

**New Milford Board of Education
Facilities Sub-Committee Minutes
September 10, 2019
Lillis Administration Building—Room 2**

Present: Mr. Brian McCauley, Chairperson
Mrs. Angela C. Chastain
Mr. Joseph Failla (arrived at 6:58 p.m.)
Mrs. Eileen P. Monaghan

Also Present: Dr. Kerry Parker, Superintendent
Mr. Kevin Munrett, Facilities Director
Mr. Nestor Aparicio, Assistant Facilities Director
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>Call to Order</p> <p>The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:46 p.m. by Mr. McCauley.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Celtic Energy - Presentation</p> <ul style="list-style-type: none"> • Mr. Walt Donzila, Director Of Business Development for Celtic Energy, said they are a Glastonbury-based energy consultant, specializing in representing owners of energy projects. The Town of New Milford has engaged Celtic Energy to represent them in an Energy Savings Performance Contract (ESPC) for both municipal and school facilities, and possibly a water treatment plant. ESPCs are funded by savings on utility bills by installing new, efficient energy equipment, and are a prime method for towns/school systems to upgrade energy infrastructure. The more facilities included in the project, the more efficient, as there is an economy of scale. The Town officially signed on last January. Celtic is now looking for the Board to approve the retaining of Celtic as owner's representative along with the Town and to allow the schools to be upgraded along with other Town 	<p>Discussion and Possible Action</p> <p>A. Celtic Energy - Presentation</p>

facilities. He said the approximate timeline would be to develop and issue an RFQ in October, select a vendor in December, and perform an investment grade audit and contract for services by May, so that project implementation for the schools could be done in the summer months.

- Mrs. Chastain asked what new equipment would be considered. Mr. Donzila said equipment such as boilers, air conditioners, air handlers, building controls, and windows. Projects can also include optional solar, wind and fuel cells but those items are typically an extra cost.
- Mrs. Chastain asked if equipment is replaced as needed or audited. Mr. Donzila said a very detailed audit is the first step. Changes are proposed based on that and there is usually some back and forth between the vendor and Town before the final contract is set and terms guaranteed.
- Mrs. Chastain asked for confirmation that there is no cost to the schools. Mr. Donzila said that is correct as long as there is proper management of what is promised.
- Mrs. Chastain asked how Celtic gets paid. Mr. Donzila said it is factored into the contract as part of the project cost and is negotiated with the Town. They typically receive 2% to 3% of the project fees.
- Mrs. Monaghan asked who decides on the school upgrades. Mr. Munrett said he will work in conjunction with the Town.
- Mrs. Monaghan asked about the possibility of including solar. Mr. Donzila said that will be up to the Town. He reiterated that there will be costs for any new structures.

B. Turf Field Usage and Fees

- Mr. Munrett said they have reviewed the turf field revenues as a follow up to the rate restructuring last year and the district is losing money under the current structure.
- Mr. Failla asked why overtime was necessary for field maintenance since there is minimal

B. Turf Field Usage and Fees

	<p>required. Mr. Munrett said the overtime is a reference to the person who is required to be on hand while the fields are utilized.</p> <ul style="list-style-type: none">• Mrs. Chastain said she agrees that supervision is necessary to limit misuse and prevent possible misbehavior, but she wondered if it was a requirement to use a member of the bargaining unit. She also questioned why the costs are not passed on to the users.• Mr. Munrett said the fees were revised due to complaints that the old rates were too high.• Mrs. Chastain said she is hearing that our rates are cheaper than other communities. She said she is also shocked that field advertising has not taken off.• Mr. Failla said he would like Mr. Shugrue and Mr. Lipinsky to address why they think advertising has not been effective.• Mrs. Monaghan suggested it might be time to raise the rates.• Mrs. Chastain asked if the Turf Field Committee had met this year. Mr. Munrett said they had not.• Mr. Failla asked if a rate study had been done. Mr. Munrett said they did one a year or so ago but could revisit. Mrs. Chastain said she would like Danbury to be included in any survey.• Mrs. Chastain suggested that the Turf Field Committee should meet, then report to Facilities and Operations in October. Mr. McCauley agreed. <p>C. Capital 5 Year Plan and Capital Reserve Withdraw for 19-20 Budget</p> <ul style="list-style-type: none">• Mr. Giovannone said the memo regarding this topic would go to Operations tonight too. He said the Facilities request has been revised. The SNIS HVAC has been removed because it was previously funded. The same is true for the reduced request for security enhancements.• Mrs. Chastain asked how much would be left in the capital reserve account if these requests are approved. Mr. Giovannone said, with the \$352,500 withdrawal, there would be \$326,324 left. Mrs. Chastain asked if there are any	<p>C. Capital 5 Year Plan and Capital Reserve Withdraw for 19-20 Budget</p>
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Lillis Administration Building—Room 2

	<p>deposits pending and Mr. Giovannone said there is \$365,213 available from the 2018-19 year end balance, pending final audit.</p> <ul style="list-style-type: none"> • Mr. Giovannone referenced the back of the memo, which identifies some projects being considered for collaboration with the Town. • Mrs. Chastain suggested that a Facilities subcommittee member should be assigned to attend Municipal Building Committee meetings, since decisions made there could have a significant impact on district facilities. Mrs. Monaghan volunteered. • Mr. Failla said he has a problem with leaving the capital reserve so low, specifically with the computer refresh item. • Mrs. Chastain said they should keep in mind that capital was intentionally removed from the budget with the intent of using capital reserve at a later time. • Mr. Failla asked what happens if a large unexpected expense comes up. Mrs. Chastain said the Board would go to the Town. • Dr. Parker said they continue to talk to the Town about cost savings and collaboration. • Mr. Munrett said they are having discussions about asphalt and parking lot restructuring. He said Parks and Rec will be bidding their tennis courts and the district could join that bid for potential cost savings. • Mr. Failla said he is still concerned with the low bottom line. He noted that the Town Council is not always cooperative. • Mrs. Chastain said she would be more concerned if there wasn't money coming back in from the year end balance to essentially cover the cost. 	
<p>4.</p> <p>A.</p>	<p>Items of Information</p> <p>Elevator Retrofit</p> <ul style="list-style-type: none"> • Mr. Munrett said the State of CT made a change to its elevator code and two of the district's elevators qualify. After surveying, the one at SMS had been fixed previously, but there is one at SNIS that will need retrofitting. 	<p>Items of Information</p> <p>A. Elevator Retrofit</p>

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	<p>what the recourse is to recoup them.</p> <ul style="list-style-type: none"> • Mrs. Chastain said she would also like information on what the process is to schedule the fields, how they are prioritized, and what evidence of insurance must be provided. 	
6.	<p>Adjourn</p> <p>Mrs. Chastain moved to adjourn the meeting at 7:31 p.m., seconded by Mrs. Monaghan and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:31 p.m.</p>

Respectfully submitted:



Brian McCauley, Chairperson
 Facilities Sub-Committee