

NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
50 East Street
New Milford, Connecticut 06776

FACILITIES SUB-COMMITTEE
MEETING NOTICE

DATE: September 12, 2017
TIME: 6:45 P.M.
PLACE: Lillis Administration Building—Room 2

RECEIVED
TOWN CLERK

2017 SEP -8 P 12:09

CT

NEW MILFORD CT

AGENDA

New Milford Public Schools Mission Statement

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family, and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

1. **Call to Order**
2. **Public Comment**

An individual may address the Board concerning any item on the agenda for the meeting subject to the following provisions:

- A. A three-minute time limit may be allocated to each speaker with a maximum of twenty minutes being set aside per meeting. The Board may, by a majority vote, cancel or adjust these time limits.
- B. If a member of the public comments about the performance of an employee or a Board member, whether positive, negative, or neutral, and whether named or not, the Board shall not respond to such comments unless the topic is an explicit item on the agenda and the employee or the Board member has been provided with the requisite notice and due process required by law. Similarly, in accordance with federal law pertaining to student confidentiality, the Board shall not respond to or otherwise discuss any comments that might be made pertaining to students.

3. **Discussion and Possible Action**
- A. Use of Facilities Fee Schedule

4. **Items of Information**
- A. Summer Update
- B. Lillis Building ADA Report
- C. Regulation 1325 Advertising and Promotion

5. **Public Comment**

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6. **Adjourn**

Sub-Committee Members: Brian McCauley, Chairperson
Angela C. Chastain
Robert Coppola
Bill Dahl

Alternates: Tammy McInerney
Dave Littlefield



New Milford Public Schools
Facilities Department
386 Danbury Road
New Milford, CT 06776
860) 354-6265
FAX (860) 210-2233

MEMORANDUM

To: Joshua Smith, Superintendent of Schools
From: Kevin Munrett, Facilities Director
Date: September 7, 2017
Re: Use of Facilities Fee Schedule

As we have discussed in recent weeks, there is a need to clarify and streamline the billing rate for overtime costs incurred as a result of turf field usage.

I am therefore recommending the following changes be made and the changes be reflected in the appropriate documents.

It is my recommendation that we switch to a flat overtime rate for any rental groups wishing to utilize the turf fields at New Milford High School. Previously, we were billing direct pass-through costs to each group. This created some conflicts, which in turn generated conversations as to how to improve our operation in the future. I believe the flat rate will help to alleviate some of the financial burden to our customers while also reducing confusion as experienced by the groups last spring. I am recommending any outside group who wishes to use the fields from 1-3 hours be charged \$50.00 per event. Any event 3 or more hours in length would pay \$100.00 per event. Switching to a flat rate model eliminates the need to delineate Saturday vs Sunday overtime as per union work rules.

Furthermore, I am recommending we revise the Fee Schedule to clarify the issue of the Turf Field Sound Booth and Booster Barn. Currently, we charge \$150.00 per event to use a "school computer, copier or audio/visual equipment."

I recommend we amend this wording to include "Turf Field Sound Booth at \$150.00 per use for Organization Types 4 and 5 and the Turf Booster Barn at \$150.00 per use for Organization Types 3-5. Usage of these amenities (Booster Barn and/or the Sound Booth) would also require a written authorization form, regardless of organization type, indicating an operational overview and outlining the liability should damage occur to the facilities. I am recommending a training session with a representative from each group wishing to use these amenities as a way to ensure the rental group is informed on how to operate the sound equipment and or cooking facilities within the respective areas.

**NEW MILFORD PUBLIC SCHOOLS
New Milford, Connecticut**

PRIORITY LIST FOR USE OF PUBLIC FACILITIES

1. ALL ACTIVITIES UNDER THE JURISDICTION OF THE BOARD OF EDUCATION:

Educational activities for public school children and school employees.

LOCAL TOWN GOVERNMENT AND CONTINUING EDUCATION:

This category includes: All official Town Meetings and regular meetings which are open to the general public such as Evening School, elections, Civil Defense Organizations, Red Cross and Emergency Preparedness Organizations.

PARENT-TEACHER AND OTHER SCHOOL ASSOCIATED GROUPS:

This category includes: PTO, Graduation Party Committee and other school associated groups.

2. RECREATION FOR CHILDREN:

(Non-Profit Organization) e.g. Girl & Boy Scouts Organizations, Parks & Recreation, Youth Agency, and other non-profit youth activities.

RECREATION FOR ADULTS:

(Non-Profit Organization) e.g. Adult recreational or cultural activities, Senior Citizen Organizations, etc.

3. OTHER NON-PROFIT GROUPS:

(Non-Profit Organization) e.g. Church Youth Groups, Service Organizations, Church meetings etc.

COMMERCIAL VENTURE:

This category includes commercial ventures of definite cultural value, for the specific benefit of the youth of New Milford.

4. POLITICAL PARTY MEETINGS:

To be used for conducting party business and not for rallies with the exception of caucuses.

PRIVATE PARTY MEETINGS:

Civic and Fraternal programs: e.g. Women's Club, Condo Associations, alumni groups, Masons, Elks, etc.

5. COMMERCIAL VENTURE:

This category includes commercial venture for organizational promotion.

Elementary and Intermediate Schools

Org. Type	Classroom	Cafetoreum	Library	Kitchen	Gym, MPR	Fields/Parking
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00
3	\$50.00	\$150.00	\$150.00	\$100.00	\$150.00	\$125.00
4	\$75.00	\$200.00	\$200.00	\$150.00	\$250.00	\$175.00
5	\$125.00	\$350.00	\$250.00	\$200.00	\$350.00	\$225.00

Middle and High Schools

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Arena	MPR	Theater	Turf Fields
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00*
3	\$50.00	\$150.00	\$150.00	\$150.00	\$150.00	\$250.00	\$150.00	\$600.00	\$5.00*
4	\$75.00	\$200.00	\$200.00	\$200.00	\$250.00	\$450.00	\$250.00	\$800.00	\$150.00/hour
5	\$125.00	\$350.00	\$250.00	\$300.00	\$350.00	\$750.00	\$350.00	\$1,200.00	\$150.00/hour

Utility Fees (per event)

Org. Type	Classroom	Cafeteria	Library	Kitchen	Gym	Theater	Turf Field Lights
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
3	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
4	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
5	\$6.00	\$16.00	\$6.00	\$9.00	\$16.00	\$26.00	\$15.51 (per hour) 2 hour minimum
A/C Charges Where Applicable	\$35.00	\$70.00	\$65.00	\$35.00	\$70.00	\$250.00	n/a

- Custodial & Maintenance overtime fees will be billed at \$34.00 per hour Monday-Saturday, \$44.00 per hour on Sundays.
- Turf Field Overtime flat rate will be \$50.00 for 1-3 hours of use and \$100.00 for 3+ hours per event
- A.V. or Computer Tech. fees will be billed at \$37.00 per hour Monday-Saturday, \$47.00 per hour on Sundays.
(Required for NMHS Theatre Sound Booth and any other on-site support)
- Cafeteria employees' services will be billed separately and in addition to any fees incurred by this permit.
- There will be a one time application fee of \$20.00 for groups in Org. Type 2 & 3.
- There will be a one time application fee of \$30.00 for groups in Org. Type 4 & 5.
- There will be a flat rate fee of \$175.00 per use for the school piano or sound system.
- There will be a flat rate fee of \$150.00 each per use for a school computer, copier, and/or audio/visual equipment.
Including: NMHS Theatre (all organization types), Turf Fields Sound Booths (organization types 4 & 5 only), and/or Turf Field Booster Barn (organization types 3, 4, and 5). Usage of these also requires pre-use authorization form.

* There will be a \$5.00 per person roster fee for use of turf fields as explained in the Field Use Manual for Org. Types 2&3.

NEW MILFORD PUBLIC SCHOOLS



Lillis Administration Building Facility Study

September 7, 2017

Kaeyer, Garment + Davidson Architects, PC

285 Main Street, Mount Kisco, New York 10549

914 666 5900 kgdarchitects.com

September 7, 2017

New Milford Public Schools
386 Danbury Road
New Milford, CT 06776

Attn: Kevin Munrett, Facilities Manager
RE: Facilities Assessment: Lillis Administrative Building



Greetings:

KG+D Architects is pleased to submit the enclosed Facility Assessment report for the Lillis Administration Building. The report highlights the improvements required to make the Lillis Administration Building accessible to all. In addition, we have outlined our recommendations for other infrastructure work required to maintain and ensure the long-term protection of the NMPS's asset.

Our team of consultants, including, OLA Consulting Engineers and Wastky Associates (roofing consultant) have performed a thorough visual inspections of the building. Their observations and recommendations are included within this report and are attached for your reference.

All of the recommendations are accompanied by associated complete project budgets and our recommendation for priority. We know capital planning is complex and can be limited by funds, program or other factors. We trust you find the enclosed report valuable and welcome the opportunity to help NMPS refine the priorities and create a plan for implementation.

Again, thank you for selecting KG+D Architects and, please, let us know if you have any comments or questions regarding the report.

Sincerely:

KG+D ARCHITECTS, PC

A handwritten signature in blue ink that reads 'Walter P. Hauser'.

Walter P. Hauser, AIA – Principal

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Executive Summary

Purpose

The primary purpose of this study is to determine accessibility upgrades, if necessary, to the Lillis Administration Building and site required to meet current accessible design standards. Since the building was constructed prior to the issuance of current building code and Americans with Disabilities Act (ADA) federal legislation, it is permitted to operate under 'grandfather' clause. The Building Code requires accessibility upgrades, per ADA standards, to be implemented at the time of any significant work; to include Alterations, Additions or Changes of Occupancy. However, New Milford Public Schools (NMPS) may wish to consider accessibility upgrades to better utilize the building and enhance service to the community.

In addition, KG+D Architects, along with our consultants OLA Consulting Engineers and Watsky Associates, performed a more comprehensive building condition survey to identify other infrastructure-related needs which may be helpful in making decisions regarding long-term capital planning. We performed visual inspection of all major building systems to include; site components, exterior walls, windows, doors, roofing, interior spaces, mechanical systems, electrical systems and plumbing systems.

Findings

The Lillis Administration Building is currently functioning as originally designed and permitted. Although the building is no longer used for instructional purposes, it houses administrative offices for the support of the schools and municipality. The primary occupancy is located on the Second and Third Floors. NMPS have identified a need for upgrades as the building does not currently have an elevator or accessible toilet facilities.

KG+D Architects, along with our consultants OLA Consulting Engineers and Watsky Associates, reviewed existing condition information, met with NMPS administration and staff, and performed a comprehensive field investigation on July 21, 2017. The following is a list of accessibility-related needs and general infrastructure needs:

Accessibility-Related Needs:

In short, the following upgrades are required to meet current accessibility / ADA design standards:

- Parking Stalls Improvements, including; count, striping, signage, and loading zones
- Provide an Exterior Accessible Route that is wheelchair accessible and out of the lane of traffic
- Provide an accessible main entrance (without exterior steps) with proper landing clearances
- Provide an Interior Accessible Route, to include an elevator and or lifts
- Provide ADA-compliant toilet rooms
- Provide ADA-compliant drinking fountains
- Upgrade door hardware to accessible type
- Upgrade handrails to ADA-compliant configuration
- Install ADA-compliant building signage; interior and exterior.
- Upgrade the fire alarm notification and initiation devices to be ADA-compliant

Major Infrastructure Needs:

In short, the following major infrastructure items have been identified for the continued maintenance and operation of the building:

- Roofing replacements
- Cupola restoration
- Asphalt Paving – parking lot, drives and sidewalks
- Exterior Masonry Restoration
- Exterior door replacements
- Roofing replacements
- Cupola restoration
- Replacement of Interior finishes
- Interior door and hardware replacements
- Install RPZ on municipal water service
- Boiler replacement
- HVAC upgrades
- Fire alarm system replacement

Recommendations

Accessibility Compliance

The 2016 Connecticut State Building Code sets forth very clear requirements for the application and scope of accessibility improvements in existing buildings. Specific types of work, including Alteration Level 2, Alteration Level 3, Change of Occupancy, and Additions trigger specific requirements for accessibility improvements. From a building code perspective, accessibility improvements are not required at this time. However, there are additional circumstances related to provisions of the Americans with Disabilities Act that may trigger the need for upgrades. KG+D Architects recommend you confer with legal counsel with reference to accessibility at the Lillis Administration Building for a full understanding of the legislative requirements.

Accessibility Upgrades

To make the Lillis Administrative Building ADA-compliant, an exterior and interior accessible route must be created that allows visitors with disabilities to access all program areas. In short this will include parking stalls, an accessible route to the building, signage, an accessible entrance, vertical transportation, accessible doors, and accessible toilet rooms. In addition, accessible work stations must be provided for disabled employees.

The exterior accessible route can be achieved with some relatively minor alteration of the parking, striping for the parking stall and loading zone, the addition of an accessible sidewalk to the building and ADA-compliant parking stall signage. Although the site has some grade change, accessible parking can be located along the entry drive or in the rear of the building with access to entrances on the front or rear of the building. These improvements are relatively inexpensive and technically simple to implement.

Improvements related to an accessible entrance and interior accessible route are more technically difficult and expensive. Exterior stairs are present at the West (front) and North (side) entrances of the building. A ramp would be required at either location for accessibility. The rear entry to the Gym / Cafeteria does not require a ramp, but poses some difficulty as an accessible entrance. The West and North entrances enter on intermediate landings and do not provide accessibility to any of the three primary levels. An elevator is required to create an interior accessible route to all major spaces and upgrades are required to the stair railing to make them ambulatory accessible.

In addition, the toilet facilities will require significant alteration to be ADA-compliant accessible facilities. Other improvements required include; signage, door hardware, drinking fountain replacement, and fire alarm upgrades.

Identified Infrastructure Work

In addition to the accessibility-related needs, KG+D Architects assembled a list of recommended general infrastructure needs for continued maintenance and protection of the building. For purposes of weighing needs and developing a capital plan, we have assigned priorities to the identified work as follows:

Priority 1: Life Safety

This category of work is required to safeguard the welfare of building occupants

Priority 2: Health and Safety Related

This category is required work or remediation for the building to meet acceptable minimum standards for construction, maintenance and operation. Work identified as Priority 2 is differentiated from Priority 1 in that the deficiency does not pose an obvious life safety risk.

Priority 3: Age Related

This category is improvements related to replacement or upgrade of aging building components, work required to meet new codes, or preventative maintenance to avoid identified work becoming a Priority 2

Priority 4: Desirable Upgrades

Desirable upgrades include work to improve operational efficiency, energy use, building performance, building finish, occupant use, and such. Priority 4 improvements may not be necessitated by work identified as Priority 1, 2, or 3, but could be implemented as part of the solution for necessary work.

There are no Priority 1 work items identified. The building is safe and in generally satisfactory condition.

A small number of Priority 2 work items have been identified. Most-notably, this category of work includes the recommendation for the installation of a RPZ (reduced pressure zone valve) for the protection of the municipal water service. We recommend the climbing wall in the Gymnasium be removed or at least inspected by a certified party to determine if all necessary safety components are in place. A fire-rated separation is required between the former stage area storage room and the Gymnasium. In addition, there are some minor repairs related to moisture in the boiler room, boiler rooms stairs, exterior walks, and damaged windows.

The majority of all work identified is Priority 3 and mostly age-related or accessibility-related. Work identified in this category includes; boiler replacement, interior finish upgrades and replacements, asphalt paving, roofing replacements, cupola repairs, and hazardous material abatement.

Priority 4 identified is limited to interior improvements related to ventilation, air conditioning, and lighting. These improvements will enhance the interior comfort and environment and or provide energy savings. There may be utility company rebates or incentives for the recommended lighting upgrades.

Implementation

Execution of the accessibility work can be implemented as a single phase or in multiple phases as funding allows. Priority should be given to general access to the building (parking and exterior route) as well as interior accessible route including the elevator. Once the building can be accessed, other interior accessible components can be added incrementally, such as toilet room renovations, signage and railing upgrades.

The general infrastructure work items should be planned by priority, weighed with building program needs which may change building usage.

Cost Estimates

A comprehensive list of work items and associated costs is included with this report. The costs presented are “all in” and include hard costs (bricks and mortar), softs costs (professional fees, insurance, etc.), contingency and escalation related to time. Costs presented are based on 2018 construction and should be escalated 4% per annum for construction occurring after 2018. The following is a summary of the costs by category:

Accessibility Upgrades

\$41,000	Exterior Accessible Route
\$297,000	Elevator
\$578,000	Toilet Room Renovations
\$149,000	Interior Accessible Route (not including elevator or toilets)
\$106,000	Fire Alarm Upgrades (full replacement)

Infrastructure Work

\$0	Priority 1 – Life Safety
\$208,000	Priority 2 – Health and Safety
\$2,028,000	Priority 3 – Age or Code Related
\$2,038,000	Priority 4 – Recommended Improvements

**ITEM OF INFORMATION
REGULATION FOR DISCUSSION**

1325(a)

Community Relations

Advertising and Promotion

The resources of the New Milford Public Schools may not be used to advertise or promote goods or services to students if the primary purpose of such activity is to create commercial benefit for a non-school entity.

The Superintendent or designee shall:

1. Cooperate through announcements and distribution of program material, with a town agency or recognized non-profit organizations that benefit students and their families when such cooperation will not interfere, restrict or impair the educational program of the schools.
2. The Superintendent may announce or authorize to be announced, any lecture, play, film, or other community activity with educational value and consistent with the curriculum.

The appropriate Principal or designee shall:

1. Permit participation, which participation shall be at the option of the individual schools, in essay, art, science and similar contests sponsored by outside interests when such activities parallel the curriculum and contribute to the educational program.
2. Accept limited advertising on extra-curricular activity schedules and programs at the discretion of the Principal of the school involved.
3. Allow advertising for services in connection with class pictures, class rings and similar student activities approved by the appropriate administrator.

The Board recognizes that it is consistent with the intent of this regulation to allow the recognition of non-school entities in the following limited circumstances.

1. The Board may accept donations of goods or services which incorporate a recognition of the donating organization. The donating organization will obtain approval of the Superintendent with respect to the nature of the recognition prior to initiating the donation.
2. At extra-curricular or athletic events, the Superintendent may allow the use of vendor provided signage or paraphernalia directly related to the provisioning of goods and services, appropriate sponsor-provided signage or paraphernalia, or the inclusion of appropriate advertisements in programs related to the event.

Community Relations

Advertising and Promotion

3. The Board allows recognized PTO organizations to advertise and promote the activities sponsored by the PTO organizations. Any such communication shall clearly indicate that the activity is sponsored by the PTO.
4. Hours of operations and items to be sold in school stores are subject to approval of the Principal.

Legal Reference: Connecticut General Statutes

7-194 Powers.

10-9 Bequests for educational purposes.

10-21a Accredited courses offered by employers.

10-21b Programs offered jointly by boards of education and business firms; neighborhood assistance.

Title IX of the Educational Amendments of 1972.