

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

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

<b>DATE:</b>	<b>February 4, 2014</b>
<b>TIME:</b>	<b>6:45 P.M.</b>
<b>PLACE:</b>	<b>Lillis Administration Building—Room 2</b>

**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**
- 3. The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of items on this agenda. 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.**
- 4. Discussion and Possible Action**
  - A. Use of Buildings: Fee Structure Adjustment
  - B. Security Update
  - C. Winter Maintenance Update
- 5. Adjourn**

**Sub-Committee Members:** **Dave Littlefield, Chairperson**  
**Angela C. Chastain**  
**Robert Coppola**  
**Wendy Faulenbach**

**Alternates:** **Theresa Volinski**  
**John W. Spatola**

*Town Clerk*  
2014 JAN 31 P 1:34

NEW MILFORD, CT

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**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 **in New Milford.**

**RECREATION FOR ADULTS:**

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

**3. OTHER NON-PROFIT GROUPS:**

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

**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. **in New Milford.**

**5. COMMERCIAL VENTURE OR ANY NON-NEW MILFORD ORGANIZATIONS:**

This category includes commercial venture for organizational promotion **and any other group not based in New Milford.**

NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut  
**USE OF FACILITIES FEE SCHEDULE**  
Effective, July 1, 2014

1330  
Appendix 2

**Elementary and Intermediate Schools**

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

**Middle and High School**

Org. Type	Classroom	Cafeteria	Library	Fields/ Parking	Kitchen	Gym	Arena	MPR	Theatre
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	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$50.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$250.00	\$150.00	\$600.00
4	\$75.00	\$200.00	\$200.00	\$300.00	\$200.00	\$250.00	\$450.00	\$250.00	\$800.00
5	\$125.00	\$350.00	\$250.00	\$500.00	\$300.00	\$350.00	\$750.00	\$350.00	\$1200.00

Utility Fees:		<u>Classroom</u>	<u>Gym</u>	<u>Cafeteria</u>	<u>Kitchen</u>	<u>Library</u>	<u>Theatre</u>
(per event)	Org. Type 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Org. Type 2,3,4,5,6	\$6.00	\$16.00	\$16.00	\$9.00	\$6.00	\$26.00
	A/C Charges where applicable	\$35.00	\$70.00	\$70.00	\$35.00	\$65.00	\$250.00

- Custodial 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 employee's 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 category 2,3.
- There will be a one time application fee of \$30.00 for groups in category 3,4,5.
- 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.

**New Milford Board of Education  
Facilities Sub-Committee Minutes  
February 4, 2014  
Lillis Administration Building, Room 2**

RECEIVED  
TOWN CLERK  
2014 FEB -6 P 2:05

NEW MILFORD, CT

Present: Mr. Dave Littlefield, Chairperson  
Mrs. Angela C. Chastain  
Mr. Robert Coppola  
Mrs. Wendy Faulenbach

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools  
Mr. Joshua Smith, Assistant Superintendent  
Mr. Gregg Miller, Director of Fiscal Services  
Ms. Ellamae Baldelli, Director of Human Resources  
Ms. Roberta Pratt, Director of Technology  
Mr. John Calhoun, Facilities Manager  
Mr. Joseph Olenik, Assistant Facilities Manager

1.	<b>Call to Order</b>  The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. Littlefield	<b>Call to Order</b>
2&3.	<b>Public Comment</b>  <ul style="list-style-type: none"> <li>Mr. Littlefield noted a typo on the agenda. Public Comment was incorrectly numbered twice.</li> <li>There was no public comment.</li> </ul>	<b>Public Comment</b>
4.	<b>Discussion and Possible Action</b>  A. <b>Use of Buildings: Fee Structure Adjustment</b>  <ul style="list-style-type: none"> <li>Mr. Calhoun referred to the two appendices which showed the suggested changes highlighted in green. He said the goal was to address areas of overuse, give preference to New Milford groups, and recoup costs from out of town groups in particular. He is trying to protect district assets and cover repairs as needed. Appendix 2 had a new fee added for use of the parking lots only, similar to that which is charged for fields. It also has a</li> </ul>	<b>Discussion and Possible Action</b>  <b>Use of Buildings: Fee Structure Adjustment</b>

	<p>suggested increase in custodial rates to match the contractual rates. These are typically updated annually.</p> <ul style="list-style-type: none"><li>• Mr. Calhoun distributed a comparison of usage charges for what is considered New Milford's Group 3 to that of other towns in our DRG and a use of building analysis by group for the current fiscal year. The data showed a wide range. New Milford charges a flat fee; some other districts charge by the hour, some do not offer all services.</li><li>• Mr. Coppola asked if Group 2 paid a utility fee and Mr. Calhoun said they did but not a rental fee.</li><li>• Mr. Littlefield asked if groups must sign a damage waiver. Mr. Calhoun said groups are required to provide a \$1,000,000 liability policy.</li><li>• Mr. Calhoun said Appendix 1 suggested moving non-New Milford groups to Group 5 which would result in a large increase in rental fees for those groups. He said it would not affect a large number of groups based on current usage but might deter groups from out of town who are coming to New Milford instead of using their town facilities because they view New Milford use as a bargain.</li><li>• Mr. Coppola asked where the price list was for non-New Milford groups and Mr. Calhoun said it was on Appendix 2 under #5 commercial ventures.</li><li>• Mr. Coppola asked if a separate fee for parking would now be charged for groups using the theater and Mr. Calhoun said no that the parking fee was for events that use the parking lot only, for a flea market for example.</li><li>• Mrs. Chastain said she was concerned with the amount of the increase. She asked how much above covering costs this would be. She sees out of town rentals as a way of bringing people into New Milford who might not come otherwise and views that as a benefit.</li></ul>	
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- Mr. Calhoun said fee income shows up as a revenue line in the budget. This is used for repairs and overtime goes back into the custodial salary accounts.
- Mrs. Faulenbach asked how the suggested increases were determined and Mr. Calhoun said he went back to prior analysis of neighboring towns and took an area average.
- Mr. Littlefield asked how many seats the theater has. Mr. Calhoun said approximately 800. Mr. Littlefield said that worked out to \$1.50 a seat based on the recommended fee and he thought that was easily covered.
- Mr. Coppola said he liked the differentiation of town versus non-town but he was not comfortable with the doubling of the fee. He would like to see a list of what out of town groups have used the facilities in the past and where they are from before the Board considers the change. Mr. Calhoun said the groups primarily use the theater all year and high school rooms in the summer. Mr. Calhoun said the facilities are so popular that they are starting to have to turn groups away.
- Mr. Littlefield suggested changing Group 5 to commercial only and removing the non-New Milford language.
- Mr. Coppola asked if preference was always given to New Milford groups and Mr. Calhoun said it was.
- The consensus of the Sub-Committee was to leave Appendix 1 as is without any changes and to just consider changes to Appendix 2 as proposed. Mr. Calhoun said this would result to changes in parking and custodial fees primarily and result in a minimal increase in revenues.
- Mr. Littlefield said they could revisit it next year when we had data on this year's usage.

Mrs. Faulenbach moved to bring the Use of Buildings: Fee Structure Adjustment for Appendix 2 to the full Board for approval.

**Motion made and passed  
unanimously to bring the Use of  
Buildings: Fee Structure  
Adjustment for Appendix 2 to**

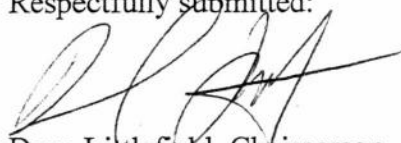
	<p>Motion seconded by Mr. Coppola.</p> <p>Motion passed unanimously.</p>	<p><b>the full Board for approval.</b></p>
<b>B.</b>	<p><b>Security Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Calhoun said the district has done a lot of updating from the fall. He met with New Milford Police Department representatives today regarding sharing resources for security camera access in the event it is needed. His staff has been installing panic alarms, electronic door strikes and shatter proof window film at the schools. They are redoing the security cameras from analog to digital and adding additional cameras. Maintainers are working in teams on these and other projects such as door numbering and egress door security alarms.</li> <li>• Mr. Coppola asked if the security guards who he sees at the building entrance were hired internally or supplied by a company and if they are connected to the New Milford Police. Dr. Paddyfote said we have had security guards for many years at the high school and they are hired by the bid process. Last year's budget added one guard at each of the other schools. The current personnel are not guards but school safety monitors and are not always at the school's entry. They perform other tasks such as door and parking lot checks and recess area coverage. They are not connected with the Police; the School Resource Officers perform that function.</li> <li>• Mr. Coppola asked if the walkie talkies they use connect to the main office and Dr. Paddyfote said that was correct.</li> </ul>	<p><b>Security Update</b></p>
<b>C.</b>	<p><b>Winter Maintenance Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Calhoun said as of January 31, 2013 his department has had 21 ice or snow related events. A staff of ten maintainers handle the</li> </ul>	<p><b>Winter Maintenance Update</b></p>

**New Milford Board of Education  
Facilities Sub-Committee Minutes  
February 4, 2014  
Lillis Administration Building, Room 2**

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	work with custodians helping as necessary. Other tasks performed in the winter include roof drain clearing, repair of equipment, monitoring of buildings over the weekend for issues, door projects and recycling of scrap materials.	
<b>5.</b>	<b>Adjourn</b>  Mrs. Faulenbach 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:



Dave Littlefield, Chairperson  
Facilities Sub-Committee