

Minutes
Watertown Board of Education
Facilities/PBC/Operations Subcommittee Meeting
Monday, June 8, 2015 – 6:00 p.m.
Watertown High School
Lecture Hall

Members Present: Tom Lambert, Chairman of Facilities/PBC/Operations Committee
Jim Gambardella, Committee Member
Janelle Wilk, Committee Member

Members Absent: None

Others Present: Leslie Crotty, Chairman, Board of Education
Dr. Bridget Carnemolla, Superintendent of Schools
Jill Browne, Business Manager
Ray Ceniccola, Facilities Manager
Don Orsini, Member, Board of Education
Vic Vincenzi, Member, Board of Education

1. Convene Meeting

Mr. Lambert, Chairman of the Committee, convened the meeting and immediately turned the meeting over to Dr. Carnemolla.

2. Discussion and Updates to the Following: School Security Project, District Facilities, & Summer Projects Outline

Dr. Carnemolla - Attached to the agenda you'll find more specific talking points to the evening and everything that we are going to update. This is in line with the PowerPoint we had at the last meeting with the security projects we want to complete. You can read this at your leisure and we will follow up with any questions at our next meeting.

Mr. Ceniccola - I want to provide not only outline, but some details in regards to everything you have in front of you. If you have any questions we don't get to tonight for free to text or call me. Starting with the school security projects, the office panic systems was my priority to finish first. John Trumbull is complete they are currently at Judson and Polk and then we will work our way up to the middle and high school. Simultaneously with that, we plan on doing the CCTV installations. We had all the rough wiring done before and is in place, and the equipment is now

coming from the factory. It is now in and waiting installation. The same contractor is updating the access control systems. All of the schools are completed with their window film treatments and there has been a request John Trumbull to add some additional frosted film to the classroom sidelights. The original plan was to have a shade for both the door and for the sidelight. Mr. Lambert asked if the original reason for the film treatments was to make the glass shatterproof and the answer was so that it makes it much more difficult to break through the glass and it will also darken the glass. The film should lessen the ability for anyone to work their way through the glass. It won't totally eliminate anything, but will give the three or four minutes that are needed which is critical to the response time from the authorities. If the glasses frosted they cannot see inside from the hallway. John Trumbull also has their window shades project complete. It was noted that John Trumbull's office panic systems are completed and in use and the staff is been trained. Also, the system is wireless and automated.

I thought it might be a good idea to talk about what we are going to be doing over the summer. During those two months into basically two things: building maintenance, where all the rooms are emptied, floors and walls are treated and scrubbed, painting, furniture is cleaned, and everything is me back into place. There are also some mechanicals that will take place if we had made notes that we need them done, for instance and the electrical work and so on. Mr. Lambert asked if there will be any floor tile replacements at Judson and we decided to table a discussion. There are some legal concerns that will need to be addressed. Ms. Crotty asked if there were any classrooms or other rooms besides the pool that are used in the high school over the summer by the Rec Department, and if so, how does that affect our custodial staff? Do we share the cost it is a fall on us? The answer is it would depend on the activity and in some cases the cost is shared and why the space is being used. We moved to summer hours which is 7-3, and if the activity is after 3 o'clock, we would ultimately have to fill a custodial staff person in the building. The second thing we take care of over the summer is grounds maintenance. While we do begin this in the spring, the summer is when we totally focus on the lawn and field care. This also includes outside building maintenance. We have been discussing the district recycling program for several months and investigating what we can do better. We do have some small programs that are in place today but I feel we can be much more proactive. In discussions with Copes, I have learned that the original plans they had in place years ago to recycle things like cardboard and white paper are no longer moneymakers for them. We will work with them to come up with solution for this which, at the end of it all, will help us to become more proactive in both the classrooms in the cafeteria. Mr. Lambert asked if we would be providing containers in the fields and at this point, the answer would be no because we have a hard enough time containing the actual trash the people bring in use as their personal containers in our buildings.

During the summer, Jill and I are working on getting our contracts together for things that were budgeted for and were approved. We will work with our vendors to get the contracts established and executed. They include Energy Management for building maintenance service and generator contracts for maintenance and service, and any other contracts we've been

working on. We are also in dire need for some trailer replacements and we will be working on that over the summer as well.

Next we will discuss our summer projects, which have been discussed in approved and have been funded to the referendum process. Most are at John Trumbull, and keep in mind that the school is over 15 years old, and it is showing wear and tear. Ms. Crotty asked, in regards to the driveway and sidewalk repairs, and the summer programs that are going on at John Trumbull, where we have to change a type of scheduling? The answer was that all details of the work worked out and we may need to change some things like traffic flow and drop off and pick up but it has all been figured out. The sidewalk project will start somewhere between the end of June and early July and it should take a few weeks to complete. The driveway and parking lot repairs will be contracted out along with the front entrance area that was destroyed this winter. We will clean and seal all the asphalt cracks in that should give us another four or five years of longevity. The playground that is facing Echo Lake Road needs to have its asphalt replaced or repaired along with seal coating. We have some e-rate funding that Jill has been working on and we have established and projects related to that for the phone system upgrade. It is needed mostly at Munson House but overall we want a unified platform or you can pick up one phone and it will dial building to building. Also present funding is the fiber interconnect upgrade. Lastly, is our copier maintenance contract. Basically we evaluate all the copiers in the district, evaluate the needs, make adjustments, and year-over-year we end up trying to get some cost-saving initiatives going. One last note that was made, was the concern of the roofs. While the material is guaranteed any heavy labor or things to that nature we have to pay for. What I would like to do is have an outside and see command and review all of our roofs at no cost. They will do infrared inspections and give us a general idea of what we need to do going forward and this will help us to make better educated decisions on what to do going forward.

3. Adjournment

Mr. Lambert adjourned the meeting at 6:28 p.m.

He then called for a motion to adjourn.

Subject: Motion to Adjourn

Motion Presented by: Mr. Vincenzi

Motion Seconded by: Ms. Wilk

Motion Passed

Respectfully submitted by,

Mindi Davidson

Recording Secretary