



## Meeting Minutes – Design Review Committee #16

**Project:** Central Middle School  
Greenwich, CT

**Issue Date:** January 20, 2024

**Meeting Date:** January 10, 2024

**Project No.:** 22367.00

**Meeting Time:** 4:00 pm

**Present:** Design Team: Jim Hoagland, Henry Withers, Cole Peterson, Kemp Morhardt, Katy Packtor  
Owner's Project Manager: Jim Giuliano  
Construction Manager: Tim Klepps  
Building Committee: Steph Cowie, Clare Kilgallen, Christina Poccia, Joe Rossetti, Dan Watson, Dennis Yeskey, Tony Turner,  
School Administration/BOE: Tom Healy  
Public:

To All Present:

The following is believed to be an accurate representation of discussions and decisions made at this meeting on 01/10/24. If any of the items are incorrect or fail to record discussions at the meeting, please notify the writer of these minutes, in writing, within 5 days of the issue date. Failing such notification, these minutes will be considered a matter of record.

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**Distribution:** Building Committee                      Project Google Drive  
GPS and CMS Administration

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1. Jim reviewed the schedule outlook for regulatory, Design, Documents and Review, which are directly from the recent Turner schedule. Reported that the team is still on-track to deliver the final DD estimate on January 29<sup>th</sup>.
2. Jim reviewed the ARC comments and reported that the team needs to use the term "Comments" NOT "Conditions". Consensus: If it's not in the MOTION, should not address
3. Used the CSG compilation of comments excel file as an agenda:
  1. Item 1: Remove the building signage
    - a. DRC Agreement? Discussion:
    - b. Remove lettering, or smaller lettering?
    - c. Can show 18" letters that meet the regulations
    - d. Discussed smaller letters above the wall above the admin windows to also reinforce the location of the main entry
  2. Item 2: Panel sign
    - a. Present one modified version of the sign as our response
    - b. Colored letters to announce "Cougar Country"

- c. Blue letters on the lower left. Cementitious panel
  - d. Stone coursing on the sign post is too blocky
  - e. Henry comments: Move to the east for snow shelf and provide a planting bed under the sign
  - f. Joe RE: stone: Not a fan of the "blocky feel" to the stone. Looking for a more horizontal feel - on building also
3. Item 3: Fire Loop - Safety Concerns
- a. Need to reinforce that the fire lane is a code requirement and required by the FM
  - b. Need to reinforce that the lane is secured from vehicular traffic by removable bollards
  - c. Need to verify removable bollards are acceptable as a control mechanism for the fire lane
  - d. Steph expressed concern over removable with snow removal
  - e. Team agreed a swing-gate is more appropriate
  - f. Dan W, noted that the gate at New Leb is a swing gate and the town provides the lock which is on the same key as other properties
  - g. Design team recommendation is to put the lighting on motion sensors
  - h. Dan W. Noted that motion sensors can be set-off by animals. Have had several complaints at other schools
  - i. Need to have the current lighting schedule and proposed
  - j. Can make the statement that proposing the same lighting schedule as currently used
  - k. Dan W to get the schedule to SLAM
4. Item 4: Adjustments to the entry at Indian Rock Lane
- a. Design team is moving the entrance to the west by one lane width (12 feet)
  - b. Would like to avoid relocating the utility pole in that area
  - c. Rock outcropping:
    - i. Tony indicated the Tree Warden's position on the rock outcropping
    - ii. Clare: Safety due to SSIC and cost savings for removing the rock (need to better understand)
    - iii. Laura: Need a read from Greenwich police and Greenwich school security for the rock remaining
5. Item 5: Site Lighting
- a. Giving them context and providing the schedule of lighting
  - b. Will provide a certain number of house shields with an allowance and unit price
6. Item 6: Glare from headlights
- a. Show a highlighted plan
  - b. On Orchard Street side, staff parking is buffered by plantings, grade and stone wall
7. Item 7: Main Entrance:
- a. Parity between the two entrances
  - b. Joe: Agree with moving the west one back
  - c. Clare: Agrees
  - d. Christina: Likes lowering the canopy. Can use lighting for accent
8. Item 8: Covered Walkway
- a. Maintain consistent bay spacing, materiality
9. Item 9: Interior corridors

- a. Clare: ARC is talking about the after-hours use and need to focus on the circulation for the school use
    - b. Tom: in agreement
  - 10. Item 10: Courtyards
    - a. Sun studies illustrate the sunlight
    - b. Primary purpose is to gain daylight and gain some outdoor classroom space
  - 11. Item 11: Exterior Materials
    - a. Reacted well to the material palette
    - b. Accent materials
    - c. Scale is important to the neighbors, residential scale
    - d. Clare: Repeat the explanation Jim H just made
    - e. Joe: All throughout Greenwich, half as high as wide
  - 12. Item 12 South Facing Classrooms:
    - a. Tom: to be educationally successful, want the students focused on the teachers
    - b. Build a cipher into the block coursing of the retaining wall
  - 13. Dumpster location:
    - a. Not planning to address with the ARC since not part of the motion
4. The meeting adjourned at 6:09pm.

Respectfully submitted,

Jim Hoagland, AIA, LEED AP  
Senior Associate