

**COLEBROOK
TOWN/SCHOOL BUILDING COMMITTEE**

Minutes - Meeting – July 29th, 2021

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JUL 30 2021

COLEBROOK TOWN CLERK

Committee Members Present: Chris Johnstone, Andy Bakulski, Kate Kennedy, Becky Roy
Committee Members Absent: Steve Seiser, Shayne Young,
Others Present: None

1. Meeting Call to Order: Chairman Chris Johnstone called the meeting to order at 7:00 PM.
2. On a motion by Becky Roy, seconded by Andy Bakulski, the minutes of the July 8th, 2021 meeting were approved by a unanimous vote.
3. Discussion of Security Grant Consultant:
 - A. On July 21st, 2021, Bob Gilbert and Andy Bakulski met with two separate contractors; Roger LaFleur from PM Resources LLC., and Gary Bombara from Vulcan Security and Technology to discuss the school security project and the requirements of the 2018 Security Grant that the school has received from the Department of Emergency Services and Protection, State of Connecticut. Andy explained that both contractors had over 30 years of experience as consultants and project managers. Stating that Roger LaFleur is a Project Manager and would see the project from start to finish. Whereas Gary Bombara is a consultant and would only get the project started. After meeting with both contractors Andy stated that he and Bob both felt that Roger LaFleur would be the best choice for this project based on his years of experience and that as he is a Project Manager he would be involved with the project from the beginning through to completion. A brief discussion followed relating to costs for the project and what the project would include. Bakulski explained that the front and rear doors would be replaced with hardened doors and new bullet resistant glass as well as all of the interior classroom door and new lock assemblies.. Electronic monitoring would be upgraded as well and would include a panic button system. Johnstone explained that the 2018 Security Grant document outlined the project requirements and will forward a copy to all of the committee members. The 2018 School Security Grant that was received by the State was for an amount of \$120,600.00 for this project with (State funding: \$48,240. and local match: \$72,360.00). Kate Kennedy recommended checking Roger LaFleur reference's and suggested that we call some of the school where he has completed projects.
 - B. A motion was made by Andy Bakulski on behalf of the Colebrook Consolidated School Building Committee to recommend to the Board of Education, to hire PM Resources, LLC., to initiate and develop a detailed Security and Construction bid package for the Colebrook Consolidated Security project based on the 2018 Security Grant at a cost not to exceed \$10,000. Motion was seconded by Becky Roy, there was no further discussion, motion passed by unanimous vote.
 - C. Kate Kennedy outlined the process for obtaining approval of the funding for this project from the Board of Finance, stating that the Board of Education would have to make a formal request to the Chairman of the Board of Finance. If the request is approved by the BOF, then the request for

funding goes to the Board of Selectman. Due to the cost of the overall project this would require a vote by a town referendum.

4. Next meeting date: To be determined.
5. Meeting adjourned at 8:03PM on a motion by Andy Bakulski, seconded by Becky Roy. Motion passed.

Respectfully submitted,



Chris Johnstone, Chairman
CCS Building Committee

1 Attachment – 2018 School Security Competitive Grant

2018 SCHOOL SECURITY COMPETITIVE GRANT

Original Project Projected completion 8/2020

Original End Date of Grant 9/30/2021

Revised End Date of Grant at request of R. Gilbert 9/30/2022

State Funding: \$48,240

Local Funding: \$72,360

Total \$120,600.

Initial Purpose (Revisions can be considered)

Secure Main Entrance Vestibule

Alarm System

Doors, Locks

Steps during 2020-21:

Meeting With State Trooper James Bonetti (Nov)

Visits to Barkhamsted, Hartland, and New Hartford Schools

Staff input - Areas to Consider for Enhanced Security

1. Profilm on Windows (Reg 7 and Hartland)

2. Window shades (NewHtfd)

3. Panic Buttons - fixed and/or mobile (message goes to Litchfield Dispatch) Location in office and/or classrooms/emails and texts (Hartland and New Htfd)

4. Change Interior Doors (1k each) -Metal Doors with bullet resistant glass. Possibly keyless?

5. Exterior Doors and Hardware

6. Add Key Fab stations at selected exterior Doors

7. Camera Replacements

8. Walkie Talkie for every tchr/room.

9. Cost of Vestibule = Part of another Building Project

10. Speakers in Lavs (PA system?)

11. Phone in gym

Resources:

New Hartford Vendors

Classroom Door Installation(Company-Partitions In Connecticut)

Tony Didomencio- 860-883-1203

Panic Buttons(Company-Associated Security)

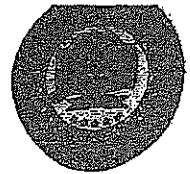
Faraz Rehman- 860-913-0340

Hartland

Vulcan Security and Technology



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



June 14, 2019

Ms. Danuta Thibodeau
Superintendent
Colebrook Public Schools
P.O. Box 9
Colebrook, CT 06021

Dear Ms. Thibodeau:

I am pleased to forward for your signature the 2018 School Security Competitive Grant Program, subgrant award #018S029A for the amount of \$120,600.00 (State Funding: \$48,240.00 and Local Match: \$72,360.00). Please return the signed grant award and certifications within 45 days of your award date to the following address to indicate your intent to accept funding under this program. Failure to do so may result in de-obligation of funding.

Department of Emergency Services & Public Protection
Attn: Strategic Planning and Community Preparedness Unit (Grants Unit)
1111 Country Club Road, 3rd Floor Center
Middletown, CT 06457

The related reporting compliance documents are available electronically at <http://www.ct.gov/demhs>, and include the following:

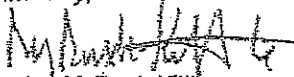
- Quarterly Self-Monitoring Report
- Reimbursement Verification Tool
- Report of the School Safety Infrastructure Council

In accordance with Conn. Gen. States 10-222m and 10-222n, each local and regional board of education shall annually submit the school security and safety plan for each school under its jurisdiction to the Department of Emergency Services and Public Protection. Compliance with this requirement by the grantee will be confirmed prior to final reimbursement. Final payment will be withheld until a plan is submitted or the grantee is actively working on updating the plan.

Please feel free to contact your DESPP program manager, Robert Drozynski via phone at (860) 685-8134 or via email at robert.drozynski@ct.gov if you have any questions or need to make budgetary adjustments.

The Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security is pleased to work with you to enhance the security and protection of Connecticut's schools and citizens.

Sincerely,


Regina Y. Rush-Kittle
Deputy Commissioner
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security

CC:

John Field, DEMHS Regional Coordinator
Ms. Amy Gardner, CFO
Robert Drozynski, SPCP File

1111 Country Club Road, Middletown, CT 06457

Phone: 860.685.8531 / Fax: 860.685.8902

Equal Opportunity Employer

SCHOOL SECURITY COMPETITIVE GRANT PROGRAM



GRANTEE SELF-MONITORING REPORT

Grantee Name: Colebrook Public Schools

Grant #: 018S029A

Document Date: 11/5/2019

Document Author: Danuta Thibodeau

Program: SSCGP

SFY of Report:

Report Period: Indicate the period of this report below	
July 1-September 30 (Due Date October 31)	
Grant Deliverable Status:	
Date School Safety plan submitted to DEMHS Regional Coordinator's office (Submitted yearly)	10/29/2019
If plan has not been completed, what is the anticipated completion date?	
Full NCEP Checklist filed with DEMHS Program Manager (Each School receiving funding)	No
Number of Reimbursement Requests Submitted overall	0
Financial Information:	
Total Amount Expended	\$0.00
Amount Expended This Quarter	\$0.00
Amount of Budget Remaining	\$48,240.00
Program Information:	
What is the expected completion date for this project? Will the project be finished by the completion date?	
8/21/2020	
Have bidding materials been released or contracts issued during this quarter? (Please List)	
No	
What are some successes or best practices related to your program in this quarter?	
Authorization:	
I certify that the information contained in this form is true and correct to the best of my knowledge. I further certify that I am authorized to submit this information on behalf of the grantee and am aware that I may be requested to furnish backup documentation.	
Name: <i>Danuta Thibodeau</i>	Date: <i>11/5/2019</i>

SECTION E. PUBLIC SCHOOL APPLICANT INFORMATION AND DATA SHEET

<p>Mail Completed Application To: Department of Emergency Services and Public Protection Attention: Grants Unit/School Security 1111 Country Club Road, 3rd floor North Middletown, CT 06457 E-mail Completed Application To: <u>schoolsecuritygrant@ct.gov</u> Subject: "Applicant Name" School Security Application</p>	<p>1. Name of Applicant: <u>Colebrook Public School</u></p> <p>2. Type of Applicant: <input checked="" type="checkbox"/> Local School District- (Includes Regional School District) <input type="checkbox"/> Charter School <input type="checkbox"/> Regional Education Service Center (RESC) <input type="checkbox"/> Incorporated or Endowed School/Academy <input type="checkbox"/> State Technical Schools</p>
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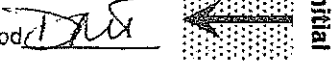
<p>3. Point of Contact (Project Director) Name & Address Name: <u>Danuta Thibodeau</u> Title: <u>Superintendent</u> Organization: <u>Colebrook Public School</u> Address Line 1: <u>Box 9</u> Address Line 2: <u>452 Smith Hill Road</u> City/State/Zip: <u>Colebrook, CT 06021</u> Phone: <u>860-379-2179</u> Fax: <u>860-379-9506</u> E-mail: <u>dthibodeau@colebrookschool.org</u></p>	<p>4. Official Authorized to Sign for the Applicant: Name: <u>Danuta Thibodeau</u> Title: <u>Superintendent</u> Organization: <u>Colebrook Public School</u> Address Line 1: <u>Box 9</u> Address Line 2: <u>452 Smith Hill Road</u> City/State/Zip: <u>Colebrook, CT 06021</u> Phone: <u>860-379-2179</u> Fax: <u>860-379-9506</u> E-mail: <u>dthibodeau@colebrookschool.org</u></p>
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<p>5. Application Prepared by: (If Different than Point of Contact) Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____</p>	<p>6. Financial Officer Name: <u>Amy Gardner</u> Title: <u>Finance Officer</u> Organization: <u>Town of Colebrook</u> Address Line 1: <u>Box 5</u> Address Line 2: <u>525 Colebrook Road</u> City/State/Zip: <u>Colebrook, CT 06021</u> Phone: <u>860-379-3359</u> Fax: <u>860-379-7215</u> E-mail: <u>agardner@colebrooktownhall.org</u></p>
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7. Applicant Federal Employer Identification Number: 06-6001690 DUNS: 189337801

PLAN OF CONSERVATION AND DEVELOPMENT (POCD) CERTIFICATION

8. The Town/City of Colebrook has adopted a plan of conservation and development (POCD) within the last ten (10) years in accordance with C.G.S. Sec. 8-23(a)(1) and is listed as eligible for discretionary state funding on OPM's official inventory; the POCD was last adopted on 1-12-2015.

Initial to indicate that this requirement has been read and understood 

If the POCD has expired the applicant must attach a "Notice of expired POCD" and a "Waiver Request Letter" must be sent to the Office of Policy Management (OPM).

AUDIT INFORMATION

Please note that the information required for boxes 9 through 13 refers to the applicant's audit cycle.

9. Applicant Fiscal Year End: <u>June 30</u>	10. Date of Last Audit: <u>December, 2017</u>
11. Dates Covered by Last Audit: <u>July 1, 2016 to June 30, 2017</u>	12. Date of Next Audit: <u>December, 2018 main entrance</u>
13. Dates to be Covered by Next Audit: <u>July 1, 2017 to June 30, 2018</u>	

SECTION F. DISTRICT INFORMATION AND APPLICATION AUTHORIZATION FORM

1. List of School(s) to be considered under this grant program and status of School Security and Safety Plan (School Plan)

Name of School: Colebrook Consolidated School	Address of School: 452 Smith Hill Road Colebrook, CT 06021	Funding Received under Round 1 - 3 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	School Plan in Place: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name of School:	Address of School:	Funding Received under Round 1 - 3 <input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Name of School:	Address of School:	Funding Received under Round 1 - 3 <input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan in Place: <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Signature by Authorized Signatory:

I, the undersigned, for and on behalf of the named Applicant, do herewith apply for this application, attest that, to the best of my knowledge, the statements made in this application and accompanying forms are true to the best of my knowledge, and agree to any general or special grant conditions attached to this grant application form.

My signature further certifies that I understand the following:

- I have the authority to submit this grant application on behalf of the applicant.
- That the applicant is aware that all costs must be funded up front by the applicant, and that a portion will be reimbursed based on the reimbursement rate as prescribed in the authorizing legislation.
- The funding associated with this program is one-time in nature and that there is no obligation for additional funding from the State of Connecticut and Administering Agency.

SIGNATURE OF AUTHORIZED OFFICIAL: *X [Signature]* DATE: 11.20.18

SIGN

SECTION G: PROGRAM NARRATIVE

Provide a brief overview of your grant application: if applying for more than one school please identify proposed projects at each school

Colebrook Public School is a small, rural school district composed of one school building that serves a town of 1,400 residents. Colebrook Consolidated School has a student population of 84 students. The original school building was built in 1946, with additions made to the main building in 1966 and 1993, respectively. Like most schools designed more than 70 years ago, the school does not have a secure entry vestibule, checkpoint, or way of stopping visitors from gaining access to the entire building once they are inside the front door. The existing security system consists of a combination of multiple keypads, a card reader located at the entrance to the building and several mounted security motion sensors. With the exception of two interior doors installed last year, the classroom doors have very large single glass pane windows and the locks can only be secured by locking them with a key. The proposed project will provide a much needed secure vestibule to the school building and secure entrance into classrooms. In order to keep students, staff, and visitors safe from unauthorized visitors or intruders who may gain access into the school building and classrooms, the district desires to mitigate these large security gaps by:

1. Eliminating unauthorized access from the outside into the building at the primary entrance by installing an impenetrable, secure vestibule and upgraded security system, and
2. eliminating unauthorized access into classrooms by installing solid core, fire rated classroom doors with push button locks.

Components of the request include:

- 1.) Construction of a secure main entrance vestibule within the existing structure that is equipped with electronic surveillance cameras, sensors, and doors controllable from the main office, along with hardened doors, and glazing to make the entrance assembly bullet and blast resistant.
- 2.) Installation of an updated, comprehensive security system and access control with additional motion sensors, cameras, keypads, and a panic button system controllable from the main office and other key areas.
- 3.) Purchase and installation of (6) new solid core interior classroom doors with push button locks.

Needs Statement: Provide a brief description of the problem or gap that will be addressed using grant funding.

The Colebrook Consolidated School building does not have a secure front entrance or solid classroom doors in one wing. Currently the building does not have a vestibule at its main entrance and classrooms are not secured against unauthorized access. A number of classroom doors can only be secured by being locked with a key. The building is located in a wooded, rural area where trespassers might not be detected.

The front entrance has no "hardened" materials. The front door is a steel door that is more than 25 years old, with worn push bar and lock mechanism. The door is surrounded by a sidelight and window above the door that are single pane non-mesh glass with no steel reinforcement or other protective quality. This creates an unsafe environment where the entrance into the building is not secured and can easily be breached. In order to fully secure the entrance to the building, an impenetrable vestibule needs to be created within the existing structure, and the current security system upgraded to interface with new electronic and mechanical systems.

In addition, (6) classroom doors have large single pane glass windows that can easily be compromised, and the doors can only be locked with a key. To keep students, staff, and visitors safe, these existing classroom doors need to be replaced with solid core, fire rated doors with push button locks.

Target Population: *Identify the target school(s) and population that will be served by this grant.*

The Colebrook Public School District will upgrade its security system and secure access to the Colebrook Consolidated School Building. The target population to be served by this multi-faceted security upgrade project includes the 84 students in grades Kindergarten through grade six who attend Colebrook Consolidated School, along with 27 staff members and approximately 20 parents and 6 visitors who are in the building on a daily basis.

Goals and Objectives: *List goals (what is this project trying to accomplish) and objectives (how goals will be achieved, including how these measures will work within your school environment).*

GOALS:

1. Ensure the security of access into the building from the outside.

Objectives:

a. Install a secure vestibule at the main entrance of the building, including hardened doors, glazing, hardware, ballistic glass, and counter at a cost of \$76,000.

b. Upgrade the existing security system by: adding electronic and mechanical equipment needed to interface with security features of the new vestibule. These additions include: providing motion sensors to rooms and corridors lacking units; adding video surveillance cameras in corridors, main office and all exterior egress doorways; installing panic buttons in the main office and other locations; adding security door contacts to exterior doors lacking these; adding new card reader units as required to suit the security features of the new vestibule; installing appropriate door strikes or magnetic locks to the main entrance doors; and relocating exit signs, light fixtures, lighting controls, emergency lighting, fire alarm and strobes affected by the construction of the new vestibule, at a cost of \$38,000.

2. Ensure the security of the interior of the building.

a. Replace worn classroom doors that require inside key lock with solid core, fire rated doors that have inside push button locks: 6 @ \$1,100, or \$6,600.

Evaluation: *Indicate how you will measure success of your project (through drills, testing if applicable)*

The project will be deemed successful if all new equipment is fully functioning and security components interface properly so that the following project goals are achieved:

1. Access to the building from the main entrance will be secured and limited to authorized personnel.

2. Access to interior classrooms is secured and limited to authorized personnel by solid core, fire rated doors with push button locks.

3. Periodic drills and testing show staff is using system and equipment properly and that the fully functioning security upgrades prohibit all unauthorized entry into building or classrooms.

Project Schedule: *Estimated Time Line of Project*

1. Secure bids for construction of secure vestibule. (Three months)

2. Select a contractor for installation of secure vestibule. (Two months)

3. Secure bids for upgrading existing security system with added cameras, sensors, panic button alarm system, new door contacts, and all necessary work for interface with new vestibule security features. (Three months)

4. Select a contractor for security system upgrade. (Two months)

5. Purchase and Install (6) new interior doors. (Two months)

6. Install new, secure vestibule and all security system upgrades. (Six to eight months)

