **down** the K and 1 columns, noting the direction of the trend. This affords a comparison of these classes over a ten-year period. Add the K and Grade 1 enrollments of the first school year recorded, and compare them with the sum of the current K and Grade 1 enrollments.
3. Take the first K class and follow it diagonally to trace its movement to Grade 1, 2, etc. up to its current 10th grade status. This comparison (which can be accomplished for other classes also) gives some measure of the effects of migration in your school district. If a sixth grade class today is larger than it was as a K class six years ago, then net in-migration probably has occurred; if it is smaller, then net out-migration probably has occurred.
4. Compare each K class with the previous year's graduating class. Note which is larger and by what amount one surpasses the other. Larger graduating classes generally reflect declining enrollments; larger K classes generally indicate increasing enrollments.
5. In the "Grade Combinations" section, note the trends of elementary, middle school and high school enrollments. A significant and consistent trend in these summaries usually results in the corresponding trend for projected enrollments. If enrollments are leveling off in the elementary grades after a period of decline, then the secondary enrollments might be expected to continue to decline for several years until the leveling off experience has had time to take hold at the secondary grades.

### Enrollment Projections

1. Note the trends exhibited in the total K-12 (or 1-12) projection for the next five years as well as the projections for various grade combinations. The trends on this page should generally exhibit a continuation of the trends mentioned above for historical enrollments, although the **rate** of change may be quite different.
2. Look at the births in the most recent years and note whether the trend is up, down, or level.
3. Make similar comparisons as appropriate on this page as were suggested for the "Historical Public Enrollments" page.

### PROJECTION METHODOLOGY

Cohort component (survival) technique is a frequently used method of preparing enrollment forecasts. NESDEC uses this method, but modifies it in order to move away from forecasts which are wholly computer or formula driven. Such modification permits the incorporation of important, current town-specific information into the generation of the enrollment forecasts (such as the volume of real estate sales, building permits, in/out-migration, etc.). Basically, percentages are calculated from the historical enrollment data to determine a reliable percentage of increase or decrease in enrollment between any two grades. For example, if 100 students enrolled in Grade 1 in 2013-14, increased to 104 students in Grade 2 in 2014-15, the percentage of survival would have been 104% or a ratio of 1.04. Such ratios are calculated between each pair of grades or years in school over several recent years.

After study and analysis of the historical ratios, and based upon a reasonable set of assumptions regarding births, migration rates, retention rates, etc., ratios most indicative of future growth patterns are determined for each pair of grades. The ratios thus selected are applied to the present enrollment statistics for a pre-determined number of years. The ratios used are the key factors in the reliability of the projections, given the validity of the data at the starting point. The strength of the ratios lies in the fact that each ratio encompasses **collectively** the variables that account for increases or decreases in the size of a grade enrollment as it moves on to the next grade. Each ratio represents the cumulative effect of the following factors:

1. Real estate turnover and new residential construction;
2. Migration, in or out, of the schools;
3. Drop-outs, transfers, etc.;
4. Births to residents;
5. Retention in the same grade.



## **RELIABILITY OF ENROLLMENT PROJECTIONS**

Projections can serve as useful guides to school administrators for educational planning. In this regard, the projections are generally most reliable when they are closest in time to the current year. Projections six to ten years out may serve as a guide to future enrollments, and are useful for facility planning purposes. However, they should be viewed as subject to change given the likelihood of changes in the underlying assumptions/trends.

Projections that are based upon **the children who already are in the district** (the current K-12 population only) will be the most reliable; the second level of reliability will be for those children already **born into the community but not yet old enough to be in school**. A less reliable category is the group for which an estimate must be made **to predict the number of births**, thereby adding an additional variable. See these three multi-colored groupings on the "Projected Enrollment" slide/page.

**How often do the actual enrollments closely match the NESDEC projections?** The research literature reports the closest that enrollment forecasters are likely to come to actual enrollments is about 1% variance per year-from-the-known-data. That is, a 1% variance from projection-to-actual "one-year-out" into the future (2% variance "two-years-out" ... 10% variance "ten-years-out"). NESDEC reaches this "highest possible" standard in about 90% of cases. When our NESDEC variance is greater, the reasons often are one of the following: a. imbedded/intervening "hidden" variables (examples: a parochial school closed or other students returned from non-public schools, a charter school opened, the Kindergarten program changed entrance age or to extended/full-day, the high school toughened its course credit/graduation requirements, the District set new attendance boundaries for elementary schools, or the District had well-publicized budget/referendum academic accreditation difficulties); b. the District size was below 500 students, thus subject to fluctuations in total numbers; or c. the District has not done enrollment projections on an annual basis.

Annual updates allow for early identification of recent changes in historical trends. When the actual enrollment in a grade is significantly different (high or low) from the projected number, it is important (yet difficult) to determine whether this is a one-year aberration or whether a new trend may have begun. **In light of this possibility, NESDEC urges all school districts to have updated enrollment forecasts developed by NESDEC each October.** This service is available at no cost to affiliated school districts.

## Using This Information Electronically

If you would like to extract the information contained in this report for your own documents or presentations, you can use Adobe Acrobat reader to convert the desired information to a “snapshot,” which can be inserted into PowerPoint slides, Word documents, etc. Because the snapshot tool creates a graphic, the image is not editable.

### Steps for Using The Snapshot Tool in Adobe Acrobat Reader:

1. Click on Edit Menu (earlier versions of Adobe Reader might require you to click on the Tools menu and then choose “Select and Zoom;”);
2. Choose “Take a Snapshot” (or “Snapshot Tool” in earlier versions);
3. Click and drag around the text, chart, and/or graphics that you would like to capture: your selection will be copied to the clipboard automatically;
4. Click in the document where you would like the information to appear;\*
5. Give Paste command.

If you have an earlier version of Adobe Acrobat and these instructions don’t work for you, contact your tech support person, or NESDEC and we will try to assist you. Telephone (508)481-9444 or [ep@nesdec.org](mailto:ep@nesdec.org). Ask for Peggy, Don, or Carol.

\*You may paste your snapshot onto a PowerPoint slide, onto an Excel sheet, or even into a graphics program to save as a separate graphic file (in .jpg or other format), so that it is available for inserting into future documents.



# East Hampton, CT Historical Enrollment

School District: East Hampton, CT

10/27/2015

**Historical Enrollment By Grade**

Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2000	105	2005-06	24	136	169	184	158	149	156	209	185	165	167	139	127	137	0	2081	2105
2001	145	2006-07	27	159	128	166	178	165	149	156	205	181	139	163	137	125	0	2051	2078
2002	147	2007-08	35	155	152	124	165	183	166	150	155	202	135	145	154	143	0	2029	2064
2003	136	2008-09	33	147	157	151	134	171	179	166	157	153	172	140	144	163	5	2039	2072
2004	140	2009-10	29	152	143	158	152	132	169	182	160	157	137	157	133	145	5	1982	2011
2005	139	2010-11	23	136	151	140	152	155	133	165	182	161	121	145	156	130	4	1931	1954
2006	169	2011-12	15	157	139	149	142	145	158	133	165	171	131	130	134	157	2	1913	1928
2007	165	2012-13	16	156	159	139	146	141	144	157	125	167	148	126	124	130	1	1863	1879
2008	156	2013-14	15	139	159	163	136	153	142	140	155	128	137	148	123	119	4	1846	1861
2009	116	2014-15	30	112	143	159	158	136	148	134	140	158	104	135	148	120	4	1799	1829
2010	141	2015-16	47	154	123	147	160	162	135	150	137	146	130	108	130	147	5	1834	1881

**Historical Enrollment in Grade Combinations**

Year	PK-3	K-5	4-5	K-8	5-8	6-8	7-8	7-12	9-12
2005-06	671	952	305	1511	715	559	350	920	570
2006-07	658	945	314	1487	691	542	386	950	564
2007-08	631	945	349	1452	673	507	357	934	577
2008-09	622	939	350	1415	655	476	310	929	619
2009-10	634	906	301	1405	668	499	317	889	572
2010-11	602	867	288	1375	641	508	343	895	552
2011-12	602	890	303	1359	627	469	336	888	552
2012-13	616	885	285	1334	593	449	292	820	528
2013-14	612	892	295	1315	565	423	283	810	527
2014-15	602	856	284	1288	580	432	298	805	507
2015-16	631	881	297	1314	568	433	283	798	515

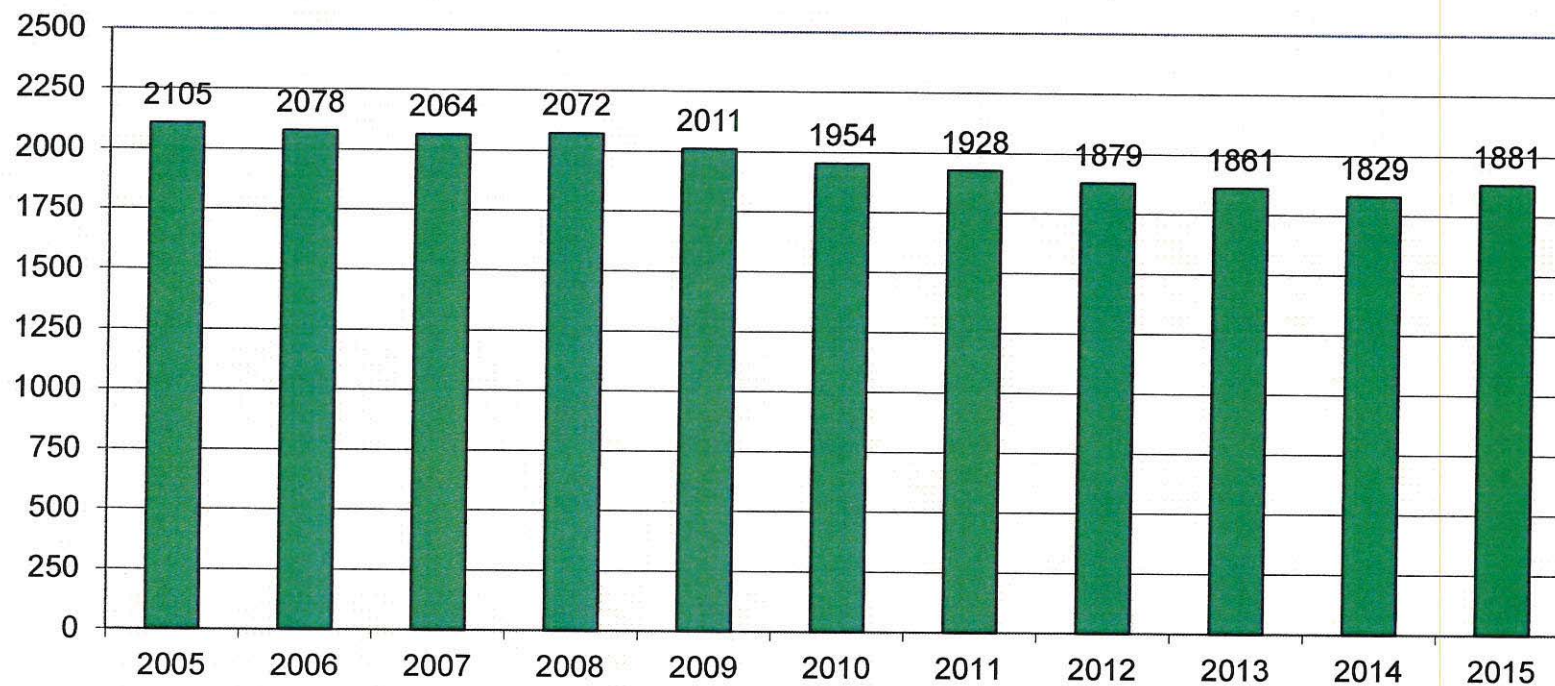
**Historical Percentage Changes**

Year	K-12	Diff.	%
2005-06	2081	0	0.0%
2006-07	2051	-30	-1.4%
2007-08	2029	-22	-1.1%
2008-09	2039	10	0.5%
2009-10	1982	-57	-2.8%
2010-11	1931	-51	-2.6%
2011-12	1913	-18	-0.9%
2012-13	1863	-50	-2.6%
2013-14	1846	-17	-0.9%
2014-15	1799	-47	-2.5%
2015-16	1834	35	1.9%
Change		-247	-11.9%



## East Hampton, CT Historical Enrollment

**PK-12, 2005-2015**





# East Hampton, CT Projected Enrollment

School District: East Hampton, CT

10/27/2015

Note: Recent Housing sales and increased residential construction may add to enrollments in the lower grades

## Enrollment Projections By Grade\*

Birth Year	Births		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2010	141		2015-16	47	154	123	147	160	162	135	150	137	146	130	108	130	147	5	1834	1881
2011	133		2016-17	48	146	162	125	145	164	160	132	150	141	120	131	106	127	5	1814	1862
2012	108		2017-18	49	121	153	165	123	149	162	156	132	154	115	121	128	103	5	1787	1836
2013	120		2018-19	50	118	127	156	162	126	147	158	156	136	126	116	119	125	5	1777	1827
2014	124	(est.)	2019-20	51	121	124	129	154	166	125	144	158	160	111	127	114	116	5	1754	1805
2015	125	(est.)	2020-21	52	123	127	126	127	158	164	122	144	163	131	112	124	111	5	1737	1789
2016	122	(est.)	2021-22	53	120	129	129	124	130	156	160	122	148	133	132	110	121	5	1719	1772
2017	120	(est.)	2022-23	54	118	126	131	127	127	129	152	160	126	121	134	129	107	5	1692	1746
2018	122	(est.)	2023-24	55	120	124	128	129	130	126	126	152	165	103	122	131	126	5	1687	1742
2019	122	(est.)	2024-25	56	120	126	126	126	132	129	123	126	156	135	104	120	128	5	1656	1712
2020	122	(est.)	2025-26	57	120	126	128	124	129	131	126	123	130	128	136	102	117	5	1625	1682

\*Projections should be updated on an annual basis.

Based on an estimate of births

Based on children already born

Based on students already enrolled

## Projected Enrollment in Grade Combinations\*

Year	PK-3	K-5	4-5	K-8	5-8	6-8	7-8	7-12	9-12
2015-16	631	881	297	1314	568	433	283	798	515
2016-17	626	902	324	1325	583	423	291	775	484
2017-18	611	873	311	1315	604	442	286	753	467
2018-19	613	836	273	1286	597	450	292	778	486
2019-20	579	819	291	1281	587	462	318	786	468
2020-21	555	825	322	1254	593	429	307	785	478
2021-22	555	788	286	1218	586	430	270	766	496
2022-23	556	758	256	1196	567	438	286	777	491
2023-24	556	757	256	1200	569	443	317	799	482
2024-25	554	759	261	1164	534	405	282	769	487
2025-26	555	758	260	1137	510	379	253	736	483

## Projected Percentage Changes

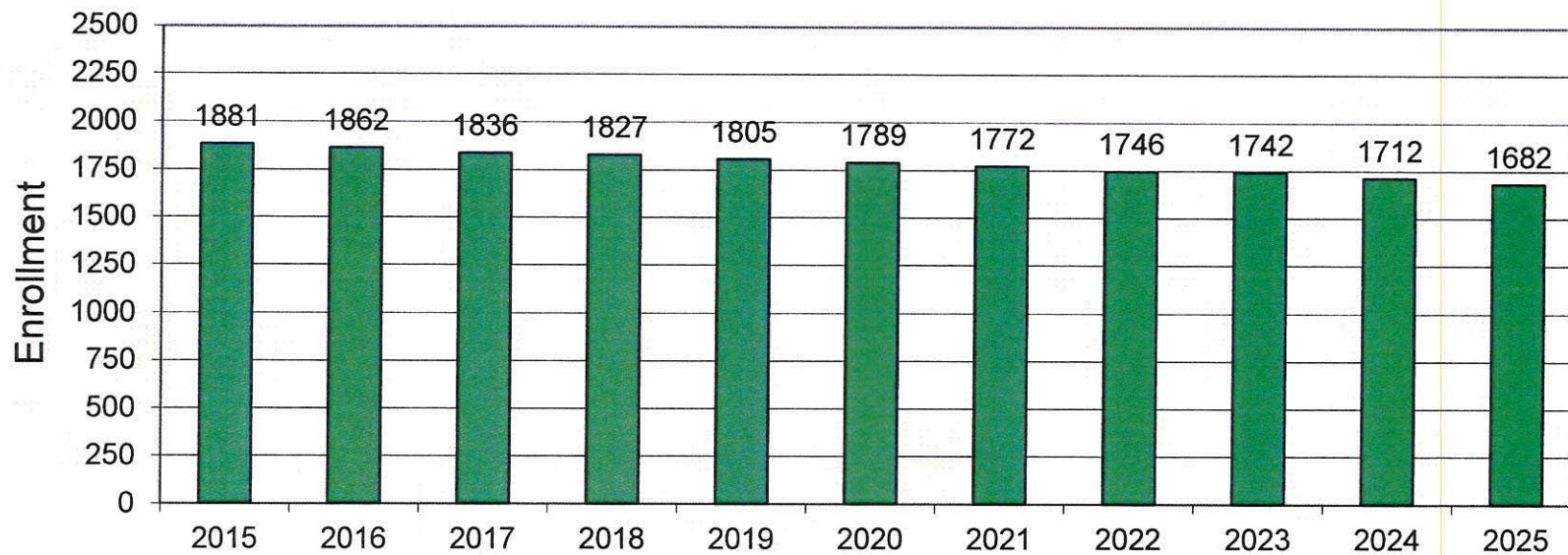
Year	K-12	Diff.	%
2015-16	1834	0	0.0%
2016-17	1814	-20	-1.1%
2017-18	1787	-27	-1.5%
2018-19	1777	-10	-0.6%
2019-20	1754	-23	-1.3%
2020-21	1737	-17	-1.0%
2021-22	1719	-18	-1.0%
2022-23	1692	-27	-1.6%
2023-24	1687	-5	-0.3%
2024-25	1656	-31	-1.8%
2025-26	1625	-31	-1.9%
Change		-209	-11.4%

See "Reliability of Enrollment Projections" section of accompanying letter.  
Projections are more reliable for Years #1-5 in the future than for Years #6 and beyond.



## East Hampton, CT Projected Enrollment

PK-12 TO 2025 Based On Data Through School Year 2015-16





## East Hampton, CT Historical & Projected Enrollment

**PK-12, 2005-2025**

