

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

FACILITIES SUB-COMMITTEE
MEETING NOTICE

DATE:	March 9, 2021
TIME:	6:45 P.M.
PLACE:	Sarah Noble Intermediate School Library Media Center

While this is an in-person meeting for Board of Education members and district staff, due to COVID-19 restrictions on capacity and social distancing requirements that make public attendance impossible, members of the public will be permitted to attend the meeting via the Zoom link provided below. Closed captioning is available through Zoom.

There will be live public comment offered through the Zoom format for items on the agenda. Public comment may also be emailed to suptoffice@newmilfordps.org for distribution to Board members.

Join Zoom Meeting

<https://zoom.us/j/96112937176?pwd=VUxQYnpkY2c3SEEx1cmkrMkJOs3lYZz09>

Meeting ID: 961 1293 7176

Passcode: 838870

One tap mobile

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+1 346 248 7799 US (Houston)

Meeting ID: 961 1293 7176

Passcode: 838870

Find your local number: <https://zoom.us/u/ab3UGsQyNe>

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

RECEIVED
TOWN CLERK
2021 MAR -5 A 8:41
NEW MILFORD, CT

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. Items for Information and Discussion

- A. Annual Bids
- B. NMHS Eagle Scout Project
- C. NMHS Roof Project Update
- D. SNIS Oil Tank Update
- E. NV5 Update
- F. Lillis Building Update
- G. NMHS Tennis Courts Update
- H. Municipal Building Committee Update
- I. COVID-19 Related Materials and Staffing Requests

4. 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.

5. Adjourn

Sub-Committee Members: Brian McCauley, Chairperson
Eileen P. Monaghan
Cynthia Nabozny
Olga I. Rella

Alternates: Pete Helmus
Tammy McInerney



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

To: Alisha DiCorpo, Superintendent
From: Kevin Munrett, Director of Facilities
Date: March 3, 2021
Re: Annual Bids for Services

Typically in March or April of each year, I work closely with Anthony Giovannone's office to begin the bidding notification process for annual service contracts. As you can see by the attached breakdown, these are services which are required by either the State of Connecticut, our own Board Policies or contractual obligations.

I have attached a copy of our annual bids for your review. These are usually posted later this month or early April and opened/awarded as part of the May or June Board of Education meeting. The work listed here is not performed until the beginning of the new fiscal year (after July 1st).

I would be more than happy to elaborate or answer any questions you may have.

Sincerely,
Kevin Munrett

Facilities					
TYPE	DESCRIPTION	FREQUENCY	DEPARTMENT	NEXT POSTING	NOTE
Septic & Trap	Maintenance of septic tank and grease trap systems by having the tanks pumped, solids removed and perform visual inspection of the leach fields.	2x year at the High School Annually elsewhere	Facilities	April 2021	DUE TO PRICE OF SERVICES BEING GREATER THAN \$15,000 THEY ARE POSTED AS
Boiler and Burner	Annual cleaning and servicing through recognized industry standards. This would include all school buildings in the New Milford Public School district.	Annually	Facilities	April 2021	(RFP'S) AS PER POLICY 3300(a).
Kitchen Hood & Exhaust Systems	Cleaning and inspection in compliance with National Fire Protection Association (NFPA) and International Kitchen Exhaust Cleaning Association.	2x year at the High School Annually elsewhere	Facilities	April 2021	DUE TO PRICE OF SERVICES BEING GREATER THAN \$5,000 BUT LESS THAN \$15,000 THEY ARE NOT POSTED
Automatic Sprinkler System	Testing and inspecting specified equipment in accordance with NFPA 25 standards. This includes Sarah Noble which is equipped with a fire pump.	Test & inspect through year per code	Facilities	April 2021	AS REQUEST FOR PROPOSALS (RFP'S) BUT TREATED AS REQUEST FOR QUOTES (RFQ'S) AS PER POLICY 3300(a).
Gymnasium Operable Walls	Servicing and inspecting specified units. This would include all school buildings in the New Milford Public school district with such units.	Annually	Facilities	April 2021	
Emergency Lighting	Testing and inspection of emergency lighting systems. This would include all school buildings in the New Milford Public School district.	Test & inspect throughout year per code	Facilities	April 2021	
Fire Extinguishers	Testing and inspection of fire extinguishers. This would include all school buildings in the New Milford Public School district.	Annually	Facilities	April 2021	
Annual Uniform Order	Contractual obligation through collective bargaining	Annually	Facilities	October 2021	



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the *Scout* must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the Scout's proposal is merely an overview—not a comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your *Scout's Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout or the Scout's parents or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's unit must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.



Project Description and Benefit

Briefly describe your project

In the NMHS north courtyard, I will do the following:

- plant 15 - 20 perennials
- mulch the center box
- pull weeds and trim bushes
- add edging to the 4 grass sides
- upgrade the bird house
- place benches (premade by woodshop)
- place 6 planter boxes (made by me, 2'2" wide, 1'8" tall)

I will fully fund this project, consult a professional landscaper for guidance, and complete it within one or two days in the spring.

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

This project will brighten up the courtyard and give teachers and students a better view from their classrooms. It will be very nice for students and teachers to work or read out there. Overall, this is a great opportunity to connect the community with the school, and the courtyard will be transformed into a beautiful sanctuary. This project will stand the test of time with weather treated planter boxes and hardy perennials that require little to no maintenance.

When do you plan to begin carrying out your project?

After I am approved and ready, any day in the spring, maybe spring break.

When do you think your project will be completed?

1 or 2 days after I begin.

Giving Leadership

Approximately how many people will be needed to help on your project? 7-10

Where will you recruit them (unit members, friends, neighbors, family, others)?

My fellow scouts from my troop will volunteer to help.

What do you think will be most difficult about leading them?

The most difficult part will be making sure everyone gets a job where they understand what to do, and feel comfortable doing it. Also, predicting how many people are needed for a certain job, and how long it will take to complete.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

- Planter Boxes:

5 – 2x6 – 8'

3 – 2x4 – 8'

3" deck screws

2 3/4" finishing nails

Everything ^ x6

- 15 - 20 Low/No Maintenance Perennials

- 1 Bird House

- Bags of mulch

- Bags of topsoil

- 1 gallon of sealant/stain

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

- Garbage bags

- Disposable surgical masks

- Water

- Snacks

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

- Shovels
- Trimmers
- Edgers
- Clippers
- Gloves
- Rakes
- Small handheld shovels
- Watering Can
- Flatbed cart

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

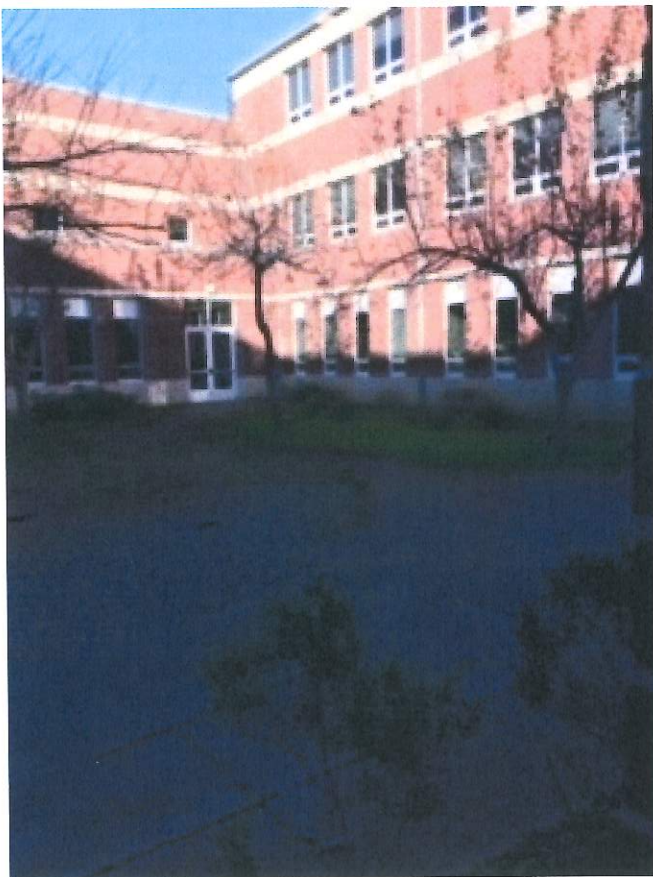
I will need to coordinate with NMHS maintenance to secure the benches to the ground.

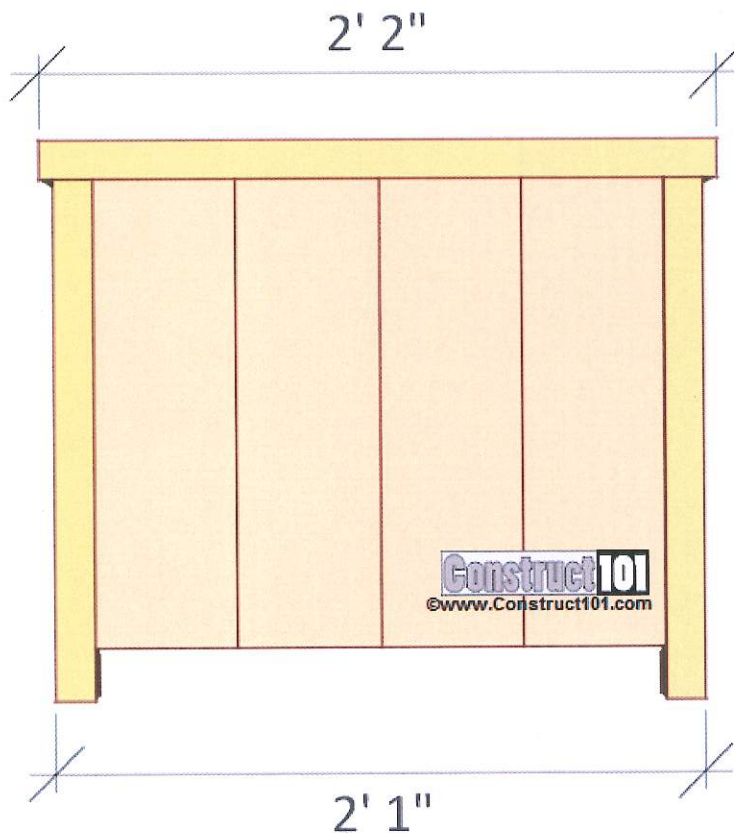
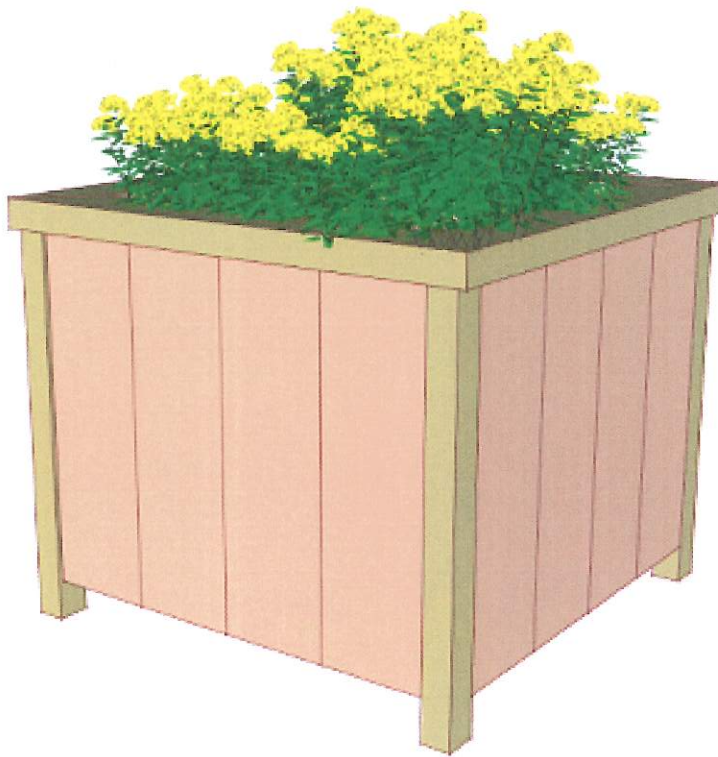
Permits and Permissions

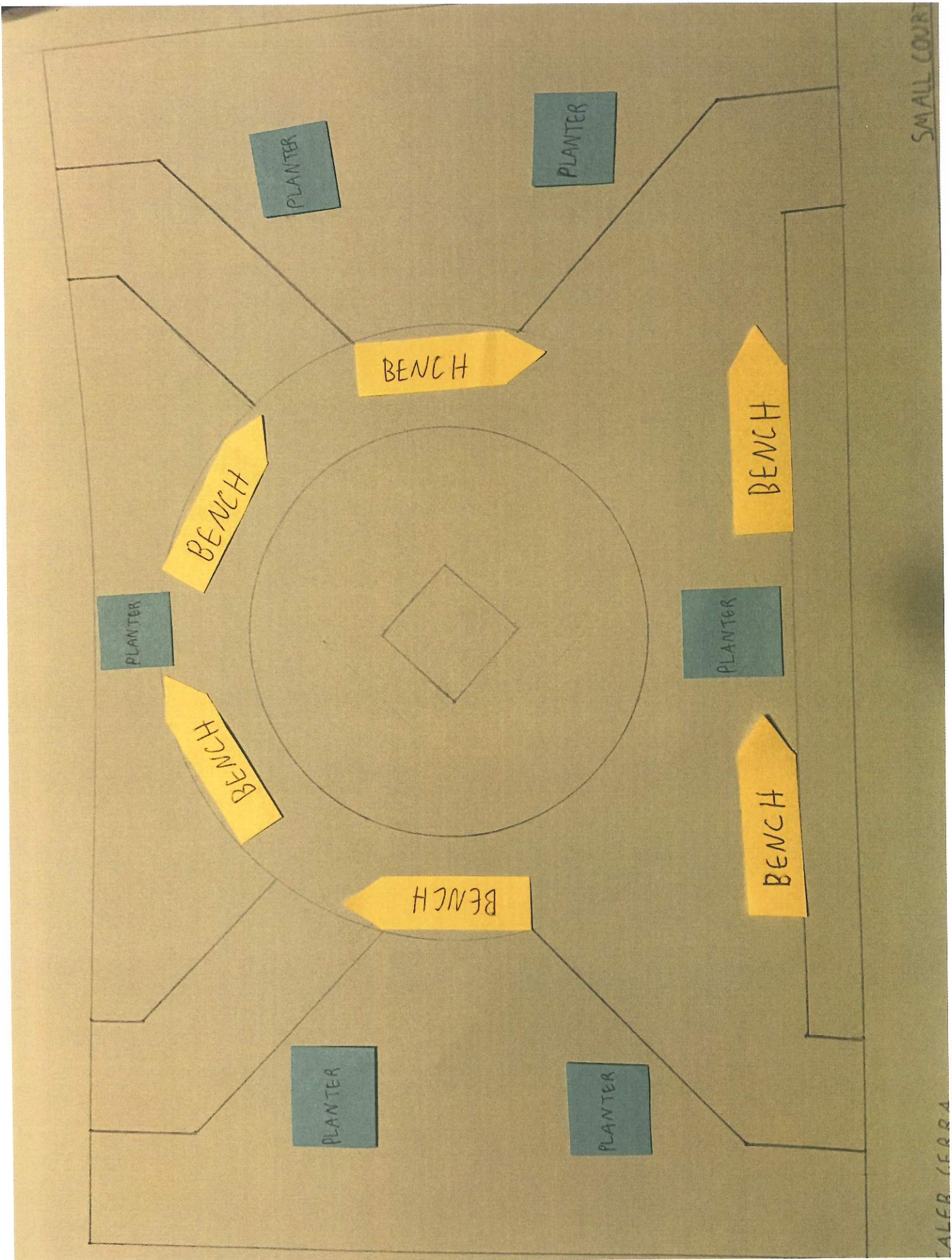
Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

I need to be approved by Mr. Shugrue, principal of NMHS, and Mr. Munrett from the facilities department.









New Milford Public Schools

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

To: Alisha DiCorpo, Superintendent
From: Kevin Munrett, Director of Facilities
Date: March 3, 2021
Re: NMHS Roofing Project

Ms. DiCorpo -

As you know, on Wednesday, 3/4/21 we received a call from the members of the state Department of Administrative Services, Office of School Construction Grants & Review.

They had specific questions as it pertained to our application for the New Milford High School Roof. We set up a subsequent meeting for Friday, 3/5/21 so that Dean Petrucelli from Silver Petrucelli could answer their technical questions as it pertained to the education specifications. The meeting went quite well and I'm pleased to report that at the conclusion of the meeting, it was announced we should anticipate having a state project number as early as Monday or Tuesday of next week.

With this project number, Dean and his team will finally be able to go out to bid on the roof project and we can get the ball rolling in a positive direction.

I would be more than happy to elaborate or answer any questions you may have.

Sincerely,
Kevin Munrett



New Milford Public Schools

Facilities Department

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New Milford, CT 06776

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To: Alisha DiCorpo, Superintendent
From: Kevin Munrett, Director of Facilities
Date: March 3, 2021
Re: Sarah Noble Oil Tank Generator

In working with the Municipal Building Committee and engineers for the removal and replacement of the Sarah Noble Intermediate School oil tank, the idea of conducting a load test of the generator presented itself.

This 4-hour test was conducted on February 3, 2021 and the results were shared with the engineering firm for the project (BL Companies) and Mr. Jack Healy (Public Works Director). Based on the test results, electrical load of the building, size and estimated time the generator could run off the 500 gallon "belly" or "day" tank, it was concluded that we would in fact need a secondary above ground storage tank to provide fuel to the generator in the event of an emergency. Simply put, the 500 gallon belly tank would need to be re-filled several times per day in the event of an emergency.

The test conducted on 2/3/21 further revealed that the fuel pump feeding the generator from the underground storage tank (UST) is in need of replacement. I have attached a repair/replacement quote for this work here for your review.

The generator at Sarah Noble was installed approximately 14 years ago and components of this nature are expected to require replacement during the course of life of the machinery. I have contacted a second generator repair company for additional pricing, but they were not able to give us a proposal at this time, I hope to have pricing for the full Board of Education meeting on 3/16/21.

I would be more than happy to elaborate or answer any questions you may have.

Sincerely,
Kevin Munrett



**Stewart & Stevenson
Power Products LLC**

ATLANTIC POWER SYSTEMS



New Milford Public Schools
Sarah Noble School
25 Sunny Valley Road
New Milford, CT.06776

3/3/2021

RE: Generator Transfer Fuel Pump Replacement

Thank you for the opportunity to provide load bank testing service for the **Spectrum 650kW Generator Set #2153238** at Sarah Noble School in New Milford, CT. During our last PM service call, our tech made note of some recommended repairs. The following quote includes:

Lock out unit
Remove and replace subbase fuel tank pump control system (failed) including mounting, wiring and installation of new fuel tank hoses
Operational and functionality test of main tank fuel return system at 90% subbase tank level
Return to Auto

Parts/Freight	\$1,907.01
Labor/Travel/Mileage	\$2,343.45

Total cost is **\$4,250.46** for regular business hours (Monday-Friday) including parts, core credits, labor, travel, and mileage. We will seek your approval for any work that may go beyond the scope of this quote. This quote is valid for (30) days. If you have any questions or concerns, please let me know.

Regards,

Steve Jackson
Industrial Service Sales Manager
860.754.2338
s.jackson@ssss.com

Approval _____

PO# _____

This quote is valid for 30 days, and subject to the attached Stewart & Stevenson Power Products LLC's General Terms and Conditions. All canceled orders are subject to a 25% parts restocking fee. COD Customers, pre-payment in the form of a credit card or certified bank check is required to set-up and schedule a date for service. Credit cards will be charged the full quoted amount upfront to secure parts order and secure a date for service.

Stewart & Stevenson Power Products LLC

Atlantic Power Systems Division

300 Smith Street Middletown, CT 06457 * Phone: (800) 521-3499 * Fax: (860) 632-1493

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New Milford Public Schools

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

To: Alisha DiCorpo, Superintendent
From: Kevin Munrett, Director of Facilities
Date: March 3, 2021
Re: NV5 Update

I was able to review the *draft* 90% Investment Grade Audit provided by ESG, with consultation from our project manager (NV5), along Mr. Jack Healy, Director of Public Works. This is an internal working document at this point.

Jack and I had a variety of different questions and comments with regards to the proposed projects. Many of the projects listed would be of tremendous help to the district as we try to phase out our aging infrastructure and become more energy efficient.

We will continue to work closely with our consultant and engineering firm to provide the town with the best possible projects for our buildings and keep the Board informed of progress.

Sincerely,
Kevin Munrett



New Milford Public Schools

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386 Danbury Road
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FAX (860) 210-2233**

To: Alisha DiCorpo, Superintendent
From: Kevin Munrett, Director of Facilities
Date: March 3, 2021
Re: Building Use Feasibility Update

During the February Board of Education meeting, the Building Use Feasibility Study was approved unanimously. This study is designed to provide insight into both the Lillis Administration Building and the Sarah Noble Intermediate School and if it would be feasible (based on enrollment and other factors) to potentially relocate our district offices to that school.

At this time, the vendor has been issued a PO for services and will begin working on the study within the next few days. The 10-Year Enrollment Study purchase order was issued Friday by the Town. That initial study and purchase order are needed as these two tie directly together as to allow us a complete picture of enrollment and building usage looking forward.

My office will work closely with the firm, SLR, and their team to inspect each building and start providing information to help formulate their findings report. We expect them to be active within the schools during spring break. I will continue to provide updates to the Board as we progress.

I would be more than happy to elaborate or answer any questions you may have.

Sincerely,
Kevin Munrett



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To: Alisha DiCorpo, Superintendent
From: Kevin Munrett, Director of Facilities
Date: March 3, 2021
Re: Tennis Courts Update

Since our last meeting, my office has been in contact with our tennis court repair contractor (Hinding Tennis). As you will recall the six (6) courts located at New Milford High School have experienced cracking and delamination due to freeze/thaw cycles over the last 6-7 years which has caused the playing surface to become problematic.

Last fall, the town had graciously decided to pay for their repair, pending a year-end financial audit. Last month, the audit was concluded and we began moving the project forward, only to be held up by snow and ice events.

At this point, the vendor still needs to come on site to determine how much additional damage was done from this previous winter as the snow/ice begins to melt. Once they determine the extent of the additional damage (if any), a new proposal would be drafted and submitted to the town for approval and a transfer of funds would occur. A PO would be issued and my office would oversee the project. This methodology is the same as a number of other recently completed projects, such as the playground replacements at SNIS & NES as well as the SNIS roof replacement project.

We are working closely with all parties, including Mr. Shugrue and Mr. Lipinsky at NMHS, to keep them apprised of our progress and any and all work will be coordinated with them well in advance.

I would be more than happy to elaborate or answer any questions you may have.

Sincerely,
Kevin Munrett



New Milford Public Schools

Facilities Department

386 Danbury Road

New Milford, CT 06776

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FAX (860) 210-2233

To: Alisha DiCorpo, Superintendent
From: Kevin Munrett, Director of Facilities
Date: March 5, 2021
Re: COVID-19 Related Materials & Staffing Requests

In recent weeks I have had a series of meetings with the various building administrators to discuss their needs to meet the challenge to reopen schools for a 100% "all-in" learning model. As you know, due to the COVID 19 pandemic, the guidelines and information we had to process has been ever-changing. We have had to further pivot due to parent survey results and other factors outside of our control in order to get a better understanding as to how many students we may expect to attend in-person learning.

As a result of this process, we have realized the need to obtain additional desk shields to be used in the Sarah Noble Cafeteria as well as desk shields for Schaghticoke Middle School and New Milford High School (teacher and student desk shields). These expenditures appear as part of Purchase Resolution D-744.

Furthermore, we have realized the need for more Sanitation Assistants. As you will recall, these additional staff members were added during the summer of last year. They were hired for 19 hours per week, 4 days per week due to the hybrid learning model. Now that we plan to reopen schools all-in, we are requesting 1 additional Sanitation Assistant per school to assist with the additional students eating during lunch waves as well as to cover for the increased usage of restrooms & touch-point cleaning.

2 additional Sanitation Assistants, at 19 hours per week at \$15 per hour multiplied by the number of remaining weeks in the school year (12) comes out to be \$6,840.00

I would be more than happy to elaborate or answer any questions you may have.

Sincerely,
Kevin Munrett