

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

FACILITIES SUB-COMMITTEE
MEETING NOTICE

DATE: May 14, 2019
TIME: 6:45 P.M.
PLACE: Lillis Administration Building—Room 2

RECEIVED
TOWN CLERK
2019 MAY 10 P 12:59
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. Items of Information

- A. Windows 7 Conversion
- B. Energy Service Contractors
 1. Celtic Energy
 2. Smart Roof Solar
 3. J.K. Energy Solutions
- C. HPS Cafeteria Floor
- D. Town Building Committee
 1. Oil Tank
 2. NMHS Roof
 3. SNIS Roof
- E. Annual Bids
- F. Donations

4. Public Comment

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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
Angela C. Chastain
Joseph Failla
Eileen P. Monaghan**

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



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MAY 14, 2019
ITEM OF INFORMATION 3-A

TO: Stephen Tracy, Interim Superintendent
FROM: Ellamae Baldelli, Director of Human Resources
Anthony J. Giovannone, Director of Fiscal Services and Operations
Kevin Munrett, Director of Facilities
Date: May 10, 2019
RE: Windows 10 license upgrade with Upgraded Building Controls and Security Camera Equipment

Overview

Microsoft only supports each version of Windows for so long. When Windows 7 & Server 2008R2 reaches its "End of Life" phase on January 14, 2020, Microsoft will stop releasing updates and patches for the operating system. It's likely that it also won't offer help and support if any problems are encountered. "End of Life" is the date after which an application is no longer supported by the company that makes it. After Windows 7 & Server 2008R2 "End of Life," you can continue to use the operating system, but at your own risk. New computer viruses and other malware are developed all the time and, without the security updates to fight them off, data and systems are vulnerable.

Security Camera Equipment with Windows 10 Licensing

The security cameras themselves at SNIS, SMS and NES as well as the server software running them will become unsupported because the workstations for the employees' monitoring the cameras will only work with Windows 7 currently. When the workstations get upgraded to Windows 10, they will no longer be able to connect to the security cameras at those schools. Both HPS and NMHS had recent investment in the refresh of the security cameras and servers, funded by Capital Reserve money, so they are up to date and will be unaffected in the migration to Windows 10.

The estimated cost of this part of the project is \$165,000 which would cover SNIS, NES, and SMS. We are recommending use of year end funds to accomplish this project. A memo will be presented to the Board at the full meeting on May 21, 2019 requesting authorization for this item to be approved as a year-end project with an amount not to exceed \$165,000. From there the bid spec will be posted as a proposal for vendors to consider bidding on. The bid award recommendation for this project would then be brought forward to the full Board meeting on June 18, 2019 for approval. We believe that even with the short time frame of only 2 weeks left in the fiscal year after the bid award, that the project will be completed and billed before year-end. Should the Board not elect to fund this project from year-end balance, the project would still have to be executed during the first half of the 2019-2020 fiscal year (before 1/14/20), perhaps by utilizing Capital Reserve funds. It is important to note however that these items are not part of the 2019-2020 Board of Education Operating Budget.



Food Service Computer Equipment with Windows 10 Licensing

All of the point of sale systems that Food Services utilize already have the licensing for, or are capable of accepting, the Windows 10 upgrade. The Nutri-Kids server however would need to be upgraded.

There is no equipment cost associated with updating the server as there is a workaround that we can utilize for the system to continue functioning on the current server with some changes to be done in-house by our I.T. technician staff.

Building Control Equipment with Windows 10 Licensing

The server that is controlling our Heating Ventilation and Air Conditioning (HVAC) system as well as our Life Safety devices (alarms and sprinklers) is currently running on a Windows 2008 R2 server. The Facilities employees' workstations/laptops that connect to the HVAC server are on Windows 7. The server needs to be upgraded to Server 2012 and the workstations to Windows 10.

There is no equipment cost associated with updating the server as there is a workaround that we can utilize for the system to continue functioning on the current server with some changes to be done in-house by our I.T. technician staff. Following that, Siemens will need to do some patching work to get our newly configured server to properly interface with their proprietary equipment. This will be paid from an existing encumbrance that Facilities already has with Siemens.

Additional Building Control Software and Equipment Upgrades

While conducting the survey of our building control equipment and software we were alerted by Siemens that the alarm panel software for all five of our schools will need to be upgraded in the near future as well as several alarm panel controllers at both NMHS and SNIS. They need to be upgraded ahead of 2022 as per Siemens. The alarm panel controllers at our other three schools had recent investments, funded by Capital Reserve money, so they are up to date and will be unaffected in the migration.

These upgrades are not due to the Windows 10 licensing and do not need to be completed until 2022 but since we discovered it now, and have no existing five year Capital funding within our budget starting in 19/20 to begin tackling this project, we wanted to get it on the radar as there



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are substantial costs involved. We are not recommending the use of year end funds for this as implementation is not required until 2022 as per Siemens.

Between now and 2022 this whole project will be outlined separately through both the Facilities and Operations Sub-Committees. At that time, a bid will not be required as the work will need to be done by Siemens as they are the only ones licensed to work on the system. These items are not part of the 2019-2020 Board of Education Operating Budget. These expenses could potentially be funded by utilizing our Capital Reserve account. They also could be funded through joint work in conjunction with, and funded by, the Town, on any of the Alarm Panel updates they may require as we work together on a combined capital plan.

The anticipated cost for the alarm panel software for all five of our schools is \$44,000. The anticipated cost for the alarm panel controllers that require replacement at NMHS and SNIS are \$201,000. The grand total is approximately \$245,000. It is important to note that the software upgrade for all five schools cannot be installed until the alarm panel controllers at NMHS and SNIS are upgraded. As such, the purchase of alarm panel controllers can be phased in between now and 2022 via a service agreement with Siemens instead of a flat-out capital expenditure.

Conclusion

At this time we are asking the Board to consider designating an amount, not to exceed \$165,000, from our projected fiscal year-end balance, specifically to address upgrading the Security Camera Equipment at SNIS, SMS and NES with Windows 10 Licensing. A memo will be presented to the full Board at the May 21, 2019 meeting for discussion and possible action to request authorization for this item to be approved as a year-end project. If authorized, a bid spec will then be posted as a proposal for vendors to consider bidding on. The bid award recommendation for this project would then be brought forward to both the Facilities and the Operations Sub-Committees on June 11, 2019 before being sent along to the full Board meeting on June 18, 2019 for approval with the work to be completed and billed before the end of the fiscal year.

Sincerely,

Ellamae Baldelli
Director of Human Resources

Anthony J. Giovannone
Director of Fiscal Services and Operations

Kevin Munrett
Director of Facilities