

**New Milford Board of Education
 Facilities Sub-Committee
 December 7, 2006
 Catherine Lillis Administration Building**

Present: *Mr. Tom McSherry, Chair – Facilities
 *Mr. Joseph Failla
 *Mr. Robin Ruggiero
 *Mr. Joe Vita
 Mrs. Wendy Faulenbach, Chair – BOE
 Dr. Lawrence Stillman
 Mr. David Lawson 7:00 pm

Absent: *Mrs. Dian Traisci-Marandola

Also Present: Dr. JeanAnn Paddyfote, Superintendent
 Mr. Thomas Mulvihill, Assistant Superintendent
 Mr. Thomas Corbett, Director of Operations
 Mr. John Turk, Director of Fiscal Services
 Mr. John Calhoun, Director of Facilities

* Facilities Sub-Committee Members

1. Mr. McSherry called the meeting to order at 6:30 pm.	Call to Order
2. There was no public comment.	Public Comment
3. Discussion and Possible Action Items A. Verbal Update from the District Energy Manager <ul style="list-style-type: none"> • Mr. Turk reported for Mr. Knipple. Mr. Knipple has introduced himself as Energy Manager to staff and he has familiarized himself with new procedures for monitoring the temperatures in the schools and with the new energy software. • Mr. Knipple has made it his habit to make inspections early in the morning, and at different times over the weekends and during extended shut down periods. During these inspections he gathers data regarding building temperatures and humidity levels for comparison to previous information. • Mr. Knipple has submitted a detailed report of his activities and collected data to Mr. Turk and Mr. Calhoun for study and analysis. • Mr. Turk has reminded Energy Education, Inc., that no credit/consideration shall be given them regarding the oil to gas switch or the improved energy-efficient lighting re-fits previously authorized by the Board. • Officials from Energy Education, Inc., have assured Mr. Turk that we are “on target” for our energy program and we should start to realize savings by the data release date sometime in February, 2007. 	Discussion and Possible Action Energy Manager Update

<p>B. Update on District-Wide Facilities Issues</p> <ul style="list-style-type: none"> ▪ Damage done to the athletic fields at SMS has been repaired by the two teen-aged boys that caused the damage by driving their vehicles across the fields. ▪ A septic tank blockage at SMS was cleared and the tank pumped. An engineering firm will assess the system's functionality, with any necessary repairs to be done in the spring. ▪ A sprinkler malfunction in the main freezer at SNIS caused significant damage and loss of food products, but was repaired and then inspected and approved by the Fire Marshall. ▪ Yankee Gas and our boiler contractor have addressed a problem with a vibrating gas valve at JPS. The vibration caused an irregular gas flow resulting in the boilers flaming out. This situation presented no danger to the building or inhabitants. ▪ The crumbling ceiling in a bathroom on the second floor of the East Street building is being replaced due to water damage from a leak in the bathroom on the third floor. Luckily, although the water leaked all the way to the gymnasium floor, the wood floor on that level sustained no damage. ▪ Maintenance employees have been sanding an icy section on Larson Road for the past two days. Water from a leaking valve has frozen on the roadway. The valve belongs to United Water and will be repaired shortly. The high school will have to re-route its exiting buses one afternoon while repairs are being made. The school district will bear no financial liability in this matter. 	<p>District-Wide Facilities Update</p>
<p>C. East Street Update</p> <ul style="list-style-type: none"> ▪ Mr. Turk recommended Sevigny Architects' Proposal for a Feasibility Study to the Facilities Sub-Committee as a cost effective way to gather pertinent information on three alternatives to the space and maintenance issues of the East Street building. ▪ Sevigny proposes a fee of \$30,000, a lower than normal estimate, for this study. ▪ The Facilities Sub Committee feels they are acting prudently by being pro-active in the gathering of these cost estimates in order to be prepared with facts if the time comes when a decision is forced by circumstances. ▪ The savings realized by the switchover from oil to gas at three of our schools is a possible source of funding to underwrite this feasibility study. ▪ Sevigny has a credible reputation and this study appears to be a cost effective way to save money in the long run. 	<p>East Street Update</p>
<p>Motion by Mr. Ruggeiro: Move that the Facilities Sub Committee bring the proposal for a feasibility study by Sevigny Architects to the full Board for discussion and possible action.</p>	<p>Motion made and passed that the Facilities Sub Committee bring the</p>

<p>Seconded by: Mr. Vita</p> <p>Aye: Mr. McSherry, Mr. Failla, Mr. Ruggeiro, Mr. Vita Nay: Abstain: Motion: Passed Unanimously 4-0-0</p>	<p>proposal for a feasibility study by Sevigny Architects to the full Board for discussion and possible action</p>
<p>D. Cost of Security Cameras</p> <ul style="list-style-type: none"> ▪ Mr. Calhoun provided a cost analysis of the purchase and installation of a security camera at JPS, NES, H&P, and SMS. ▪ SNIS' security camera system was upgraded last year. ▪ All DVRs (Digital Video Recorder) will be compatible with the systems currently in place at NMHS and SNIS. ▪ These DVRs would be installed in fixed locations and could be programmed to record at designated times or could be motion sensitive. They could all be networked together and monitored at a central location or monitored on site. The NMPD could also be tied into the system. More DVRs could be added each year, as needed. ▪ A security assessment of each school could produce a prioritized district-wide needs plan. ▪ A Safe Schools Initiative will be brought before the state legislature early in January, with a possible \$15 million dollars to be distributed to CT school districts. This is a possible funding source for any new security measures. ▪ It was noted that a 16 channel system would be much more cost effective than a 9 channel systems, as there is only approximately an \$800. difference between the two. ▪ Currently, there are 16 cameras covering the perimeter of NMHS (out of 50 total) and 4 at SNIS. ▪ Our current equipment meets industry standards. All the existing cameras are serviced regularly, always being "tweaked" and are replaced as necessary. ▪ This issue will be re-visited by the Committee in February. 	<p>Cost of Security Cameras</p>
<p>E. Assistant Facilities Manager Position</p> <ul style="list-style-type: none"> ▪ Mr. Calhoun presented a memo outlining the need for the reinstatement of the Assistant Facilities Manager's Position. ▪ Due to the re-location of one key individual and the change of job status of another, Mr. Calhoun is in need of a non-union, administrative level person to help with the tasks that cannot be performed by unionized employees. ▪ Mr. Calhoun provided data supporting this request in the form of a cost justification and budget impact analysis, as well as a job description. 	<p>Assistant Facilities Manager Position</p>

<ul style="list-style-type: none"> ▪ It is estimated to take up to one month to advertise for, recruit, interview, and hire an Assistant Facilities manager. Mr. Calhoun will be looking for an individual whose strengths will complement his own. <p>Motion by Mr. Rugeiro: Move that the Re-instatement of the Assistant Facilities Manger Position be brought to the full Board for approval.</p> <p>Seconded by: Mr. Failla</p> <p>Aye: Mr. McSherry, Mr. Failla, Mr. Rugeiro, Mr. Vita Nay: Motion: Passed Unanimously 4-0-0</p>	<p>Motion made and passed that the Re-instatement of the Assistant Facilities Manger Position be brought to the full Board for approval</p>
<p>4. Adjourn</p> <p>Motion made by Mr. Vita: Move to adjourn.</p> <p>Seconded by: Mr. Rugeiro</p> <p>Aye: Mr. McSherry, Mr. Failla, Mr. Rugeiro, Mr. Vita Nay: Motion: Passed Unanimously 4-0-0</p>	<p>Motion made and passed to adjourn.</p>
<p>The Facilities Sub-Committee Meeting was adjourned at 7:20 pm.</p>	<p>Adjournment.</p>

Respectfully submitted,

**Mr. Thomas McSherry, Chairman
 Facilities Sub-Committee**