

**Town of Andover**  
**Planning and Zoning Commission**  
Tuesday, August 20, 2019 at 6:15 P.M.  
Andover Elementary School  
Special Meeting Site Walk Minutes

1. Call to Order

Chair Bob Hamburger called the meeting to order at 6:15 P.M.

2. Roll Call / Seat Alternates

Regular Members Present: Chair Bob Hamburger, Scott Person, Jed Larson

Regular Members Absent: Leigh Ann Hutchinson

Alternate Members Present: Gerry Hardisty, Anne Peterson Crème

Alternate Members Absent: George Knox

Seating of Alternates: Anne Peterson Crème seated for Leigh Ann Hutchinson

AES Superintendent: Sally Doyen

AES Principal/Director of Curriculum: John Briody

Town Administrator: Eric Anderson

Board of Education Members Present: Gerry Crème, Steven Fuss

Board of Selectmen: Scott Person (also on P&ZC), Adrian Mandeville

Others Present: Amy Knox, Director of the C.O.O.L. After School Program and Summer Camp

Zoning Agent Absent: John Valente

Board Clerk Present: Amanda Gibson

3. Public Participation

None.

4. New Business

- a. Site Walk through the Andover Elementary School with the Board of Education members regarding the proposal to utilize unused space in the school as a senior/community center. To be held prior to the Board of Education Special Meeting, which will be held following the site walk on Tuesday, August 20 at 7:00 P.M.

Superintendent Sally Doyen led the Site Walk through the 3-4 wing of the school. She kept the forum open for questions regarding the space, proposed plans, thoughts, etc.

Conference Room:

- Currently used as a meeting space. The part time Special Ed Director also has a desk in the Conference Room. If the room was converted, another egress with a handicapped accessible ramp must be installed via this room.
- Jed Larson (P&ZC and IWWC): Inquired about the 'emergency exit only' option with the access door to the main entrance. Sally Doyen shared that concerned parents are adamantly opposed to this as they do not believe it is safe enough. They are requesting a hard separation between the two spaces.

Back Entrance to the Office:

- The door is always locked. If the facility is converted it would not be used and would be unnecessary.

Nurse's Office:

- It has had a variety of uses throughout the years. It also includes a kitchenette and bathroom. If converted, it would be used as a kitchenette and conference room space.

- The old nurse's office is located downstairs. The advantage of moving the nurse's office back downstairs is that the nurse would be very visible, closer to the playgrounds and cafeteria which are the areas with most student issues.

Adrian Mandeville (BOS): In addition to senior/community center space, the town is in need of town meeting space.

- Sally Doyen: Many questions regarding this situation can be answered by reading the Memorandum of Agreement (MOA) recently signed by the Board of Education and the Board of Selectmen. The MOA leaves the options open as it refers to the 3-4 wing as the 'Program Space'. The immediate issue that arose was that the seniors didn't have anywhere to go when their facility was condemned due to mold.
- Eric Anderson (Town Administrator): He has received a copy of the MOA but is waiting for Appendix A which includes the layout of actual conditions of who uses it and when.

Boy's & Girl's Restrooms:

- Both are handicapped accessible.

4 Classrooms:

- Sally Doyen explained what the classrooms are currently being used for such as occupational and physical therapy, and these programs would be relocated downstairs.

Entrance/Exit:

- It already has a ramp and it would remain the same. The second egress out of the existing Conference Room would most likely be identical to this.

Security Concerns:

- Sally Doyen: This project was initially conceived when AES recently had a very thorough school safety and security audit conducted by the Department of Homeland Security at the State of CT. They determined that the most vulnerable location was the front entrance and passageway. The recommendation made was to avoid having kids travel through this area during the day. This was the initial prompt in first starting to think about this and paired with the enrollment decline, the idea came to be.
- Adrian Mandeville (BOS): Inquired if condensing classes downstairs is a structural benefit as well.
- Sally Doyen: Yes, it helps to provide more access to other classes and grade levels with possibilities to combine classes, and does not take kids as long to travel through the school. If the school still had approximately 350 students and used the 3-4 wing, the school would have had to put in additional security in this area.
- Adrian Mandeville (BOS): Does Sally Doyen have any concerns about the idea?
- Sally Doyen: The security is the issue which parents are very concerned about and it needs to be addressed every step of the way. Security issues are on very high alert everywhere. The main entrance of the school is the most visible. When schools were originally built, the main entrances were constructed to be open and welcome.
- Adrian Mandeville: Questioned if people are worried that if a school shooting occurred, are parents concerned about bullets going through the entrance doors and 3-4 wing glass windows.
- Sally Doyen: Confirmed that yes, that is a major concern.

Bob Hamburger (P&ZC) inquired on how much the school has condensed:

- Sally Doyen: Right now, AES is utilizing 13 classrooms. Some of those classrooms are used as supplemental and special offerings, so there are extra classrooms downstairs.
- Principal John Briody confirmed there have been a lot of relocations this summer.
- Sally Doyen: Enrollment plays a major role, as AES is not projecting a major increase in students for several years. AES is adding a class this year that was previously used as a meeting room downstairs.
- Adrian Mandeville: Confirmed that AES would be losing 4 classrooms.

- Bob Hamburger (P&ZC): Any other space options considered for the town with the architecture firm?
- Sally Doyen: No, this wing makes the best sense.
- Bob Hamburger: Shared that information regarding the original Silver Petrucelli & Associates architectural proposal is available on the Town of Andover website with the March 16<sup>th</sup> Board of Education Meeting Minutes.
- Sally Doyen confirmed that it does not have air conditioning. And groups utilizing the space would have to consider that.

Board Clerk Amanda Gibson inquired if the space going to be used during school hours.

- Sally Doyen: The MOA written includes senior usage yet is referred to overall as 'Program Space'.
- Town Administrator Eric Anderson: The MOA states for senior usage only during the day and does not specify evening. Presumably it would be available for town meetings in the evening which is subject to approval by the BOE and BOS.

Adrian Mandeville (BOS): Suggested that the building could install an inexpensive air conditioning system.

- Sally Doyen: That would be a decision for the town to make. The goal for the BOE was to take the architectural proposal that started off at over \$450k and cut out unnecessary things. Approval of using the space is step one. BOE took the huge proposal with included many changes and whittled it down to approximately \$130k, which are the basics including security and access. Her goal was to make it as minimal as possible for people to think about. There is no point in discussing unnecessary options currently.

Scott Person recognized efforts made by Sally Doyen to help write the MOA.

Attendees thanked Superintendent Sally Doyen for her time with the MOA, Site Walk, etc.

The Site Walk continued through the rest of the school led by Principal John Briody to see in context how it fits into the larger footprint of the building. John Briody led the walk, leading everyone to the Board of Education Special Meeting beginning at 7:00 P.M.

## 5. Old Business

None.

## 6. Public Participation

None.

## 7. Adjournment

Jed Larson MOVED to adjourn the Special Meeting Site Walk.

Scott Person SECONDED

MOTION CARRIED 5:0:0

Chair Bob Hamburger adjourned the Special Meeting Site Walk at 6:59 P.M.

Meeting Minutes helpfully submitted by Board Clerk, Amanda Gibson.

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.