

## Greenwich Board of Education Minutes of the GHS Front Entry Committee Meeting

DATE: April 6, 2022

LOCATION: Virtual via Google Meet

TIME: 8:00 am

### Committee Members Present:

Stephen Walko - Chairman

Jake Allen- Vice Chairman

Maureen Bonanno-Secretary

Louis Contadino

Stephanie Cowie

Christina Downey (BOE)

Leslie Moriarty (BET)

Megan Galleta (not present for votes)

### Ex-Officio Members Present:

Craig Amundson (RTM)

Ralph Mayo (GHS Principal)

Steven Swidler (BOE Staff)

Tom Bobkowski (BOE - Central Office)

Will Schwartz (DPW)

Dennis Yeskey (P&Z)

Dan Watson (BOE- Central Office)

### Others Present:

David Stein (Silver Petrucelli)

Chris Cykley (CSG)

### Not Present:

Ashley Cole

Lauren Rabin (Board of Selectmen)

- **Call to Order:** Meeting was called to order by Mr. Walko at 8:00 a.m.
- **Project Overview:**
  - Mr. Stein sent to the committee Contract Documents which include a set of plans, specifications along with an estimate, that will be going to the state. Mr. Stein noted that these plans also will be signed off by the building official, the fire marshall and the health inspector and the town's 504 officer. He added that the plans are labeled 100%, however, the plans still need to go through a peer review, so there may be some edits. Mr. Stein stated that during the bid period, if

there are questions from contractors or minor items for the committee to address, modifications can still be made.

- Mr. Stein stated that the motion today will be approving plans and estimates for April 4th. The BOE will be approving these plans tomorrow evening. He added that currently the plans are numbered 057-xxxx-ea as we have not been given a state project number yet. The plans will be modified once we receive the numbers. He added that the “ea” indicates extensions and alterations.
- Mr. Stein stated that there are 67 drawings within the set and the plans are focused on the means of egress, stating the doors have 340 people within them and we are exiting 161 out of them so there is plenty of exit capacity from a code perspective.
- Mr. Stein noted that the landscape plans have been hardlined and include a landscape schedule with planting details and quantities.
- Mr. Stein reviewed the mechanical design and lighting design. He presented a 3d view of the mechanics on top of the roof which shows the ductwork coming in and the air gets distributed in the upper soffits.
- Mr. Stein noted that the written set of specifications have been broken into Volume 1 and Volume 2. He added that within Volume 1 in the first section is the bidding document and they will work with Purchasing to get those documents ready.
- **Discussion on the Documents:**
  - Mr. Walko stated that he will make a list of all of the items that need to be discussed in more detail.
  - Mr. Contadino asked why the doors replacing the doors in the corridor will also be blast resistant if the doors facing the courtyard are blast resistant and Mr. Stein responded that those doors are ballistic and the doors on the outside are blast resistant. He added that the ballistic glass on the inside doors are for a 2nd level of protection and should slow someone down if they get into the vestibule. Mr. Stein stated that this is a requirement by the SSIC.
  - Mr. Contadino also asked about recessed floor mats. Mr. Watson stated that he spoke to the buildings' operations managers and they do not recommend the recessed floor mats as they can be a tripping hazard and are expensive to replace. Mr. Watson stated they can use roll out mats that can use roll out mats.
  - Mr. Walko noted that there was a question on whether there would be shades and Mr. Stein responded that the glazing has solar reflectiveness and the overhang will help. He added that the shades are problematic with the number of windows.
  - Mr. Walko asked Mr. Stein to address the question on the security panels. Mr. Stein responded that in the existing office, there are multiple security keypads which fall in the area of the renovation and will need to be repositioned. He added that each keypad deals with a different zone and suggested that they could now be consolidated into one panel since visually this makes sense but that would result in the need to consolidate the back of house panels. Mr. Stein noted that the Ed Specs do not include an expansion of all of the security panels

within the building and only the ones being affected by the renovation. Mr. Stein stated that they can consolidate into a single panel but changing out the full back of house panel is not in scope of plan and is not in the budget. Mr. Walko clarified that we would be upgrading what we have instead of adding on and looking at long term, the goal would be to reduce the number of panels and streamline aesthetically and from a functionality standpoint, however, this project never contemplated an upgrade. Mr. Walko noted that it is not easy to get funding to consolidate.

- Mr. Walko noted that the plan does not include glass for the security desk which is against what the BOE security wants.
- Ms. Moriarty stated that the cost estimate included is \$2,400,000 and if you add a 10% contingency, we are at \$2,675,000. Ms. Moriarty noted that given the construction budget allocation is \$2,750,000, the estimate with contingency only leaves \$75,000. She added that we have almost spent our A&E money and after the commitment to the architect and the extra scope of work for ARC meetings and landscaping we have \$26,000 left there. She also noted that we also have a potential obligation to CSG which could be \$60,000. Ms. Moriarty expressed her concern that the budget may be tight if the bids come in exactly where there are and we have a 10% contingency. She added that there are no other soft costs estimated at this point. Ms. Moriarty clarified the architect contract includes construction administration.
- Ms. Moriarty noted that there are no deduct alternates included and given the simplicity of the project, there's not a lot of places to go, but she did suggest some areas that could be reviewed such as the GHS signage, the type of flooring, the lighting or landscape materials, including the boulders, tables and chairs and benches which could be funded by other sources. She also wanted to confirm that from the BOE perspective everything is included, including new security cameras.
- Ms. Moriarty noted her concern regarding future water leaks related to interior piping and wanted to confirm that from a design and maintenance standpoint that we are comfortable that there will not be interior water damage.
- Mr. Stein responded that there is the ability to add deduct alternates. He stated that the lights are arranged in the pick up stick formation and there would not be a big change in pricing to change the orientation but he will speak with the lighting designer to see if there is a less expensive option. He added that the signage is only there for aesthetics.
- Mr. Stein responded on the flooring that the cost of porcelain tile vs. a sealed concrete, one that aesthetically looks good, is the same price. He added that the boulders and site seating could be a bid deduct alternate. Mr. Stein also stated they can do unit pricing for the trees.
- Mr. Stein noted that there are security cameras related to the building that are included as part of scope of plan, anything out in the parking lot is not in the plan.

- Regarding the roof drains, Mr. Stein stated that the roof will be a 30 year warranty roof required by the state schools facilities office. He added that the drains have an overflow drain which is required by code and he is confident with the type of solution they are doing.
- Ms. Downey asked how the add alternates and deduct alternates work in the documents. She noted that the documents made reference to the radiant heat floor in the coffee room and HVAC for the glass corridor.
- Mr. Stein responded that Alternate 1 is for the radiant floor and the reference to the coffee room is where the unit would sit. He added that Alternate 2 is adding ballistic glazing to the corridor on the vestibule side, not on the courtyard side. These two alternates are built into the plan and originally the HVAC for the corridor was included, but that estimate has been pulled out and is not in this plan.
- Mr. Walko asked if we can do the ballistic glass at any time and Mr. Stein responded yes, but it would be best to do it before the landscaping is finished. He added that there may be some efficiency if done together. Mr. Walko also asked about the green wall and if that can be an add alternate and Mr. Stein responded that the green wall is not in plan because we don't have ARC approval, but the intent is that it will be a deduct.
- Ms. Downey asked how the process works regarding the add alternates and what are we obligated to do vs. what is optional. Mr. Stein responded that state projects require the items to be in order of importance for the bidding process. Mr. Stein stated that as of now, the first alternate listed is the radiant floor and second alternate is for the ballistic glazing and then the landscaping. He noted that we can reorder the alternates during bid time.
- Ms. Moriarty noted that we will have an obligation to ARC and P&Z to implement the landscaping plan so we need to make sure that what we are presenting them is consistent with what we want to do as far as deduct alternates.
- Ms. Downey added that we should have funding on landscaping from the Tree Conservancy and other parties, so she is comfortable listing the items as deduct alternates.
- **Discussion on Items:**
  - **Walk Off Mats**
    - Mr. Walko asked if the walk off mats are in budget and Mr. Stein said they are not but would be a relatively small amount if included.
    - Mr. Walko stated that the walk off system at New Lebanon did not work and the grate systems were better. He added that the roll out mats aesthetically do not look the same.
    - Ms. Cowie commented that removable mats from ADA perspective can be difficult if too thick, so the type of mats chosen should be usable for all.
    - Mr. Walko asked Mr. Watson if they were to use removable mats, would they be there all of the time and Mr. Watson responded that they would roll out the mats depending on the weather and it depends on the floor finish. Mr. Stein responded that the floor would be a porcelain tile.

- Mr. Stein stated that a grate system outside the entrance is another solution. Mr. Walko stated that since there is no exterior grate or walk off mats currently in the plan, and if there is no action today, removable mats would need to be used.
    - **The committee did not make a motion to include a walk off mat system or grate system in the design.**
  - **Security Panels**
    - Mr. Walko asked if the security panels should be an add alternate.
    - Mr. Watson responded that he has not looked into his budget yet to see if there were funds for this and he may have funds available.
    - Ms. Moriarty asked where this falls in the rank of priorities if this is not addressed in this project.
    - Mr. Watson responded that there are 6 different panels in different locations and added that visually it would be better if they were put into one larger unit in the main office. Mr. Mayo agreed with Mr. Watson that they need to be individualized.
    - Mr. Stein added that the challenge is, by consolidating, they would need to be put into a central location and it would all need to go into one panel. He added that they can further explore and get cost estimates,
    - Ms. Moriarty asked if we are putting this in the bid, then we are paying a construction manager's overhead just to hire the security company to execute this, so can the building committee decide to go direct to the security company if Mr. Watson does not have the funding?
    - Mr. Stein responded that if we go directly to the vendor we would need to seek a bid waiver from the state. He added that currently this is packaged as one set of drawings going out, but if there was a separate phase, an FF&E phase, there are 3 options, (1) seek a waiver; (2) bid the work separately and have a security company do work or (3) purchase under a state contract. There would have to be an FFE phase which we currently don't have.
    - Mr. Walko suggested that we look into whether the BOE can pick it up and if not, we can ask for an accommodation.
    - Mr. Mayo noted that there are other security items in that area that need to be moved and Mr. Stein noted that work is included in the project budget.
    - **The committee did not make a motion to consolidate the security panels**
  - **Security Desk Protection**
    - Mr. Walko asked if we could retrofit a glass partition and Mr. Stein responded that it would be possible
    - Ms. Bonanno how much the glass partition would add to the project and Mr. Stein responded that it could be up to approximately \$20,000 with a ballistic style glazing but would be less with a plexiglass divider.

- Mr. Bobkowski noted that there are hours that the security desk is not occupied and given the amount of controls and equipment, there should be some protection. He also stated that we are doing this vestibule for security purposes and by not putting a glass partition up at the security desk, we are leaving the security guard vulnerable to assault. He added that the glass does not need to go up to the ceiling. Mr. Bobkowski would like to have some additional security at the desk.
- Ms. Downey asked for clarification when there was no staff at the desk. Mr. Bobkowski responded that the desk is unmanned after 5pm. Events and activities still go on after 5pm.
- Ms. Bonanno asked where the equipment is currently located and Mr. Bobkowski responded that there is no door locking equipment and the desk with a laptop now is movable and taken away every night and locked up. He added that the new desk will have more equipment that will not be put away every night. Ms. Bonanno asked if there was any way to secure that equipment if it was unattended.
- Ms. Downey noted that there was hesitation in the tone and tenor with the addition of a glass partition, and it would be a big change to GHS in terms of welcoming students and guests, so maybe there is another way to protect the equipment. Ms. Downey asked how high the desk will be.
- Mr. Stein noted that the desk is just above waist height and he added that a plexiglass structure would be the most reasonable. He noted that they would need to look into an audible solution so the guards can hear the visitors through the partition.
- Mr. Mayo wants the equipment secure and does not want the equipment being moved at night.
- Mr. Contadino agreed with Mr. Mayo that there has to be a way to secure equipment and suggested a roll away cabinet.
- Ms. Galletta asked from the glass perspective what are best practices from districts and suggested a locked cabinet for the equipment.
- Mr. Stein indicated that the monitors will be recessed. He noted that they could look at a cover to place over some of the equipment there but added that there is not a lot of equipment sitting on top of the desk.
- Mr. Stein stated that it is fairly common practice to have some type of separation from the security guard and the public. In some instances it is ballistic glazing, most cases it is just a plexiglass separation.
- Ms. Moriarty asked if we were to pursue adding something to protect the cabinets, would we need to have it done prior to going to bid and Mr. Stein responded that it would need to be incorporated before the project goes out to bid.
- She also asked if we move toward some type of separation, would it need to have an opening for audio and transactions and Mr. Stein stated that it would be needed and we can discuss further.

- Ms. Cowie noted that since this is a security vestibule, she suggested that the public may expect to have some separation at the security desk and believes that it is no longer an odd thing to have, but common in many buildings. Ms. Bonanno agreed with Ms. Cowie that there has been a change in perception regarding glass partitions.
- Mr. Watson stated that since this project is a security project, we should address with the Board the lack of security presence during off hours. Mr. Bobkowski agrees with Mr. Watson and noted that it's a manpower and budgeting issue that the Board would need to address.
- Mr. Walko then asked how people get in after the security guard leaves at 5pm. Mr. Mayo confirmed that there is no one at security after 5pm and the building is open to various people coming in until the building closes at 10:30pm.
- Mr. Walko stated that the current plan has no glass, and if the committee wants to add some type of security we can have a vote.
- Ms. Moriarty then asked if we added a 2-3 feet plexiglass panel, with the ability to have a voice hole and transaction cut out, how much would that add to the project. Mr. Stein responded the amount could be about \$5,000.
- Mr. Stein suggested the height of the partition should go up to the top of the door height which would add approximately 4-5 feet above the countertop. He added that this height would restrict someone from jumping over the counter. He suggested that the exact height be left to the discretion of Silver Petrucelli and he will bring it back to the committee for review.
- Mr. Walko asked if there was a preferred material and Mr. Stein stated that it would most likely be Lexan, as it does not shatter.
- Mr. Bobkowski asked if the Lexan could be glazed in the future and Mr. Stein responded that he will research that.
- Ms. Moriarty then made a motion.

**Motion to Approve the Addition of a Partition at the Security Desk:**

**Motion was made by Leslie Moriarty and seconded by Stephanie Cowie to approve addition of up to a 5 foot panel at the security desk. The motion was approved. Ms. Galleta and Ms. Cole were absent. Mr. Walko, Mr. Allen and Mr. Contadino voted against the motion.**

*The Motion Passed 4-3-0*

- Mr. Walko then discussed the question of locking up the equipment at the security desk.
- Ms. Downey asked if there could be a simple way to lock the equipment.
- Mr. Mayo recommends locking up the system and the equipment.
- Mr. Stein stated that now that there is a barrier, it would be difficult for students to jump over. He added that there can be something added in front of the keyboard tray which would protect it, the monitors are recessed in and the other equipment sitting on top could have a simple

cover that could be locked and noted that most of the equipment is built under the cabinet. Mr. Walko asked if there will be a camera on at all times and Mr. Bobkowski responded that the entire vestibule will be under surveillance. He added that there will be activation buttons for electronic hardware and emergency notifications but those could have plexiglass covers for protection.

- Mr. Contadino asked if the partition could have anti-reflective qualities. Mr. Stein responded that he will do some research. Mr. Contadino then asked if glass could be used instead and Mr. Stein said that it could be explored as well, but it would be more expensive.
- Mr. Allen asked if it was necessary to have both the partition as well as a locked cabinet to secure the equipment.
- Ms. Downey suggested that the space should not be cluttered and we should simplify cabinetry and equipment.
- Mr. Walko then asked if there was a motion to add something to lock the equipment at the security desk. No motion was made.
- **Landscaping Update:**
  - Mr. Walko noted that we were moved up to the ARC tonight instead of on the 18th. He noted that he is optimistic and that the design was socialized with the different parties, the Tree Warden, the neighbors, Parks and Rec, the bike group and everyone seems positive.

#### **Motion to Approve Landscaping Deducts:**

**Motion was made by Leslie Moriarty and seconded by Christina Downey to make the ornamental boulders, bench seating, tables and green wall deducts. The motion was approved. Ms. Galleta and Ms. Cole were absent.**

*The Motion Passed 7-0-0*

- **Lighting Plan Discussion:**
  - Mr. Walko then asked if we needed to give an order for the add alternates and Mr. Stein did not think that we needed to do that at this time.
  - Mr. Walko noted that the lighting plan has been produced by the Superintendent for the building and for the vestibule the plan discusses the light going on at 4pm. Mr. Walko noted that the stationary courtyard bollards are proposed to be on all night and asked if that had that been confirmed and if it is a requirement. Mr. Bobkowski did not think that they were a part of the national schools security checklist and does not think that they will need to be on all night. He noted that there should be enough ambient lighting from the vestibule to give enough lighting for the security cameras in the courtyard. He also added that he can install some infrared cameras for extra viewing.
  - Mr. Stein added that the building mounted lighting and pole lights will be eliminated and they will be replaced with bollard lighting. He added that

the intent of the vestibule is to not have lights on 24-7. Mr. Bobkowski noted that with the current lighting, the cameras can work.

- Mr. Allen asked if the lights will be on a timeclock, and if they can be changed, however, Mr. Walko responded that they will have that functionality, but noted that ARC needs a lighting plan.
- **CSG and State Reimbursement Update:**
  - Ms. Walko then gave an update on the CSG. He stated that we would be using CSG for state reimbursement purposes but not project oversight so the cost would be \$40,000 which would need to be added to the budget and not covered by the BOE. Mr. Cykely stated that this cost would not be reimbursable unless it went out to bid. Ms. Moriarty asked if there would be any project oversight, and Mr. Walko noted that other than Silver Petrucelli, there would not be and Ms. Moriarty expressed her concern over not having a project manager. She noted that we may exceed the \$2,750,000 appropriation, so adding a line for this may take us over budget. Mr. Stein stated that on the construction side, this is not a complex project, however, someone may be needed to manage day to day logistics.
  - Ms. Downey asked if the bids came in lower than anticipated, do we have the option of hiring a construction manager at that point. Mr. Walko confirmed that we can at that point, but it is not reimbursable.
- **Document/Plan Approvals:**
  - Mr. Walko stated that the committee must approve the building plans and the landscaping plans and the budget that goes along with them. If the bids come in higher than the budget, the options are to go to the town to ask for more funding or we value engineer the project. Ms. Moriarty noted that if we end up value engineering the project then we are back to redesigning and rebidding the project since there is no other method worked in to change the scope. Mr. Walko added that it would delay the project but there are no steps to take before bids. He also stated that going to get more money from the town would also delay the project.
  - Ms. Moriarty noted that we have \$2,760,000, which is \$10,000 less than with a 10% contingency.
  - Mr. Cykely asked if the \$2,750,000 was total project cost. Ms. Moriarty noted that there are two appropriations for a total of \$3,000,000, the \$2,750,000 and the \$250,000. Mr. Cykely will need to work with BOE finance to get a copy of the resolution with the funding authorization. Mr. Cykely noted that he had submitted \$2,750,000 to the state and had included \$160,000 for architectural services so he will clarify with the state. Mr. Cykely and Ms. Moriarty will discuss further.
  - Mr. Walko stated that there will be 3 motions; (1) CSG subject to appropriate paperwork being filed (2) to approve building plans and (3) to approve the landscaping.

**Motion to Approve the CSG Costs:**

Motion was made by Christina Downey and seconded by Jake Allen to include the CSG costs not to exceed \$40,000, subject to the appropriate paperwork being filed, for that amount to be added to the project budget . The motion was approved. Ms. Galleta and Ms. Cole were absent.

*The Motion Passed 7-0-0*

**Motion to Approve the Building Plans:**

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve the Building Plans subject to the amendments made today for the glass partition. The motion was approved. Ms. Galleta and Ms. Cole were absent.

*The Motion Passed 7-0-0*

**Motion to Approve the Landscaping Plans:**

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve the Landscaping Plan. The motion was approved. Ms. Galleta and Ms. Cole were absent.

*The Motion Passed 7-0-0*

- **Discussion on Timing:**

- Mr. Walko stated that they will be meeting with ARC tonight to discuss lighting and landscaping.
- Mr. Walko stated that they will be going before the BOE on April 7th to approve the landscaping and the building plans. He added that upon approval from BOE the plan is to go to the state no later than the 15th.
- Mr. Cykley stated that he is waiting on the date for the PCR meeting, so the bid could be pushed back by 2 weeks.

**Approval of Minutes:**

Motion was made by Jake Allen and seconded by Christina Downey to approve the minutes of the March 30th, 2022 meeting. The motion was approved. Ms. Galleta and Ms. Cole were absent.

*The Motion Passed 7-0-0*

- **Next Meeting:**

- Mr. Walko will get back to the committee regarding the next meeting which should be either the last week of April or the first week of May.

- **Adjourn:**

- The meeting was adjourned by Mr. Walko at 10:02 am.