

**NEW MILFORD BOARD OF EDUCATION**

**New Milford Public Schools  
50 East Street  
New Milford, Connecticut 06776**

**FACILITIES SUB-COMMITTEE  
MEETING NOTICE**

GEORGE C. BUCKBEE  
TOWN CLERK

2009 OCT -2 P 2:22

NEW MILFORD, CT

<b>DATE:</b>	<b>October 6, 2009</b>
<b>TIME:</b>	<b>6:30 P.M.</b>
<b>PLACE:</b>	<b>Lillis Administration Building—Room 2</b>

**AGENDA**

- 1. Call to Order**
- 2. Public Comment**  
The Board welcomes Public Participation and asks that speakers please limit their comments to 3 minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.
- 3. Discussion and Possible Action**
  - A. On-Site Civil Rights Compliance Review of New Milford High School Facility**
  - B. Security Grant Wrap-up**
  - C. Recycling Task Force Meeting Summary**
- 4. Adjourn**

**Sub-Committee Members: Mr. Thomas McSherry, Chairman  
Mrs. Wendy Faulenbach  
Mrs. Elizabeth Finney  
Mrs. Julie Turk**

**Alternates: Mrs. Alexandra Thomas  
Mr. David A. Lawson**

**New Milford Board of Education  
 Facilities Sub-Committee  
 October 6, 2009  
 Lillis Administration Building, Room 2**

GEORGE C. BUCKBEE  
 TOWN CLERK

2009 OCT -8 P 4: 19

NEW MILFORD, CT

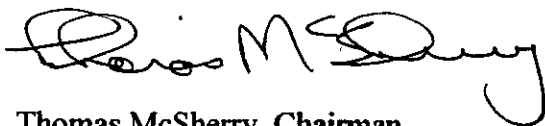
Present:	Mr. Thomas McSherry, Chairman
	Mrs. Wendy Faulenbach
	Mrs. Elizabeth Finney
	Mrs. Julie Turk

Also Present:	Dr. JeanAnn C. Paddyfote, Superintendent of Schools
	Mr. John Calhoun, Facilities Manager
	Mr. Leo Rogoza, Assistant Facilities Manager

1.	The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:30 p.m. by Mr. McSherry.	Call to Order
2.	No Public Comment	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
3.A.	<p>On-Site Civil Rights Compliance Review of New Milford High School Facility.</p> <ul style="list-style-type: none"> <li>New Milford has been chosen for a two-phase audit of civil rights compliance. in this Mr. Calhoun, Mrs. Richard, and Mr. Shugrue attended a workshop on September 17 sponsored by the CT State Department of Education.</li> <li>An on-site audit will be conducted in April 2010. Prior to the visit Mr. Calhoun and members of his department will perform a self evaluation and review of guidelines for compliance. Each classroom must comply with ADA requirements.</li> </ul>	<p>On-site Civil Rights Compliance Review of New Milford High School.</p>
3.B.	<p>Security Grant Wrap-up</p> <ul style="list-style-type: none"> <li>Mr. Calhoun presented the financial wrap-up for the security grant; the deadline was met for September 30 with savings of just over \$33,000.</li> <li>A representative of Homeland Security informed Mr. Calhoun that New Milford can use the overage for other security projects, i.e. cameras, doors, etc. which have been completed. The overage will be a part of the 2009 end-of-year balance that could go back to the Capital Reserve account.</li> </ul>	Security Grant Wrap-up

	<ul style="list-style-type: none"> <li>• Dr. Paddyfote explained that some of the money to fund the security projects had come from the Capital Reserve account; therefore, this balance would replenish the reserve.</li> </ul>	
3.C.	<p><b>Recycling Task Force Meeting Summary</b></p> <ul style="list-style-type: none"> <li>• Mr. McSherry is the Board's representative to this regional task force established by HRRA; the goal is to encourage recycling, not only in the school, but town-wide. A five page checklist was in the Facilities' packet distributed to Board members. Mr. McSherry asked for comments and/or ideas. He suggested recycling bins be placed at sports fields and coaches should encourage recycling.</li> <li>• Mrs. Faulenbach asked for feedback to this subcommittee on the district's progress with recycling.</li> </ul>	<p><b>Recycling Task Force Meeting Summary</b></p>
4.	<p><b>Adjourn</b></p> <p>Mrs. Faulenbach moved to adjourn the meeting at 6:50 p.m. Motion seconded by Mrs. Finney and passed unanimously.</p>	<p><b>Adjourn</b></p> <p>Motion made and passed unanimously to adjourn the meeting at 6:50 p.m.</p>

Respectfully submitted,



**Thomas McSherry, Chairman  
 Facilities Sub-Committee**



**STATE OF CONNECTICUT**  
DEPARTMENT OF EDUCATION



September 11, 2009

Dr. Jeanann Paddyfote  
Superintendent of Schools  
New Milford Public Schools  
50 East Street  
New Milford, CT 06470-2151

Dear Dr. Paddyfote:

The Civil Rights Compliance Review consists of two types of visits. The first type is the facility review visit. The second type is the on-site review. The purpose of this letter is to notify the district of the date and time of the facility review visit. This facility review visit is being conducted pursuant to Section 504 and its implementing regulations found at 34 C.F.R. Part 104, and Title II and its implementing regulations found at 28 C.F.R. Part 35. Section 504 prohibits discrimination on the basis of disability in any program or activity that receives federal financial assistance from the United States Department of Education. Title II prohibits discrimination on the basis of disability by public entities. As a subrecipient of federal financial assistance, New Milford Public Schools is subject to the requirements of Section 504 and Title II.

A facility review workshop will be held on September 17, 2009, from 9:00 a.m. to 12:00 p.m., State Department of Education, 165 Capitol Avenue, Room 307A, Hartford, CT (directions are enclosed). This meeting will provide in-depth information about the facility review process and will provide all the necessary information to help facilitate the process, including how to prepare for the review. Given the technical nature of the facility review, it is imperative that you or your representative, the ADA/504 Coordinator and the persons who will be responsible for preparing the documentation for the review and responding to the facility compliance issues for your district attend this workshop. Historically, the absence of these individuals required additional time to discuss the need for the process and/or the reason for the citations identified during the facility review.

The facility review visit at New Milford High School is scheduled for April 21, 2010, from 8:00 a.m. to 4:00 p.m. Dr. Adrian R. Wood, Education Consultant, Bureau of Accountability and Improvement, and an Architectural Design Reviewer, Bureau of School Facilities, will conduct the facility review visit at New Milford High School.

If you have any questions regarding the requested information, please contact Dr. Adrian Wood at (860) 713-6795 or via e-mail at [adrian.wood@ct.gov](mailto:adrian.wood@ct.gov).

Sincerely,

Deborah Richards, Chief  
Bureau of Accountability and Improvement

DR:awd  
Enclosure  
**RECEIVED**  
SEP 11 2009  
NEW MILFORD SCHOOLS  
SUPERINTENDENTS OFFICE



<b>SECURITY GRANT PLUS ADD-ONS</b>						
<b>Schaghticoke Middle</b>	<b>Grant</b>	<b>Grant</b>	<b>Grant</b>	<b>Grant</b>	<b>District</b>	<b>District</b>
	<b>QTY</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>QTY</b>	<b>Add-on</b>
<b>MISC. ITEMS</b>						
SINGLE DOORS	1	\$1,200.00	\$1,190.00	\$10.00	0	
DOUBLE DOORS	3	\$8,400.00	\$8,700.00	(\$300.00)	8	11,000.00
ACCESS CONTROL	3	\$10,800.00	\$8,135.00	\$2,665.00	0	
GATES	2	\$4,800.00	\$4,440.00	\$360.00	0	
SPEED BUMPS	1	\$2,000.00	\$991.33	\$1,008.67	0	
INSTALL COST	1	\$6,000.00	\$5,992.34	\$7.66	0	
<b>CAMERAS/DVRS</b>						
POWER SUPPLY	2	\$1,000.00	\$509.54	\$490.46		
DVRS	1	\$4,500.00	\$4,473.08	\$26.92		
INTERNAL	2	\$5,600.00	\$2,224.80	\$3,375.20	10 b	2,477.84
EXTERNAL	3	\$5,700.00	\$3,371.82	\$2,328.18	1	469.18
<b>School Sub-Total</b>		<b>\$50,000.00</b>	<b>\$40,027.91</b>	<b>\$9,972.09</b>		<b>\$13,947.02</b>
<b>b = 2 cameras included as part of security quote (6-30-2009)</b>						
<b>Sarah Noble Intermediate</b>						
	<b>Grant</b>	<b>Grant</b>	<b>Grant</b>	<b>Grant</b>	<b>District</b>	<b>District</b>
	<b>QTY</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>QTY</b>	<b>Add-on</b>
<b>MISC. ITEMS</b>						
ACCESS CONTROL	3	\$10,800.00	\$8,260.00	\$2,540.00		
GATES	1	\$2,400.00	\$2,220.00	\$180.00		
SPEED BUMPS	1	\$2,000.00	\$991.33	\$1,008.67		
INSTALL COST	1	\$2,500.00	\$2,481.83	\$18.17		
<b>CAMERAS/DVRS</b>						
POWER SUPPLY	2	\$1,000.00	\$509.54	\$490.46		
DVRS	1	\$4,500.00	\$4,473.08	\$26.92		
INTERNAL	4	\$11,200.00	\$2,985.61	\$8,214.39		
EXTERNAL	2	\$3,800.00	\$2,038.96	\$1,761.04		
<b>School Sub-Total</b>		<b>\$38,200.00</b>	<b>\$23,960.35</b>	<b>\$14,239.65</b>		<b>\$0.00</b>
<b>New Milford High</b>						
	<b>Grant</b>	<b>Grant</b>	<b>Grant</b>	<b>Grant</b>	<b>District</b>	<b>District</b>
	<b>QTY</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>QTY</b>	<b>Add-on</b>
<b>MISC. ITEMS</b>						
SPEED BUMPS	1	\$2,000.00	\$991.33	\$1,008.67	0	0
INSTALL COST	1	\$2,500.00	\$2,132.38	\$367.62	a	800.00
<b>School Sub-Total</b>		<b>\$4,500.00</b>	<b>\$3,123.71</b>	<b>\$1,376.29</b>		<b>\$800.00</b>
<b>a = Camera Pole Installation costs</b>						
<b>GRAND TOTAL</b>		<b>\$162,200.00</b>	<b>\$128,552.98</b>	<b>\$33,647.02</b>		<b>\$33,647.02</b>



**NEW MILFORD PUBLIC SCHOOLS**  
**FACILITIES DEPARTMENT**

**Memorandum**

TO: Facilities' Committee Members  
FROM: John Calhoun  
DATE: October 2, 2009  
RE: Regional Recycling Task Force Document.

On Thursday, October 1, 2009, Mr. Thomas McSherry attended the *Regional Recycling Task Force* meeting at the Brookfield Town Hall. He has provided me with the meeting documents for my review. One particular item of note on the agenda was to set measurable 2009-2010 municipal and school system recycling goals. The attached form, *Municipal Recycling, Waste Reduction and Reuse, Self-Evaluation Checklist*, is the working document that was discussed at the meeting. Our goal is to provide our staff and students with a recycling program that is sustainable and all-encompassing.



H·R·R·A  
www.hrra.org

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☎ 203.740.9167  
✉ info@hrra.org

## **Municipal Recycling, Waste Reduction and Reuse Self-Evaluation Checklist**

### **All Town Buildings, including Schools and Libraries**

- Recycling baskets for office paper available at every desk.
- Recycling bin for office paper next to every copy machine.
- Recycling bin for waste paper in every mail room.
- Recycling bin for co-mingled plastic, glass & metal food and beverage containers, and newspapers in every employee and/or student lunch room or break room.
- Recycling bin for newspapers on every floor and in libraries.
- Recycling bin for magazines & catalogs on every floor and in libraries.
- Recycling/reuse containers for Tyvek envelopes on every floor.
- Recycling bin for printer & toner cartridges on every floor.
- Recycling containers for used electronics in every building.
- Recycling containers for rechargeable batteries and cell phones in every building.
- Re-use area for office supplies (3 ring binders, manilla folders, etc.) in every building.
- Program to recycle outdated phone books once a year when new directories are distributed.
- Program to recycle paper generated after file cleanup days.
- Provide for corrugated cardboard to be flattened and placed next to other recycling bins on every floor.



### **Human Resources, Employees , Including School Employees**

\_\_\_\_\_ Municipality has an official written recycling policy in place that is communicated to all employees.

\_\_\_\_\_ New hires receive a copy of and training on the recycling policy/program and recycling is written into the job descriptions of relevant municipal positions (i.e. custodial, facilities management, etc.)

\_\_\_\_\_ Chief elected official and/or Superintendent communicates regularly with employees on the importance of recycling.

\_\_\_\_\_ Employees are trained in what to recycle, how and where.

\_\_\_\_\_ Custodial employees are trained to keep recyclables separate from MSW and where to deposit recyclables for collection.

\_\_\_\_\_ Department heads are trained on what to recycle, how and where.

\_\_\_\_\_ Employees are evaluated annually on their compliance with the recycling policy.

### **Parks and Recreation/Buildings and Grounds/Public Works/ Public Facilities Management**

\_\_\_\_\_ Grass clippings from municipal properties are left on the ground to compost in place.

\_\_\_\_\_ Yard waste from municipal properties is composted.

\_\_\_\_\_ Recycling bins for plastic, glass & metal food and beverage containers are provided at all indoor and outdoor public venues, e.g. parks, ball fields, gymnasiums, beaches, etc.

\_\_\_\_\_ Waste oil from municipal vehicles (including police cars & fire trucks) and small equipment is recycled.

\_\_\_\_\_ Street sweepings are recycled. How? See DEP guidance at [www.ct.gov/dep/lib/dep/waste\\_management\\_and\\_disposal/solid\\_waste/street\\_sweepings.pdf](http://www.ct.gov/dep/lib/dep/waste_management_and_disposal/solid_waste/street_sweepings.pdf)

\_\_\_\_\_ Recycled material is used in road base and other projects requiring fill when possible.

\_\_\_\_\_ Some municipal buildings are heated with waste oil using approved waste oil heating equipment.

\_\_\_\_\_ Tires from municipal vehicles are sent out for reuse or recycling.

\_\_\_\_\_ Scrap metal from municipal projects is recycled.

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## **Purchasing**

- \_\_\_\_\_ Municipality contracts with a hauler to collect recyclables from all town properties and/or town employees deliver all recyclables to the local recycling center or IPC.
- \_\_\_\_\_ School system contracts with a hauler to collect recyclables from all school properties and/or school employees deliver all recyclables to the local recycling center or IPC.
- \_\_\_\_\_ All recycling collection contracts for service to municipal/school buildings and facilities require recyclables to be delivered to the HRRRA system. (This has been a contractual requirement between HRRRA and each member municipality since 1991.)
- \_\_\_\_\_ Municipality has and uses an environmentally preferable purchasing (EPP) policy and is aware of and takes advantage of state EPP contracts open to purchase by municipalities and other political subdivisions.
- \_\_\_\_\_ Municipality uses only recycled paper with 30% post-consumer content or greater.
- \_\_\_\_\_ Municipality does not purchase note pads or telephone message pads but requires employees to make their own from used paper.
- \_\_\_\_\_ Purchasing department employees trained in EPP.

## **Regulations**

- \_\_\_\_\_ Municipality enforces its local recycling ordinance to assure that all generators within the borders of the municipality, including residents, businesses, institutions, government offices, etc. comply with recycling requirements.
- \_\_\_\_\_ New and renovated municipal building construction required to meet LEED or BEE or equivalent green building standards.
- \_\_\_\_\_ Planning & zoning regulations require adequate space for recycling containers and collection along with MSW in all new projects built in the municipality, e.g. multi-family housing, shopping centers, office buildings, schools, etc.
- \_\_\_\_\_ Demolition and building regulations require contractors to recycle C&D waste and require a waste management plan which emphasizes source separation and source reduction and recycling for all construction and demolition projects beyond a certain size.

## **Public Information and Education**

- \_\_\_\_\_ Municipality communicates with residents and businesses at least once per year on requirements of local recycling program through newsletter, mailings, cable TV, newspaper column, inserts in tax bills, etc.
  - \_\_\_\_\_ Municipality advertises the who, what, where and how of recycling in local newspaper.
  - \_\_\_\_\_ Municipality has an active recycling coordinator and/or committee who assists with
-

public information

- \_\_\_\_\_ New residents receive information on the local recycling program when they move in.
- \_\_\_\_\_ Municipality prominently features local recycling program on its website.
- \_\_\_\_\_ Municipal website recycling information links to HRRA.
- \_\_\_\_\_ Municipality sponsors annual or ongoing collection program for some recyclables such as tires, electronics, leaves, yard waste, etc.
- \_\_\_\_\_ Community events such as annual parades, festivals, etc. are planned as "green" or zero-waste events.

**Local Recycling Center**

- \_\_\_\_\_ Municipality provides curbside recycling collection paid for through tax base.
- \_\_\_\_\_ Municipality provides local recycling center for items not collected at curbside and for residents who don't use a hauler who collects recyclables.
- \_\_\_\_\_ Municipal local recycling center is open to small businesses as well as residents.
- \_\_\_\_\_ Local recycling center does not charge residents or small businesses for drop-off of mandated recyclables.
- \_\_\_\_\_ Local recycling center fees are based on pay-as-you-throw (PAYT), i.e. those residents and businesses who drop off greater amounts of MSW pay more than those who drop off lesser amounts of MSW.

\_\_\_\_\_ Local recycling center accepts for recycling:

- |  |                              |
|--|------------------------------|
| _____ Co-mingled plastic, glass & metal food and beverage containers | _____ Separated C&D          |
| _____ Newspaper  | _____ Waste oil              |
| _____ Magazines & catalogs   | _____ Waste anti-freeze      |
| _____ Corrugated cardboard   | _____ Oil-base paint & stain |
| _____ Office paper   | _____ Used clothing          |
| _____ Phone books  | _____ #3-#7 plastics         |
| _____ Books  | _____ Boxboard               |
| _____ Junk mail  | _____ Tires                  |
| _____ Leaves   | _____ Lead acid batteries    |
| _____ Brush  | _____ Electronics            |
| _____ Propane tanks  | _____ Used sneakers          |
| _____ NiCd batteries   | _____ Swap items             |
| _____ Videotapes   | _____ Other – please list    |
| _____ Food waste   |                              |

**Miscellaneous**

- \_\_\_\_\_ School cafeterias compost food waste
- \_\_\_\_\_ School cafeterias do not use disposable dishes & utensils or use recyclable serveware
- \_\_\_\_\_ Municipality does not provide disposable coffee cups
- \_\_\_\_\_ Municipality tracks and records tonnage of all recycled items for annual DEP report.
- \_\_\_\_\_ Municipality tracks final destination of all recyclables collected through municipal contracts.
- \_\_\_\_\_ Municipality provides warning stickers/tags to haulers for use with customers who don't recycle.
- \_\_\_\_\_ Municipality has enforcement personnel who have been given authority to issue fines similar to animal control officers for residents and businesses who don't recycle.
- \_\_\_\_\_ Municipality requires all haulers who collect recyclables within its borders to register with the municipality annually.
- \_\_\_\_\_ Municipality requires all haulers registered with the community to report to the town or to HRRRA where they haul MSW and recyclables.
- \_\_\_\_\_ Municipality is a member of the EPA WasteWise program.

Please list any other actions the municipality takes to promote recycling, reduction and re-use of what would otherwise become municipal solid waste:

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What are the top five actions that this municipality will take during the next year to promote recycling, waste reduction and reuse that you are not doing now:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_