

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

FACILITIES SUB-COMMITTEE
MEETING NOTICE

RECEIVED
TOWN CLERK
2019 DEC -6 A 11:01
NEW MILFORD, CT

DATE: December 10, 2019
TIME: 6:45 P.M.
PLACE: Lillis Administration Building—Room 2

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. Celtic Energy Follow up
- B. SNIS Hot Water Heater
- C. Relocation of Administrative Offices
- D. Budget Drivers - Facilities

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
Angela C. Chastain
Joseph Failla
Eileen P. Monaghan

Alternates: Tammy McInerney



Proposed Relocation of Administrative Offices

Background

There continue to be interior and exterior issues affecting occupancy of the Lillis Building. Most recently, on November 12, 2019 at the Facilities Sub-Committee meeting, a memo was distributed that explained the latest repairs needed. Payment was later approved at the full Board of Education meeting on November 19, 2019. These repairs re-started conversation internally about possible alternatives for the location of district offices.

Advantages of Relocation

- Reduces the footprint of the district, allowing for operating cost reductions including utilities, repairs and maintenance (plow/mow) outlined in the *Operating Savings* chart on page 3. It is anticipated that in year one (2020-2021) these savings would be used to fund the move and required setup (see *2020-2021 Relocation Operating Expenses* chart on page 3), but in 2021-2022 and beyond those savings would be a real reduction to the bottom line operating cost for the district.
- Avoids the forthcoming capital projects for the Lillis Building such as the cupola, boiler replacement, foundation repairs and needed roof replacement that are outlined in the *Capital Savings for Projects to be Removed from 5 Year Plan* chart on page 3.
- Allows ADA accommodations in the operation of the district offices without the exceptions currently allowed at the Lillis Building.
- Relocates district office staff to a better maintained building that has a new roof, central air conditioning and that is covered by a generator, since SNIS is currently designated as one of the emergency shelters for the Town of New Milford.
- Provides sufficient room for the Facilities department staff to be moved from the Farmhouse, consolidating district office personnel into one location for the public.
- Provides for district office staff to be at a location where the district currently employs safety monitors.



**ITEM OF INFORMATION
DECEMBER 2019**

3C - Facilities Sub-Committee
4A - Operations Sub-Committee

- Could accommodate a dedicated Board Room that would be wired for recording of all Board of Education Sub-Committee meetings. The specifications and funding to accomplish this have not been identified and would need a separate proposal.
- May lower the Board of Education's liability and property insurance premiums through CIRMA. This amount is yet to be determined.

Time Frame

Summer of 2020.



ITEM OF INFORMATION

DECEMBER 2019

3C - Facilities Sub-Committee

4A - Operations Sub-Committee

Savings & Costs

OPERATING SAVINGS		
DEPARTMENT	AMOUNT	DESCRIPTION
FACILITIES - MAINTENANCE	\$5,500	CONTRACTED REPAIRS FOR CENTRAL OFFICE
	\$500	GROUNDS MAINTENANCE FOR CENTRAL OFFICE
	\$1,600	WATER FOR CENTRAL OFFICE
	\$900	SEWER FOR CENTRAL OFFICE
	\$36,532	PHONE SERVICE FOR CENTRAL OFFICE
	\$21,269	ELECTRIC FOR CENTRAL OFFICE
	\$26,775	OIL FOR CENTRAL OFFICE
	\$1,784	MAINTENANCE SUPPLIES FOR CENTRAL OFFICE
FACILITIES - CUSTODIAL	\$12,710	TRASH COLLECTION FOR CENTRAL OFFICE
	\$2,434	GENERAL REPAIRS FOR CENTRAL OFFICE
	\$1,350	FACILITIES SUPPLIES FOR CENTRAL OFFICE
TECHNOLOGY	\$9,000	FIBER SERVICE FOR CENTRAL OFFICE
	\$120,355	

2020-2021 RELOCATION OPERATING EXPENSES		
DEPARTMENT	AMOUNT	DESCRIPTION
FACILITIES - MAINTENANCE	\$22,400	INTERCOMS & CARD SWIPES FOR BUILDING ACCESS
	\$44,323	INTERIOR & EXTERIOR DOOR RECONFIGURATION
	\$3,000	ROOM REPAIRS
TECHNOLOGY	\$36,532	RELOCATED PHONE SERVICE
	\$4,500	NEW PHONE HOOKUPS
	\$4,600	NETWORK HOOKUPS AND ADDITIONAL ACCESS POINTS
OTHER	\$5,000	SIGNAGE, FURNITURE & ANY UNANTICIPATED COSTS
	\$120,355	

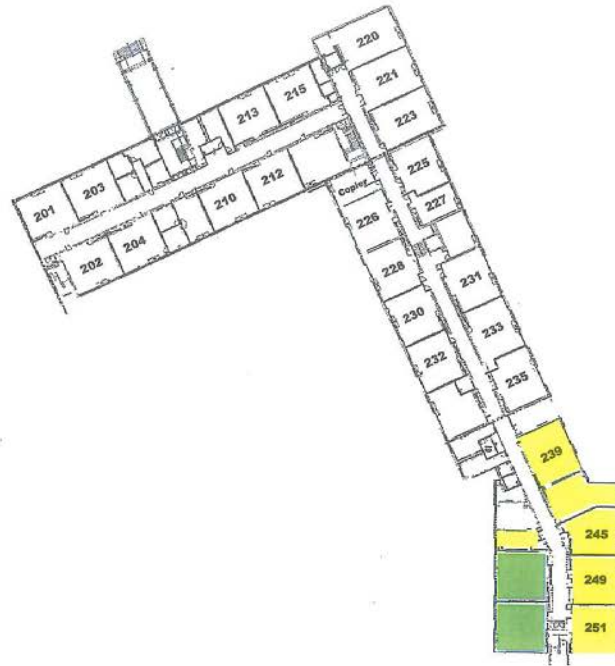
CAPITAL SAVINGS FOR PROJECTS TO BE REMOVED FROM 5 YEAR PLAN		
DEPARTMENT	AMOUNT	DESCRIPTION
FACILITIES	\$60,000	ROOF CUPOLA - 2020/2021
	\$95,000	STEAM BOILER REPLACEMENT - 2020/2021
	\$40,000	FOUNDATION REPAIR - 2021/2022
	\$900,000	ROOF REPLACEMENT - 2022/2023
	\$1,095,000	



**ITEM OF INFORMATION
DECEMBER 2019**

3C - Facilities Sub-Committee
4A - Operations Sub-Committee

SNIS 2nd FL.



SNIS 1st FL.

