

Minutes
Watertown Board of Education
Facilities & Operations Sub Committee Meeting
Monday, December 9, 2019 – 6:15 p.m.
Watertown High School
Lecture Hall

Members Present: Tom Lambert, Chairman of Facilities & Operations Committee
Leslie Crotty, Committee Member
Janelle Wilk, Committee Member

Members Absent: Janelle Wilk, Committee Member

Others Present: Dr. Rydell Harrison, Superintendent of Schools
Diane Bristol, Board of Education
Rob Makowski, Board of Education
Josephine Rosa, Board of Education
Ray Ceniccola – Facilities Manager
Tom DiStasio – Business Manager
Laura Meka – Principal of John Trumbull Primary School

1. Convene Meeting

Mr. Lambert convened the meeting and turned it over to Dr. Harrison.

2. Discussions and updates to the following items:

Security Grant Update

Dr. Harrison – I shared a couple of months ago that the district applied for the state security grant which is a partial matching grant where the state will match funds spent on security updates at 59% with 41% being the responsibility of the district. Mr. Ceniccola will discuss the items that are on the grant; items that are requested and items already purchased and looking for reimbursement for. Some of these things are from meetings, drills or processes that we have learned over time. We were approved for a total of \$242,975. That is a total including what the district owes.

Mr. Ceniccola – Went over the security upgrades at each school. They include:

John Trumbull: Access control improvements, additional security cameras (8 cameras added), two-way radio improvements (along with the upgrade from an analog system to a digital

system) and panic system monitoring upgrades. The panic system upgrades come from many mock situations and practices where we ran into problems with some of the panic systems so we identified those issues and decided to upgrade that to make it less vulnerable. It has been added to the fire control system for better monitoring and problem solving. This has been done to all five schools at a total of \$1180 per school.

Swift Middle School: Additional panic alarm button, additional iPhone communication station (used to identify people at the door so you can see who they are), additional security office protective window film (on the satellite office for the SRO) , additional security cameras (about 8 cameras), concrete barriers at the café door (because it is vulnerable to incoming traffic), two way radio improvements, panic system monitoring upgrade. During the practice drills, especially the one with the high school, there were communication issues where the SRO and police and fire could not communicate unless they used two way radios. So we bought additional radios for them and issued them to the SRO and Mr. Gizzi and the administrators so they can use both analog and digital radios. The security cameras will also be covering the basketball court and enhance what we have and be able to view the far end of the field.

Watertown High School: Two way radios, exterior camera upgrades, panic system monitoring upgrade. The camera system here is over 10 years old and is analog. It is time to look at upgrading and at the very least, need our exterior cameras upgraded. Upgrading from analog to digital will enhance the images as well. As part of the capital improvement plan, we are looking to upgrade the whole system. The current inventory at the high school is 114 cameras so it will give you an idea that it is a significant amount of money that we will want to keep in our budget process.

Polk: Two-way radio improvements (convert over to digital platform), exterior camera upgrades (Polk's cameras are nine years old and will be prone to failure shortly), panic system monitoring upgrade

Judson: Two-way radio improvements (convert over to digital platform), exterior camera upgrades, panic system monitoring upgrade

John Trumbull Primary School Entrance Plan

The main difference between John Trumbull and the other schools is that when all of the doors are locked, and you are buzzed in, you can't enter the school without entering the office first. That is not the case at John Trumbull. We looked at many avenues and also took a look at our policies and procedures regarding drop off and pickup. A major renovation would cost hundreds of thousands of dollars. We looked at the secondary entrance which opens to Pre K. SO we thought why not block off the main entrance when school is in session and create the Pre K as the office door entrance. We will create a barrier just beyond the glass wall that leads into the office itself and will block off the hallway leading into Pre K and the rest of the building and also electrify the door so it can't be opened unless it is buzzed in. Then once in, the glass walls will block entrances, as noted. The only way they can pass this area is if the office lets them in. So for instance, if you are delivering something, you would go to door B, communicate, get buzzed in, then either drop off a package or get buzzed into the office. The same would be for a student. Again, no matter who you are, you can't get beyond the glass doors/wall without being

buzzed in by the office staff. There will also be the protective film over the glass. That will also help with a privacy issue. There are pros and cons to the film and where the door/wall will be placed and we will put it all together to make a comprehensive plan. There is a camera outside of door B and that is how the staff will have their first line of sight to who is at the door. There is a request to enter in more cameras that record and have a better line of sight. There is also talk of reconfiguring the ways the secretaries are situated so that there is one at each entrance. It is also important that all procedures are followed. One person through the door at a time; the secretaries will ask each person to state their name and purpose and no one should hold the door open for someone else. There will be an assessment with the DHS, although there is not a scheduled date at this time. We have had Off. Schofield come in and look as well to help collaborate so we had an outside perspective as well.

3. Municipal Building Update

There was a lay out shown of what the Municipal Center looked like as of this morning. There was a discussion about how much will be left over for furnishings, but the amount is for the whole project. In the BOE space, the filing system is part of the construction project. The work stations were put in place by the town and will be abandoned in place. There are five workstations there and we will need to add three. After evaluating the furniture that we have in central office, cabinets are fine, the Superintendents and business manager's offices are fine, along with Elsee's space. We can add if we need to. We will have to pay for the additional 4 spaces with furniture. The filing room is a fire room and has its own suppression system. The total amount we may need to spend should be about \$8000. The intent is that the building will be ready for occupancy by the 20th of December. It will take another month or so to renovate our space. We can plan our move and we are looking at about the middle of February.

4. Adjournment

Mr. Lambert adjourned the meeting at 7:24 p.m.

He then called for a motion to adjourn.

Subject: Motion to Adjourn

Motion Presented by: Ms. Crotty

Motion Seconded by: Ms. Wilk

Motion Passed

Respectfully submitted by,

Mindi Davidson

Recording Secretary