

**New Milford Board of Education  
 Facilities Sub-Committee Regular Meeting  
 May 1, 2007  
 Lillis Administration Bldg., Rm. 2**

<b>Present:</b>	<b>*Mr. Thomas McSherry, Committee Chair</b>
	<b>*Dr. Lawrence Stillman</b>
	<b>*Mr. Joseph Vita (6:50 p.m.)</b>
	<b>*Mr. Joseph Failla</b>
	<b>*Mr. David A. Lawson (6:40 p.m.)</b>
	<b>Mrs. Wendy Faulenbach, Board Chairperson</b>
	<b>Mr. Joseph Failla</b>

<b>Also Present:</b>	<b>Dr. JeanAnn C. Paddyfote, Superintendent</b>
	<b>Mr. Thomas Mulvihill, Asst. Superintendent</b>
	<b>Mr. Thomas Corbett, Director of Operations</b>
	<b>Mr. John Turk, Director of Fiscal Services</b>
	<b>Mr. John Calhoun, Director of Facilities</b>
	<b>Mr. David Elmore, Director of Technology</b>
	<b>Mr. Leo Ragoza, Facilities Manager</b>
	<b>Mr. Bill Knipple, Teacher and District Energy Rep</b>

<b>1.</b>	<b>The Facilities Sub-Committee was Called to Order by Mr. McSherry at 6:31 p.m.</b>	<b>Call to Order</b>
<b>2.</b>	<b>There was no public participation.</b>	<b>Public Comment</b>
<b>3A.</b>	<p><b>Sarah Noble Hot Water Heater Update</b>  <b>Mr. Calhoun gave an update on the hot water heater at SNIS.</b></p> <ul style="list-style-type: none"> <li>➤ <b>Mr. Calhoun is waiting to hear back from Fletcher Thompson, the architect for SNIS, who is doing research regarding a fire in the boiler room during installation.</b></li> <li>➤ <b>The manufacturer rep of the hot water heater recalls that there was an issue, which required someone from the manufacturer to come out to the site to look at the hot water heater. They are checking their records to see if the heater contractor advised O&amp;G, the general contractor, of any issue regarding the hot water heater.</b></li> <li>➤ <b>Mr. Calhoun is waiting for formal documents before the district can move</b></li> </ul>	<b>Discussion and Possible Action</b>

	<p><b>forward regarding the hot water heater.</b></p> <ul style="list-style-type: none"> <li>➤ <b>The hot water heater has been repaired.</b></li> <li>➤ <b>The equipment is fully functional.</b></li> <li>➤ <b>The repairs cost approximately \$3,900.</b></li> <li>➤ <b>The hot water heater is expected to have a normal life expectancy.</b></li> </ul>	
<p><b>3B.</b></p>	<p><b>Use of Buildings Fee Structure Proposal</b>  <b>Mr. Calhoun discussed the fee structure proposal</b></p> <ul style="list-style-type: none"> <li>➤ <b>Fees are reviewed annually.</b></li> <li>➤ <b>Costs incurred for custodial overtime and technician fees need to be covered, to avoid the district absorbing these charges for groups using the buildings.</b></li> <li>➤ <b>There have been requests for computer usage. Mr. Elmore would request that a computer technician be present when computers are being used in addition to a set of guidelines to be followed. Downloading of software would not be allowed. The technician charge would be incurred by the group renting the facility.</b></li> </ul> <p><b>Mr. Failla asked what groups would be interested in using the computers? Mr. Calhoun explained it would be privately sourced or funded educational groups. Mr. McSherry stated that strict guidelines should be required.</b></p> <p><b>Mr. Failla asked when was the last time the fees had been adjusted. Mr. Calhoun gave a brief overview of the changes in the fee structure over the past couple of years.</b></p> <p><b>Mrs. Faulenbach asked if the changes were mostly affecting utilities and custodial fees. Mr. Calhoun stated those were the major changes. Mr. Calhoun has contacted other districts to inquire about their fee structures.</b></p> <p><b>Mrs. Faulenbach asked if a flat fee was the better approach regarding utilities? Mr. Calhoun had</b></p>	

	<p><b>made inquiries to other districts and each district is doing something a little differently. A flat fee could be tailored so that it is not too much of a burden on the group renting a facility.</b></p> <p><b>Motion by Dr. Stillman: Move that the Facilities Sub-Committee bring the Use of Buildings Fee Structure Proposal to the full Board for approval.</b>  <b>Seconded by: Mr. Failla</b></p> <p><b>Aye: Mr. Lawson, Mr. Failla, Dr. Stillman, Mr. McSherry</b>  <b>Nay:</b>  <b>Abstain:</b></p> <p><b>Motion Passed – Unanimously</b></p>	<p><b>Motion made and passed that the Facilities Sub-Committee bring the Use of Buildings Fee Structure Proposal to the full Board for approval.</b></p>
<p><b>3C.</b></p>	<p><b>RFP for Security &amp; Vulnerability Assessment</b>  <b>Mr. Turk advised the Board that he and Mr. Ragoza had reviewed the RFPs. In addition, Officers Woods and DeLouis will be reviewing the RFPs.</b></p> <ul style="list-style-type: none"> <li>➤ <b>There was a range of prices in the RFPs that were received.</b></li> <li>➤ <b>One company is felt to be too large and, therefore, may not be able to spend the time that New Milford would like.</b></li> <li>➤ <b>Farmington High School has used the company with the lowest bid.</b></li> <li>➤ <b>The company Mr. Ragoza and Mr. Turk are looking at closely has met all the criteria and has respected qualifications.</b></li> <li>➤ <b>Based on a grid that Mr. Turk developed, 2-3 companies ignored some of the points that were required on the RFP. Some companies did not include references, which was part of the criteria that needed to be met.</b></li> </ul> <p><b>Mr. McSherry asked if the range in price was due to the services being offered. Mr. Turk stated that all companies were expected to</b></p>	

	perform the same services.	
3D.	<p><b>East Street – Sevigny Update</b>  <b>Mr. Turk gave a brief overview of the status of East Street.</b></p> <ul style="list-style-type: none"> <li>➤ <b>Dr. Paddyfote and Mr. Turk met with Ray Sevigny and his rep last week.</b></li> <li>➤ <b>Ray Sevigny provided a floor plan for the Richmond Center and a new facility.</b></li> <li>➤ <b>The next step is the costs involved with both of these scenarios.</b></li> <li>➤ <b>A location of a new facility was discussed with Ray Sevigny at this meeting.</b></li> <li>➤ <b>Dr. Paddyfote suggested that NES and SNIS be investigated for a place to locate a new facility.</b></li> <li>➤ <b>An additional access road to SNIS is a concern, however, this issue is being investigated.</b></li> <li>➤ <b>Another meeting with Ray Sevigny will take place in approximately three weeks.</b></li> <li>➤ <b>A move to the Richmond Center would incorporate using all three floors of the building.</b></li> <li>➤ <b>As per Ray Sevigny, it is believed, that a new facility would be the most cost effective.</b></li> <li>➤ <b>Renovating East Street or moving to the Richmond Center would be the most expensive.</b></li> </ul> <p><b>Mr. Lawson asked if the district has investigated looking into renting or leasing space. Mr. Turk advised that he had been in touch with Mr. Nolan, EDC Supervisor for the town, and he has advised Mr. Turk that the town did not have any such property available. CERC had done a report for the town showing available space. Mr. Turk said he would check with Mr. Nolan again.</b></p> <p><b>Mr. Failla asked what is the square footage of East Street. Dr. Paddyfote responded a little over 10,000 square feet. At this time, Dr.</b></p>	

	<p><b>Paddyfote, gave a brief overview of the background leading up to this point.</b></p> <p><b>Mr. Failla asked if there was any asbestos in the East Street facility. Mr. Calhoun stated there is some asbestos. Mr. Turk added that when you renovate, new codes have to be met.</b></p>	
<p><b>3E.</b></p>	<p><b>Update on Energy Education</b>  <b>Mr. Bill Knipple gave an overview of Energy Education. Part of the program deals with people.</b></p> <ul style="list-style-type: none"> <li>➤ <b>4-6 consultants from EEI meet with Mr. Knipple every month and some of those visits included Mr. Turk and Mr. Calhoun.</b></li> <li>➤ <b>The program involves using lighting only when necessary.</b></li> <li>➤ <b>Closing blinds when applicable i.e., at the end of the day.</b></li> <li>➤ <b>Passable lighting versus full lighting is recommended.</b></li> <li>➤ <b>Clean the larger areas that have more lighting first.</b></li> <li>➤ <b>Clean a room completely so that the lights can be shut off and no return to the room is necessary.</b></li> <li>➤ <b>Half the lighting in the hallway during after hours.</b></li> </ul> <p><b>EEI has acknowledged and complimented the custodial and maintenance staff on their efforts and willingness to conserve energy. EEI reps have met with Mr. Calhoun's staff. The staff has come up with a number of ideas on saving energy.</b></p> <ul style="list-style-type: none"> <li>➤ <b>Energy Education has sent a consultant to tour three buildings with key maintenance staff. Concrete ideas were suggested to gain control of boiler rooms and systems.</b></li> <li>➤ <b>Energy Education is coming back on May</b></li> </ul>	

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	<p>21<sup>st</sup> to spend a day with staff. They will start at SMS in an effort to gain better control of the pneumatic system there.</p> <p>Another part of the program deals with numbers.</p> <ul style="list-style-type: none"> <li>➤ The amount of BTUs and kilowatts that are used.</li> <li>➤ Oil versus gas comparison usages on degree-days.</li> </ul>	
4.	<p><b>Motion by Mr. Failla. Move that the Facilities Sub-Committee adjourn.</b>  <b>Seconded by: Mr. Lawson</b></p> <p><b>Aye: Mr. McSherry, Dr. Stillman, Mr. Vita, Mr. Failla, Mr. Lawson</b>  <b>Nay:</b>  <b>Abstain</b></p> <p><b>Motion Passed – Unanimously</b></p> <p><b>The Facilities Sub-Committee adjourned at 7:11 p.m.</b></p>	<b>Adjournment</b>

Respectfully submitted,

**Mr. Tom McSherry  
 Committee Chairman**