

**New Milford Board of Education  
 Facilities Sub-Committee Special Meeting Minutes  
 February 7, 2017  
 Sarah Noble Intermediate School – Library Media Center**

**Present:** Mr. Brian McCauley, Chairperson  
 Mrs. Angela C. Chastain  
 Mr. Robert Coppola  
 Mr. Bill Dahl

**Also Present:** Mr. Joshua Smith, Superintendent  
 Ms. Alisha DiCorpo, Assistant Superintendent  
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
 Mr. Kevin Munrett, Facilities Manager  
 Mr. Nestor Aparicio, Assistant Facilities Manager  
 Ms. Ellamae Baldelli, Director of Human Resources

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 NEW MILFORD, CT

<p><b>1.</b></p>	<p><b>Call to Order</b></p> <p>The special meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. McCauley.</p>	<p><b>Call to Order</b></p>
<p><b>2.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• Joseph Failla said he was on the Turf Field Committee and said he was very pleased with the success of the project which came in under budget. Now that the fields have been turned over to the schools, he agrees that it is time to set up a new committee to oversee upkeep and replacement down the road. He would like to see the fees being collected for use put into a special account so as to avoid stress to the taxpayer when replacement is due.</li> <li>• Doug Skelly said he was on both turf field committees and agrees that work should be done now to set up a committee and funding for field and lighting replacement when they are needed. He said the project came in under budget and suggested the \$338,000 left be put in a special account for that purpose. He said he would also like to see the BOE consider a \$50,000 annual allocation to the fund going forward. He said he would be willing to serve on a committee if asked.</li> <li>• Greg Mullen agreed that annual funding for the</li> </ul>	<p><b>Public Comment</b></p>

	<p>turf fields should be worked out now. He said he is in favor of using the leftover funds for this purpose.</p>	
<p><b>3.</b></p>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Use of Buildings: Fee Structure Review</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said he reached out to adjacent districts for a comparison of fees. New Milford is competitive so he is not proposing any structural changes. He suggested adding the turf field fee structure to the existing document so all fees could be viewed in one place instead of users having to go to the turf field manual for that information as it is now.</li> <li>• Mrs. Chastain asked if the fee structure is the same for both fields and Mr. Munrett said it is.</li> <li>• Sub-committee members agreed they would like to see one document created that details all fees and that no motion was required to make this happen. Mr. Munrett said he would work on the revision.</li> </ul> <p><b>B. Turf Field Replacement Plan</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said they have been collecting fees for use for the one season so far and setting them aside.</li> <li>• Mr. Coppola agreed with the need to fund for replacement and asked if the Board could set up an account to carry funds over for this purpose.</li> <li>• Mr. Smith said the Board cannot carry funds over from year to year. If it is more than one year, the account must be maintained by the Town. He suggested an account could be set up similar to capital reserve where the Board makes a request to the Town Council and Board of Finance that funds collected be deposited for future use for specific projects, in this case turf field maintenance and replacement.</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. Use of Buildings: Fee Structure Review</b></p> <p><b>B. Turf Field Replacement Plan</b></p>

- Mr. Coppola asked about using the money that was left over from the project and Mr. Smith said the Town Finance Director would have to speak to that.
- Mrs. Chastain asked how much revenue had been generated so far and Mr. Munrett said \$1500 for the one season.
- Mrs. Chastain said replacement would have to include the track too which has an 8 to 10 year lifespan.

Mrs. Chastain moved to bring a request to the full Board for discussion and possible action that the Chair draft a memo to the Town requesting set up of an account for turf field replacement and that remaining funds from the project be put in the account as seed money.

Motion seconded by Mr. Coppola.

Motion passed unanimously.

- Mr. Dahl said he had concerns about the funding mechanism going forward and was hesitant to put money in the annual operating budget for this purpose as had been suggested. He did not want to create a scenario where funding the turf fields resulted in cuts to programs should the budget need to be adjusted to pass at referendum.
- Mrs. Chastain said she agreed replacement costs should not be on the backs of taxpayers and encouraged use of advertising, donor naming of fields, banners, tournament fees etc. as alternative funding sources. She was in favor of setting up a committee to try to expand on these ideas.
- Mr. Coppola agreed that funding should not be part of the budget and encouraged creation of a committee that includes members from the Town and BOE working under the Town umbrella since the funding mechanism ultimately will be there.

**Motion made and passed unanimously to bring a request to the full Board for discussion and possible action that the Chair draft a memo to the Town requesting set up of an account for turf field replacement and that remaining funds from the project be put in the account as seed money.**

<p><b>4.</b></p> <p><b>A.</b></p> <p><b>B.</b></p>	<p><b>Items of Information</b></p> <p><b>Winter Maintenance Update</b></p> <ul style="list-style-type: none"> <li>Mr. Munrett said he had completed a work order analysis and of 1300 submitted so far this year only 130 were outstanding. He commended the department staff for their diligence. They are in the process of creating RFPs for spring and summer projects and awaiting the next snowfall.</li> </ul> <p><b>Solar Update</b></p> <ul style="list-style-type: none"> <li>Mr. Munrett said the Town had done an RFP in the fall for solar projects that included the schools. The Town has bid documents and is in the discussion phase of proposal analysis.</li> <li>Mr. Coppola asked if this was a Town project with Mr. Munrett consulting and Mr. Munrett said the Town is keeping him in the loop.</li> <li>Mr. Coppola asked where the solar projects are going and Mr. Munrett said he did not know that yet.</li> <li>Mrs. Chastain asked if the Board would have to approve any projects for the schools since they are stewards of the buildings and Mr. Smith said he thought it was dependent on the impact to the schools in regard to the bid documents.</li> <li>Mr. Coppola asked if this project was separate from the Candlewood Lake project and Mr. Munrett said it is.</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Winter Maintenance Update</b></p> <p><b>B. Solar Update</b></p>
<p><b>5.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>Pete Bass said he was Chair of the Turf Field Committee and agreed that there should be a system created to handle replacement costs and funds from rentals. He said he would ask the Mayor and Town Council to create a joint group to work for a solution.</li> </ul>	<p><b>Public Comment</b></p>

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<b>6.</b>	<b>Adjourn</b>  Mr. Coppola moved to adjourn the meeting at 7:12 p.m., seconded by Mrs. Chastain and passed unanimously.	<b>Adjourn</b>  <b>Motion made and passed unanimously to adjourn the meeting at 7:12 p.m.</b>
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Respectfully submitted:



Brian McCauley, Chairperson  
Facilities Sub-Committee