

GREENACRES CONSTRUCTION SAFETY COMMITTEE
MEETING MINUTES *for*
April 5, 2019

1. Introductions and Purpose of the Committee - Stuart Matthey

Present:

Stuart Matthey - Assistant Superintendent for Business and Facilities	Sharon Hill - Principal
Sharon DeLorenzo - Assistant Principal	John Trenholm - Director of Facilities
Mike Patera - Associate Director of Facilities	Nick Miller - Teacher
Joan Farella - Teacher	Lynne Torrey - Teacher
Carole Phillips - Teacher	Collette Martin - Teacher
German Garcia - Head Custodian	Mike Spedalieri- Chief of Safety Security and Emergency Management
Sgt. David Rosa - Scarsdale Police	Francesco Borgese, Park East Construction
Rachel Krisbergh - Parent	Madelyn Landauer - Parent
Christa Mruz - Parent	

2. General Overview of the Project - Stuart Matthey

All Bond projects for this upcoming summer have been approved by State Education Dept. (SED) including the renovations and additions at Greenacres. Work is scheduled to begin late June/early July 2019 to late August/early September 2020.

GA Project is currently out to bid. Contractors have been visiting GA to familiarize themselves with the scope of the building project in order to prepare their bid submission. Bids are due and will be opened on April 16th. Lowest bidders (General Contractors, Electrician, Plumber and HVAC) will be vetted by Park East and BBS Architects. Lowest responsible bidder will be submitted to the Board for approval on April 29th. Security vestibules will be approved by Board on 4/8.

District-wide Construction committee has been convened consisting of Stuart, John Trenholm (Facilities Director), Park East, BBS Architects and four community members with architectural and engineering expertise. Committee will meet regularly throughout the project.

3. Construction Management of the Project - Francesco Borgese

a. Phasing/Timeline - Francesco presented to the group the phasing plan which has not changed from original plans. Work on the additions part of the project will occur for the 14-15 continuous months as described above while renovation to the existing structure will occur in July and August of 2019 and 2020.

- Francesco will be the primary individual on site at Greenacres every day. There will also be an additional Park East individual on-site. These individuals will oversee day to day operations for the District including:
- Safety and security compliance including: construction fencing, daily safety checklists, ID badges and vests, compliance with OSHA, no deliveries during arrival process, cross-checking work with drawings etc.
- Proper manning of the gates.

Normal construction hours will be 7 am - 4 pm with the flexibility to add additional hours including weekends if necessary to get the building ready for the opening of school. All work will be mindful of local resident.

Workers will park in the staging area located in a to-be constructed fenced area on the east side of the asphalt play area or around the neighborhood.

Workers' normal day will end at 4:00 pm which is the same dismissal as After School Activities. Francesco will coordinate end time of workers and can adjust slightly to help alleviate any traffic concerns.

Weekly construction meetings (contractors, Park East, BBS, District) will be scheduled to discuss planning, expectations, safety and schedule.

b. Safety Measures

- i. **Construction Fencing-** 8 ft. high fence including wind screen will wrap around Huntington to Sage . Additional fencing can be added if needed after construction begins. Fencing will go up to the OMPR however the north exit will remain accessible
- ii. **Construction Traffic -** No deliveries during drop off and pick up. Trucks will be turned away to wait offsite if they show up outside of the acceptable window.
Security will be on duty. Flag man will guide the trucks into proper areas.
Kids exit through Putnam. Crosswalk moved to accommodate easy access.
- iii. **Noise and Dust Monitoring**
Temporary partitions (these are solid walls) will be constructed to separate work on the addition from the interior of the existing building
Noise and dust will be monitored by a certified third-party firm. This will be monitored throughout the day. Library and OMPR will have AC installed this upcoming summer which will eliminate the need to open windows for ventilation.
HEPA filters will be installed and regularly changed on existing mechanical units.
- iv. Concerns regarding ventilation in the Gym
Eleven (11) (all) control valves were broken and have been recently repaired. There should be noticeable improvement in the air circulation in that space (Provide feedback on performance after Talent Show on 4/5.)

4. Arrival/Recess and Dismissal - Sharon Hill and Sharon DeLorenzo

Arrival

- Huntington entrances will be not be available for use due to construction zones. Sage and Putnam entrances will be the primary entrances during the 2019-20 school year including each summer.
- OMPR will be available for student drop-off with supervision; 4-minute window will be flexible (soft 2nd bell) for kids to get into the building w/out being late. Drop-off will be encouraged between 8:15-8:25 a.m. as will walking which will help traffic congestion during arrival.

- Huntington drop off is still an option as students can walk to Putnam and/or Sage. A recent count of Sage entrance students totalled 101 kids with an additional 25 students arriving after 8:35 a.m.
- Flow of traffic will determine the closing of doors (we won't close the door on students visibly on their way into the building.)
- Custodians will help with traffic on Sage / Putnam
- Additional aides (2) will be located on Putnam

Dismissal

- K (2:55) and 1st grade are currently planned to be dismissed from Sage
- 2nd grade is currently planned to be dismissed from Sage at 3:00
- Grades 3-5: currently planned to be dismissed through Putnam

AM and Lunch Recess

- K-2: will continue on small playground
- Grades that eat first will exit through Putnam and will cross street to field. A new cross-walk will be painted by contractors this coming summer
- Students scheduled to have recess before eating will re-enter the building using the OMPR
- Students exiting the building via the OMPR and Sage exits will use the crosswalk at Montrose, Huntington to access the field

Emergency Plans

- Building Evacuation maps will be updated over the summer
- Building Response Plan and Reunification plans will be edited
- Drills (evacuation, lockout, etc) will reflect the new plans
- Playground blacktop will be used to reunite classes, but will be closer together than currently
- ART, Orchestra & Band: door by dumpster will be available
- Trial & Error - plans can be tweaked as needed

5. Other Safety Concerns - Group Discussion

- Questions about 5th grade dismissal at 2:55. Concerns this could impact prep time/master schedule (prep time and support services during CCT blocks, instruction)
- How difficult is it to change a traffic pattern? Sage, past Putnam one way?
- Sgt. Rosa explained difficulties in this process and that congestion would just be moved to a different area.

- Scarsdale Police will improve signage to be clearer (never allowed to park within 30 feet of a stop sign) room for line of sight is necessary;
- There will be strict enforcement of traffic by Scarsdale Police.
- It was commonly agreed that parking further and walking are the best options to avoid traffic congestion.
- Parents suggested holding a meeting at the end of the year to communicate the expectations for arrival and dismissal procedures.
 - Include the SPD
- Plan ahead for arrival and dismissal;
- Encourage parents to leave quickly after dropping off or picking up children to make room for the next group of parents
- Designating use of one door per family (older sibling meets at younger sibling dismissal point) was a suggestion from the group.
- Orange vests for custodians and aides will help identify school personnel
- Recess and outdoor - supervision on both sides of the staging area and aides supervising students at specific spots so students can be seen.

6. Next Meeting Date

May 15th (Wed) at 10 am