

**Minutes**  
**Watertown Board of Education**  
**Facilities/PBC/Operations Subcommittee Meeting**  
**Monday, September 14, 2015 – 6:30 p.m.**  
**Watertown High School**  
**Lecture Hall**

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

**Members Absent:** Janelle Wilk, Committee Member

**Others Present:** Leslie Crotty, Chairman, Board of Education  
Dr. Bridget Carnemolla, Superintendent of Schools  
Jill Browne, Business Manager  
Ray Ceniccola, Facilities Manager  
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. Update Old Business**

**Dr. Carnemolla** – We had several items pass six months we've been following with both the approval of the budget and things that were outstanding. Also, some of the projects we have been working on were related to the security grant last year so we wanted to convene facilities meeting earlier tried to bring some closure to the projects that were open from the previous school year also talk about some of what we have going on already in the issues that are just surfaced recently.

**Mr. Ceniccola** – First on our list the John Trumbull sidewalk replacement, which is been ongoing project over the last 4 to 5 years. This particular phase replaced the sidewalks from the main entrance to where we ended at the start of the cafeteria location. This was a shared services project with the town. We paid for the materials and the overtime that was required and the town provided the labor and got the work taken care of. The plan is to add additional dollars into the budget for next year to continue the project. There are serious concerns about the

sidewalk along the north side where we have differences in elevation between the sidewalk and the curb anywhere between 1 inch and 6 inches. That is a huge trip hazard.

Moving on to the school security grant program, we are at the tail end of the project. The panic systems are all in place and tested. They are wireless remotes that are located in the office area and in the event of the situation they can press the button which will then do two things: it'll locate and dispatch the PD and it is a recorded line to the PD. Each school has a recording that is sent to the PD and then the buildings will be locked down. All principals were worked with to make sure the recordings were what they wanted. The remotes are battery operated and will be changed yearly. It was noted that the panic system should be now used at John Trumbull for the lockdowns. Anytime there is a fire drill security drill we want to go through the entire process and get a phone call back from the security company. So this is now in the new protocol for the drills. There was a side note that part of the security grant was to have wireless remotes to be able to take outside at times like recess, but it was determined that the areas that they went to our too far for those units to work. These units will not be used outside and we will still be using the walkie-talkies. Moving on to access controls, all the buildings are currently activated at this point. There are a couple of hardware issues that we are addressing at Swift and John Trumbull and we have a few doors at the high school where the actuators aren't working properly. We have companies coming in to help resolve these issues. Having said that, all access control systems are talking to from the school back to the server. Jill will be able to elaborate on the process of issuing cards to the staff members that will be using this on an ongoing basis. The idea how long would it then that the cards that only help access the buildings, but it will also become their ID. Also, if there are barcodes the required for other areas of the building, these cards will be programmed that way as well. The other part of the equation is how we will handle it from a management standpoint. How will we issue the cards? How will we maintain it on a day-to-day basis? We do have thoughts as to how that will happen and that will be part of what Jill will speak about.

**Ms. Browne** – Right now, my office as working on a matrix of every employee by building. And we will talk is a management team about what the layers of accessible look like within the building. What is a standard teacher access? What is the right time to access the buildings? How will that change for a teacher that is also a coach or an advisor of a club? This will be one stop shopping, so to speak. This is a card that they will wear that is also their badge and identifies them in the building where they work and will also have the barcode for accessing places like the cafeteria, the library or other places inside their school. Once we had that done, it becomes part of the human resource office where the card will be created for a new employee or shut off if lost or any other personal matters that might come up. If the card is lost, you generally shut off the old number and issue a new.

**Mr. Ceniccola** - A question was asked if we could take it a step further and add pin codes to the cards but the system is incapable of that as the access panels are just a square block that you just tap your card to. There is no keypad to allow a pain to be entered. A second question was asked to find out if there will be remote access from home as an administrator and the answer

was yes. It is web-based. The cards cost approximately \$.50 each. Going forward we will have to look at the price of keys as well, and what our policies would be for instance if an employee were to lose their keys. It was asked if key fobs were available and it was noted that when we chose the technology we did about five years ago, it was an access card entry we chose. However, fobs are something we can definitely look at. Another question was asked about after school activities and entry into the buildings and the way the system works is that a person will have an access during a given time period. In general terms, the card can be programmed for any times a person may need or want to be in the building. You can also run reports on all the accesses of the different buildings as well. There is another layer to be considered which is that we are not the only people who use these buildings. We will have to coordinate with Park and Rec, for example, with keys, key cards, and access times as well. From administrative standpoint, it's a huge task to figure out who will have access at what times. This is an enormous project to create this matrix has to begin by just going out to the administrators, the athletic directors, and saying tell us everyone who may need access to the buildings and at what times they may be. Once we have all that, you have to also take into consideration we will need to get them back at the end of the school year.

The CCTV systems has been a long drawn out project. It is because it uses the network infrastructure of the buildings. So we had to work in concert with our networking people to make sure that we had our ethernet and all of that in place so that the end of the day when all of the cameras were in place and ready for alignment, the power was there and available for us to begin the process. It took a little while longer to get the network to a point where it all worked but we are there now. There are two schools left to have the alignment done all cameras are in place. The monitors are up in all the schools with the exception of Swift with just the need of some holes to be drilled in the principal's office. The wiring is very straightforward and in the last part of this will be training. We have to train each of the principles on how to use the system. It is simple yet complex, as we have as many as 50 cameras in the building and now you're going to have to start picking and choosing what you want to see on any particular screen. You can have twice for the screen, you can have five on a screen, so they are going to have to make a decision and before they can make that decision they have to be trained. The only other note here is that the PD will have access to the systems as well. Window film treatments are done and have been done. Shades were also done early on. The windows to the doors and the classrooms are shaded, where they pull down, and the Windows to the building itself are filmed. These are all exterior windows and some interior windows. An example of an interior filmed window would be the office at Judson.

E-Rate related projects and our phone upgrades I will turn over to Ms. Browne to talk to you about. Also buildings have been upgraded with POE which is power over ethernet. It will power a device only when it calls for power. So for instance if it can't accept power from the switch you can then plug it in to a POE and it will work.

**Ms Browne** – Those two things are tied closely hand-in-hand because we needed the network upgrades to complete the IDs and the phone systems. We had our final walk-through with them

last Friday and we met with the folks from Frontier. We determined the final list of any equipment that would be necessary to help with the changeover. We expect the changeover to happen on our tentative date of October 8, which is an early release date if I remember correctly, and the night is a professional development day for students. So will begin around 3 o'clock in the afternoon when there are no students here and then have the entire Friday and the weekend.

**Mr. Ceniccola** – For the Judson floors, there have been ongoing discussions with the project manager. He is going to try to intervene with the company but I think we are going to end up litigating. We are still communicating but it doesn't look good. We also have an issue at the high school where the main hallway between the gym and classrooms, where there are a couple hundred square feet of tile that has loosened it become problematic. In the last attempt was made to repair it, we found the sub base has started to disintegrate. We had experts take a look at it and we're trying to work out a deal and see how we will proceed with that. One major problem with these tiles, is that they are custom colored tiles and we have difficulty getting the tiles. Even if we can get it, the lot matches will not match. We are running against the clock because if we wait, we will not be able to get any more of that product. O & G has promised they will work at getting this taken care of and hopefully get enough attic stock to support future needs. It was also noted we must continue to use environmentally friendly glue versus super holding glue.

### 3. JTPS Generator

**Mr. Ceniccola** – The generator there is 15 years old and close to 16 years old. We've run up against a brick wall where we cannot get a particular part for this generator anymore. We scour the Internet and everywhere else to find the parts. The building is a key element to the district and to the town and the health district as well. I have asked the company to provide me with an estimate to replace the generator and depending what the number looks like, we may have to go out to bid. I would prefer not to, considering the importance of the generator, but we will have a better understanding what's we receive the estimate. It's also not just the cost of the generator but the maintenance contract that comes with it. The question was asked if we had a contracted maintenance program already with this current generator and the answer was no, as we just put it into the budget this year. This generator is oil run versus natural gas. A side note, is that this would not fall under the area of a shared service. Unlike the high school where the town uses it as a shelter, John Trumbull is used by the Torrington health district to distribute supplies on a regional level, however, the day-to-day generator belongs to us and there really is no one else to help with the costs. We are looking into state pricing along with grants as well.

### 4. Paving Bid – JTPS

**Ms. Browne** – I would ask you to look at the paving bid overview. There is a simple set of series of dates and timelines of what needs to be done. In August 13, the invitation to bid was run in

both the Town Times in the Waterbury Republican. Also on that date, at 11:00 a.m., the documents were placed on our website. The bids were opened in public on the 20<sup>th</sup> where we received only one bid which came from CT Sealcoating. Because we only received one bid, I had contacted the attorney helped us through the process and asked if it was proper to contact our one contractor to see if we could do a little bit of negotiating to get the price little better. In doing so, he agreed to honor what the contract was for the cracked sealing portion with the town of Watertown. That cut the portion of that part of the bid almost in half to \$1.24 per pound. Originally, at the time of budget, we had included \$42,000 for all of the pavement at John Trumbull including the playground and the front parking lot areas. On further inspection, we decided that cracked sealing would be more appropriate, rather than spending the full \$42,000, we will come in a little closer to \$30,000 range. The document shows the paving bid to be \$25,235 and then we estimate the amount of cracked sealing to be in the \$5000-\$6000 range. So we expect the job to come in at between \$30,000 - \$32,000. They can have the job done over the long weekend of October 9. We did have questions about the time to contact the pavement, but they use a particular type of equipment where they guarantee will be able to use this within 24 hours of the pavement being put down. It is then guaranteed for one year. A question was asked where we will be in a few years by not doing the full project as originally anticipated and the answer was that there is a lot of spidering going on. If we get another 10 years out of it, we should all be happy. To extend the life of the parking lot, we may want to put a seal over it. However, it doesn't allow the concrete to breathe and may complicate it more.

## 5. **Adjournment**

Mr. Lambert adjourned the meeting at 7:15 p.m.

He then called for a motion to adjourn.

Subject: Motion to Adjourn

Motion Presented by: Ms. Crotty

Motion Seconded by: Mr. Vicenzi

Motion Passed

**Respectfully submitted by,**

**Mindi Davidson**

**Recording Secretary**