

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

**FACILITIES SUB-COMMITTEE**  
**MEETING NOTICE**

**DATE:**       **October 8, 2019**  
**TIME:**       **6:45 P.M.**  
**PLACE:**      **Lillis Administration Building—Room 2**

RECEIVED  
TOWN CLERK  
2019 OCT -4 P 12:57  
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. Turf Field Follow up

**4. Items of Information**

- A. SNIS RTU for Cafeteria
- B. Celtic Energy Follow up
- C. Budget Drivers - Facilities
- D. Updated Capital 5 Year Plan - Facilities

**5. 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.

**6. Adjourn**

**Sub-Committee Members: Brian McCauley, Chairperson**  
**Angela C. Chastain**  
**Joseph Failla**  
**Eileen P. Monaghan**

**Alternates: Tammy McInerney**  
**J.T. Schemm**

**Turf Field Rental Fee Comparisons**

<b>School</b>	<b>Field Rental Fee for School and In Town Youth Groups</b>	<b>Other Fees</b>	<b>Field Rental Fee Non-Profit Organizations</b>	<b>Other Fees</b>	<b>Field Rental Fee For Profit Organizations</b>	<b>Other Fees</b>
Brookfield	No Charge for School or in Town Youth Groups	None	\$100/hr	If needed: \$150 clean up fee	\$100/hr	If needed: \$150 clean up fee
Danbury	No Charge for School or in Town Youth Groups	If needed: Lights - \$35/hr DHS Staff - \$40/hr Custodian - \$52/hr	\$100/hr	If needed: Lights - \$35/hr Maintenance - \$65/hr Custodian - \$52/hr	\$250/hr	If needed: Lights - \$35/hr Maintenance - \$65/hr Custodian - \$52/hr
New Fairfield	No Charge for School Groups. Youth Groups - \$40 per participant (one time fee per season)	If needed for youth groups: Lights – \$25/hr Custodian – Mon-Sat \$35.85/hr, Sun \$47.46/hr	\$150/hr 1 <sup>st</sup> day \$100/hr additional days	If needed: Lights - \$25/hr Maintenance - \$50/hr Saturdays (min 3 hrs) \$70/hr Sundays (min 3 hrs)	\$200/hr 1 <sup>st</sup> day \$150/hr additional days	If needed: Lights - \$25/hr Maintenance - \$50/hr Saturdays (min 3 hrs) \$70/hr Sundays (min 3 hrs)
Weston	\$10 per person per season	If needed: Lights - \$17.05/hr	No outside groups allowed to use the field	N/A	No outside groups allowed to use the field	N/A
New Milford	No charge for School Groups. Youth Groups - \$5 per participant (one time fee per season)	If needed: Lights - \$15.51/hr Maintenance - \$34/hr Sound Booth - \$25	\$150/hr	If needed: Lights - \$15.51/hr Maintenance - \$34/hr Sound Booth - \$25	\$150/hr	If needed: Lights - \$15.51/hr Maintenance - \$34/hr Sound Booth - \$25

**USE OF FACILITIES FEE SCHEDULE**  
**(Effective February 7, 2017)**

**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.
- A.V. or Computer Tech. fees will be billed at \$37.00 per hour Monday-Saturday, \$47.00 per hour on Sundays.
- 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 per use for a school computer, copier or for any audio visual equipment.

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

**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.



Office of Fiscal Services & Operations  
50 East Street  
New Milford, Connecticut 06776

**4C**  
**Facilities Sub-Committee**  
**October 2019**

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**TO: Kerry Parker, Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: October 4, 2019**  
**RE: Budget Drivers - Facilities**

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The **Facilities** budget driver topic will remain on this sub-committee agenda starting in the month of October 2019 and continuing through December 2019. The purpose is to identify and outline potential projects that the Board of Education is likely to see as part of the 2020-2021 budget development process. This list is not complete, is subject to change and is an effort to get the conversation started on these important items.

- SNIS Elevator Retrofit – this was brought to our attention in June of 2019 by the Kone Elevator Company. This project needs to be done by August of 2020. The scope of this project includes removal of the existing hydraulic bottom cylinder and installing a new double bottom cylinder to meet the updated code requirements. Using the US Communities contract pricing for this service will cost approximately \$49,000.
- District Wide RTU's – the RTU that services the cafeteria and kitchen at SNIS failed in mid-September 2019. This will be the 4<sup>th</sup> unit that has required replacement at SNIS in recent years. Repair of the unit is estimated to be \$18,000 and replacement of the unit is estimated to be \$66,000. The 3<sup>rd</sup> unit previously replaced at SNIS last year serviced the main office and was a smaller unit that cost us \$37,000 to replace. The unit that now needs replacing is larger as it services both the cafeteria and the kitchen. This unit will likely need replacement sooner, in 2019-2020, before the warmer temperatures arrive in the spring of 2020. We are mentioning it now even if the project is undertaken in 2019-2020 as there is a financial impact going into 2020-2021 and beyond. This is because there are 9 more roof mounted units that are all approximately 19 years old on the SNIS roof alone. Replacement of RTU's district wide will need to be phased in and prioritized among all the other projects on the 5 Year Capital Plan in the amount of \$100,000 per year (estimated).



Office of Fiscal Services & Operations  
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**4C**  
**Facilities Sub-Committee**  
**October 2019**

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- Building Controls – In fiscal year 2018-2019 we used end of year funds to upgrade hardware and software associated with security cameras due to the Windows 7 conversion. At that time we also identified software and panel upgrades necessary for our building controls that run on a proprietary system. We did not fund this at that time but need to plan for them going forward. The funds needed for the first phase of this project total approximately \$52,000 and needs to be addressed in the 2020-2021 Budget or at the latest, the 2021-2022 Budget as the core system with Siemens will no longer be supported after January 2022. There is another \$185,000 in upgrades that will need to be purchased beyond this initial investment to keep us current with the new Siemens core system. This additional amount will need to be phased in and prioritized among all the other projects on the 5 Year Capital Plan.
- Access Controls – this was brought to our attention in early September 2019 by our vendor TEC Control Systems Inc., as requiring attention as soon as possible. The scope of this project includes replacing card access hardware and software as well as a new server for the district. The Town is also looking at implementing a card access system and employee badges for their buildings. A joint meeting was held in late September that included the I.T. Director for the Town to discuss a system that will work for both entities and also interface smoothly with our new security camera system. Project would need to be bid and price will be determined by scope of the project that is not yet finalized.

*Sincerely,*  
*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*



UPDATED CAPITAL 5 YEAR PLAN - FACILITIES  
DRAFT AS OF 10/4/19

AGENDA ITEM 4D  
OCTOBER 2019 MEETING

CAPITAL 5 YEAR PLAN - FACILITIES

DEPARTMENT	ORG	OBJ	LOCATION	DESCRIPTION	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL
FACILITIES	BZZ26846	57300	DW	ALARM PANEL UPGRADE'S		\$50,000		\$50,000		\$100,000
FACILITIES	BZZ26846	57300	DW	SECURITY ENHANCEMENTS & ACCESS CONTROLS	TBD	\$27,550	\$30,000	\$30,000	\$12,000	\$99,550
FACILITIES	BZZ26846	57300	DW	RECURRING DOOR REPLACEMENTS		\$13,500		\$14,200		\$27,700
FACILITIES	BZZ26846	57300	DW	ASBESTOS ABATEMENT	\$15,000	\$15,000	\$15,000	\$16,000	\$17,000	\$78,000
FACILITIES	BZZ26846	57400	DW	VEHICLE REPLACEMENT	\$49,200	\$115,000			\$95,000	\$259,200
FACILITIES	BZZ26846	57400	DW	GROUPS EQUIPMENT REPLACEMENT	\$18,000		\$18,500		\$19,000	\$55,500
FACILITIES	BZZ26846	57400	DW	CUSTODIAL EQUIPMENT REPLACEMENTS ROOF	\$17,500	\$17,750	\$17,750	\$18,000	\$19,000	\$90,000
FACILITIES	BZZ26846	57300	DW	REPAIRS - (C.O. CUPOLA FIRST)	\$60,000	\$65,000	\$70,000	\$75,000	\$35,000	\$305,000
FACILITIES	BZZ26846	57300	NES/HPS	BUILDING AUTOMATION IMPLEMENTATION	\$75,000		\$75,000		\$75,000	\$225,000
FACILITIES	BZZ26846	57300	DW	BUILDING AUTOMATION UPGRADES	\$52,000	\$185,000				\$237,000
FACILITIES	BZZ26846	57400	DW	CIRC PUMP REPLACEMENTS	\$8,500		\$8,800		\$9,000	\$26,300
FACILITIES	BZZ26846	57400	DW	PLAYGROUND - COMPLIANCE ONLY (NES, SNIS, HPS)	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000
FACILITIES	BZZ26846	57300	DW	MANDATORY 5 YEAR SPRINKLER TESTS				\$32,000		\$32,000
FACILITIES	BZZ26846	57300	CO	STEAM BOILER REPLACEMENT	\$95,000					\$95,000
FACILITIES	BZZ26846	57300	CO	FOUNDATION REPAIR		\$40,000				\$40,000
FACILITIES	BZZ26846	57300	HPS	SEPTIC TANK REPAIR	\$35,000					\$35,000
FACILITIES	BZZ26847	57300	SMS	SEPTIC TANK REPLACEMENT			\$225,000			\$225,000
FACILITIES	BZZ26846	57400	NMHS	LED SIGN REPLACEMENT	\$60,000					\$60,000
FACILITIES	BZZ26847	57300	SNIS	HVAC REPLACEMENT - RTU 1 (SNIS)	\$66,000					\$66,000
FACILITIES	BZZ26846	57300	DW	HVAC REPLACEMENTS		\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
FACILITIES	BZZ26846	57400	DW	PAVING / STORM DRAIN REPAIRS	\$15,000	\$15,500	\$16,000	\$17,000	\$18,000	\$81,500
FACILITIES	BZZ26846	57400	NMHS	FLOORING REPLACEMENT			\$55,000			\$55,000
FACILITIES	BZZ26846	57300	NMHS	GYM CEILINGS				\$45,000		\$45,000
FACILITIES	BZZ26846	57300	SNIS	ELEVATOR RETROFIT	\$49,000					\$49,000
<b>SUBTOTAL</b>					<b>\$621,200</b>	<b>\$650,300</b>	<b>\$637,050</b>	<b>\$403,200</b>	<b>\$405,000</b>	<b>\$2,716,750</b>
FACILITIES	TBD	TBD	DW	VEHICLE STORAGE	\$275,000					\$275,000
FACILITIES	TBD	TBD	DW	REPLACEMENT OF SIDEWALKS	\$100,000	\$100,000	\$100,000	\$100,000	\$50,000	\$450,000
FACILITIES	TBD	TBD	DW	ASPHALT REPLACEMENT (NES FIRST)	\$250,000	\$250,000	\$250,000	\$250,000	\$300,000	\$1,300,000
FACILITIES	TBD	TBD	DW	ROOF REPLACEMENT (NMHS, NES, CO)	\$4,300,000	TBD	TBD			\$4,300,000
FACILITIES	TBD	TBD	SMS	OIL TANK REPLACEMENT			\$225,000			\$225,000
<b>SUBTOTAL</b>					<b>\$4,925,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$350,000</b>	<b>\$6,325,000</b>
<b>GRANDTOTAL</b>					<b>\$5,546,200</b>	<b>\$1,000,300</b>	<b>\$987,050</b>	<b>\$753,200</b>	<b>\$755,000</b>	<b>\$9,041,750</b>





UPDATED CAPITAL 5 YEAR PLAN - FACILITIES

DRAFT AS OF 10/8/19

**\*REVISED\*** AGENDA ITEM 4D

OCTOBER 2019 MEETING

CAPITAL 5 YEAR PLAN - FACILITIES

DEPARTMENT	ORG	OBJ	LOCATION	DESCRIPTION	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL
FACILITIES	BZZ26846	57300	DW	ALARM PANEL UPGRADES	\$33,000	\$33,000	\$33,000	\$33,000	\$33,000	\$165,000
FACILITIES	BZZ26846	57300	DW	SECURITY ENHANCEMENTS & ACCESS CONTROLS	TBD	\$27,550	\$30,000	\$30,000	\$12,000	\$99,550
FACILITIES	BZZ26846	57300	DW	RECURRING DOOR REPLACEMENTS		\$13,500		\$14,200		\$27,700
FACILITIES	BZZ26846	57300	DW	ASBESTOS ABATEMENT	\$15,000	\$15,000	\$15,000	\$16,000	\$17,000	\$78,000
FACILITIES	BZZ26846	57400	DW	VEHICLE REPLACEMENT	\$49,200	\$115,000			\$95,000	\$259,200
FACILITIES	BZZ26846	57400	DW	GROUPS EQUIPMENT REPLACEMENT	\$18,000		\$18,500		\$19,000	\$55,500
FACILITIES	BZZ26846	57400	DW	CUSTODIAL EQUIPMENT REPLACEMENTS	\$17,500	\$17,750	\$17,750	\$18,000	\$19,000	\$90,000
FACILITIES	BZZ26846	57300	DW	ROOF REPAIRS - (C.O. CUPOLA FIRST)	\$60,000	\$65,000	\$70,000	\$75,000	\$35,000	\$305,000
FACILITIES	BZZ26846	57300	NES/HPS	BUILDING AUTOMATION IMPLEMENTATION	\$75,000		\$75,000		\$75,000	\$225,000
FACILITIES	BZZ26846	57300	DW	BUILDING AUTOMATION UPGRADES	\$52,000	\$185,000				\$237,000
FACILITIES	BZZ26846	57400	DW	CIRC PUMP REPLACEMENTS	\$8,500		\$8,800		\$9,000	\$26,300
FACILITIES	BZZ26846	57400	DW	PLAYGROUND - COMPLIANCE ONLY (NES, SNIS, HPS)	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000
FACILITIES	BZZ26846	57300	DW	MANDATORY 5 YEAR SPRINKLER TESTS				\$32,000		\$32,000
FACILITIES	BZZ26846	57300	CO	STEAM BOILER REPLACEMENT	\$95,000					\$95,000
FACILITIES	BZZ26846	57300	CO	FOUNDATION REPAIR		\$40,000				\$40,000
FACILITIES	BZZ26846	57300	HPS	SEPTIC TANK REPAIR	\$35,000					\$35,000
FACILITIES	BZZ26847	57300	SMS	SEPTIC TANK REPLACEMENT			\$225,000			\$225,000
FACILITIES	BZZ26846	57400	NMHS	LED SIGN REPLACEMENT	\$60,000					\$60,000
FACILITIES	BZZ26847	57300	SNIS	HVAC REPLACEMENT - RTU 1 (SNIS)	\$66,000					\$66,000
FACILITIES	BZZ26846	57300	DW	HVAC REPLACEMENTS		\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
FACILITIES	BZZ26846	57400	DW	PAVING / STORM DRAIN REPAIRS	\$15,000	\$15,500	\$16,000	\$17,000	\$18,000	\$81,500
FACILITIES	BZZ26846	57400	NMHS	FLOORING REPLACEMENT			\$55,000			\$55,000
FACILITIES	BZZ26846	57300	NMHS	GYM CEILINGS				\$45,000		\$45,000
FACILITIES	BZZ26846	57300	SNIS	ELEVATOR RETROFIT	\$49,000					\$49,000
<b>SUBTOTAL</b>					<b>\$654,200</b>	<b>\$633,300</b>	<b>\$670,050</b>	<b>\$386,200</b>	<b>\$438,000</b>	<b>\$2,781,750</b>
FACILITIES	TBD	TBD	DW	VEHICLE STORAGE	\$275,000					\$275,000
FACILITIES	TBD	TBD	DW	REPLACEMENT OF SIDEWALKS	\$100,000	\$100,000	\$100,000	\$100,000	\$50,000	\$450,000
FACILITIES	TBD	TBD	DW	ASPHALT REPLACEMENT (NES FIRST)	\$250,000	\$250,000	\$250,000	\$250,000	\$300,000	\$1,300,000
FACILITIES	TBD	TBD	DW	ROOF REPLACEMENT (NMHS, NES, C.O., HPS)	\$4,300,000	\$3,200,000	\$900,000	\$1,050,000		\$9,450,000
FACILITIES	TBD	TBD	SMS	OIL TANK REPLACEMENT			\$225,000			\$225,000
<b>SUBTOTAL</b>					<b>\$4,925,000</b>	<b>\$3,550,000</b>	<b>\$1,250,000</b>	<b>\$1,400,000</b>	<b>\$350,000</b>	<b>\$11,475,000</b>
<b>GRANDTOTAL</b>					<b>\$5,579,200</b>	<b>\$4,183,300</b>	<b>\$1,920,050</b>	<b>\$1,786,200</b>	<b>\$788,000</b>	<b>\$14,256,750</b>