

**New Milford Board of Education  
 Facilities Sub-Committee Minutes  
 March 12, 2019  
 Lillis Administration Building—Room 2**

**Present:** Mr. Brian McCauley, Chairperson  
 Mrs. Angela C. Chastain  
 Mrs. Eileen P. Monaghan

**Absent:** Mr. Joseph Failla

**Also Present:** Dr. Stephen Tracy, Interim Superintendent  
 Mr. Kevin Munrett, Facilities Director  
 Ms. Alisha DiCorpo, Assistant Superintendent  
 Mr. Anthony Giovannone, Director of Operations and Fiscal Services  
 Ms. Ellamae Baldelli, Director of Human Resources

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 NEW MILFORD, CT

1.	<p><b>Call to Order</b></p> <p>The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. McCauley.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. SNIS roof top unit replacement</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said this replacement was in the capital plan for 2019-20 that was cut during budget deliberations. The unit provides air conditioning to the main office. It is 19 years old; life span is typically 15 years. The Board could look at repairing the unit by replacing the compressor at an estimated cost of \$5,400, based on the lowest bid, or replacing it, which is estimated at \$37,000 based on the U.S. Communities purchasing agreement.</li> <li>• Mrs. Chastain asked if there is any reimbursement available from the state. Mr. Munrett said the only rebate is in the full replacement option and it is minor, \$700. He said a new unit would have energy efficiency savings.</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. SNIS roof top unit replacement</b></p>

	<ul style="list-style-type: none"><li>• Mrs. Chastain asked what funding source would be considered. Mr. Munrett said perhaps the \$5,400 could come from year end savings if available. He suggested the replacement cost would need to come from capital reserve.</li><li>• Mrs. Chastain said she was in favor of full replacement due to the age of the unit.</li><li>• Mrs. Monaghan agreed, saying a repair would just kick the problem down the road.</li></ul> <p>Mrs. Monaghan moved to request that the Operations Sub-committee consider the SNIS roof top unit replacement for discussion and possible action.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p> <ul style="list-style-type: none"><li>• Dr. Tracy asked about timeline. Mr. Munrett said it would be a few weeks from unit order and a few days to install, but it would need to be done while students are not in session because the crane needs to be positioned in the bus drop off lane.</li></ul> <p><b>B. Lillis Oil tank</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett referenced the memo regarding the project that outlines the timeline and the unanticipated problems along the way, with a clay sewer line repair and ledge removal resulting in higher costs than anticipated.</li><li>• Dr. Tracy said Elliott Oshana of ETT Environmental, the project vendor, was in the audience if the committee would like to ask him questions. Dr. Tracy expressed his appreciation to ETT for carrying on with the project with just a verbal agreement. He said they have worked in good faith while encountering numerous complications. The project is nearly complete. The tank needs to be hooked into the building and the hole covered. Dr. Tracy said he is recommending a \$3,000 payment for Change Order #1 while they continue to review Change</li></ul>	<p><b>Motion made and passed unanimously to request that the Operations Sub-committee consider the SNIS roof top unit replacement for discussion and possible action.</b></p> <p><b>B. Lillis Oil tank</b></p>
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Lillis Administration Building—Room 2

<p>Order #2 for \$89,170.</p> <ul style="list-style-type: none"><li>• Mr. Munrett said the funding source for both change orders needs to be identified as well.</li><li>• Mr. Oshana said ETT Enviromental is certified by the tank manufacturer for install and he has been a State of Connecticut certified contractor for over 16 years with no complaints. He said expensive, time consuming complications are frequent, even in cases when an engineering study has been done beforehand.</li><li>• Mrs. Monaghan asked to clarify that Dr. Tracy is requesting payment for only Change Order #1 at this time. Dr. Tracy said that is correct. They want to continue to fully scrutinize Change Order #2, including through independent evaluation, before bringing it to the Town for sign off.</li><li>• Mrs. Chastain asked whether there could be additional expenses beyond these. Mr. Munrett said possibly as the hole is now larger than the “in kind” one we started with but they are talking about alternatives to mitigate that now.</li><li>• Dr. Tracy suggested another alternative of paying \$70,000 of the second change order now while continuing to work through the final vetting.</li><li>• Mrs. Chastain said in her experience construction projects always take longer and are more expensive than planned. She said this has been an arduous process but the vendor needs to get paid. She said the Board should pull the total amount from capital reserve if necessary. She said she is frustrated by the Town’s last minute complaints and non-involvement now. She recommended moving both change orders to Operations for consideration.</li></ul> <p>Mrs. Monaghan moved to request that the Operations Sub-committee consider the Lillis oil tank for discussion and possible action.</p> <p>Motion seconded by Mrs. Chastain.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to request that the Operations Sub-committee consider the Lillis oil tank for discussion and possible action.</b></p>
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<p><b>C.</b></p> <p><b>D.</b></p>	<p><b>Water main break at SNIS</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett thanked Tinker Excavating for their prompt response to the water main break at SNIS. He referenced the memo regarding the process and said payment is now needed.</li></ul> <p>Mrs. Chastain moved to request that the Operations Sub-committee consider the Water main break at SNIS for discussion and possible action.</p> <p>Motion seconded by Mrs. Monaghan.</p> <p>Motion passed unanimously.</p> <p><b>Roofs</b></p> <ul style="list-style-type: none"><li>• Mrs. Chastain asked what we are waiting on. Dr. Tracy said the Town and Mayor are discussing the creation of a Building Committee for these and other significant projects. The high school roof had been priced out, but then the Town wanted to do an additional bid for shingle over shingle. SNIS has not been fully bid.</li><li>• Mr. Munrett said SNIS would be a retrofit similar to what was done at SMS. Solar can be considered but would need to be planned for from the beginning.</li><li>• Steve Botelho of the Garland Company was in the audience. He said the SNIS project will take approximately a month to bid as current problems and the design are identified.</li><li>• Dr. Tracy said he would continue to remind the Mayor of the need.</li><li>• Mrs. Chastain asked when the next bonding window is. Mr. Munrett said April. He said the Town Finance Director had requested and been given information to meet that window. He said vendors are scheduling summer work now and there are only so many available.</li><li>• Mrs. Monaghan asked when the next bonding cycle is after April. Mr. Munrett said July.</li><li>• Mrs. Chastain asked why bidding for SNIS had</li></ul>	<p><b>C. Water main break at SNIS</b></p> <p><b>Motion made and passed unanimously to request that the Operations Sub-committee consider the Water main break at SNIS for discussion and possible action.</b></p> <p><b>D. Roofs</b></p>
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	<p>not yet taken place. Mr. Botelho said the Town had not committed to using the U.S. Communities process and he was unwilling to commit time and effort on his company's part without that assurance.</p> <ul style="list-style-type: none"> <li>• Mrs. Chastain said it sounds like a meeting with the Town is needed now and she would be calling the Mayor's office tomorrow. The projects need to get moving.</li> </ul>	
<p><b>4.</b></p>	<p><b>Items of Information</b></p> <p><b>A. Winter Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said there has been some plowing needed but they have been working to keep overtime to a minimum.</li> </ul> <p><b>B. Energy Savings Initiatives</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said they are looking to contact the Town's preferred energy vendor to see what is available in the area of energy cost savings.</li> </ul> <p><b>C. New Milford Diamond Club Donation</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said the Diamond Club is interested in making a donation estimated at \$12,000 towards work for the NMHS baseball and softball programs. They have confirmed that there are no Title IX concerns with the donation. It is on the Operations agenda tonight.</li> </ul> <p><b>D. Town Emergency Gas Tank at SNIS</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said the fire marshal was working on a grant before budget season for an emergency gas tank for backup use. He had contacted Mr. Munrett about placing the tank at SNIS. Since then, SNIS has been identified as a secondary site, so no action is needed at this time but it may come back to the committee down the road.</li> <li>• Mrs. Chastain said if that were to happen she</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Winter Update</b></p> <p><b>B. Energy Savings Initiatives</b></p> <p><b>C. New Milford Diamond Club Donation</b></p> <p><b>D. Town Emergency Gas Tank at SNIS</b></p>

	would like the fire marshal to come to the meeting with the proposal.	
5.	<b>Public Comment</b> <ul style="list-style-type: none"><li>• There was none.</li></ul>	<b>Public Comment</b>
6.	<b>Adjourn</b> Mrs. Monaghan moved to adjourn the meeting at 7:30 p.m., seconded by Mrs. Chastain and passed unanimously.	<b>Adjourn</b> <b>Motion made and passed unanimously to adjourn the meeting at 7:30 p.m.</b>

Respectfully submitted:



Brian McCauley, Chairperson  
Facilities Sub-Committee