

**New Milford Board of Education  
 Facilities Sub-Committee Minutes  
 December 12, 2017  
 Lillis Administration Building—Room 2**

**Present:** Mr. Brian McCauley, Chairperson  
 Mrs. Angela C. Chastain  
 Mr. Bill Dahl  
 Mrs. Tammy McInerney, Alternate

**Also Present:** Mr. Joshua Smith, Superintendent  
 Mr. Kevin Munrett, Facilities Director  
 Mr. Nestor Aparicio, Assistant Facilities Director  
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
 Ms. Roberta Pratt, Director of Technology  
 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 meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. McCauley. Mrs. McInerney was seated as an alternate.</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>• There was none</li> </ul>	<p><b>Public Comment</b></p>
<p><b>3.</b></p> <p><b>A.</b></p>	<p><b>Discussion</b></p> <p><b>Lillis Building ADA Report</b></p> <p><b>1. Administrative recommendations for prioritization of needs</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett handed out a project timeline for discussion. The first column on the left are items needed to improve efficiency or are required. That work has already begun.</li> <li>• Mrs. McInerney asked if the work had been budgeted. Mr. Munrett said some were in the budget, but not all.</li> <li>• Mr. Smith said the oil tank pressure test was done at all buildings. The steam traps are for the third floor at Lillis, in order to regulate the heat.</li> <li>• Mr. Dahl asked what the spot abatement design and monitoring covered. Mr. Munrett said Fuss and O'Neill, who is certified to do the asbestos monitoring for the district, would be testing</li> </ul>	<p><b>Discussion</b></p> <p><b>A. Lillis Building ADA Report</b></p> <p><b>1. Administrative recommendations for prioritization of needs</b></p>

	<p>and monitoring an abatement project regarding paint in the Lillis basement.</p> <ul style="list-style-type: none"><li>• Mrs. Chastain asked if the actual abatement project was an additional cost and Mr. Munrett said it would be.</li><li>• Mr. Munrett said pressure tests had just been completed on the oil tanks and the replacement listed in the second column is not needed at this time. The tests did reveal some work that should be done now, so Mr. Munrett said the \$7,000 oil tank repair listed in the second column should be moved to the first column for more immediate action. Further down the road for consideration are boiler and roof replacements, electrical system and bathroom upgrades, ADA initiatives and site work.</li><li>• Mrs. Chastain asked if the estimate for ADA initiatives includes an elevator and Mr. Munrett said it does.</li><li>• Mr. Dahl asked if these are considered budget drivers and whether there had been any discussion with the new town administration.</li><li>• Mr. Smith said that we are stewards of the buildings we are in and need to plan to care for them. If there is a conversation to take place with the town regarding the multi-year future use of buildings, these would be items anyone using the building should be looking to address. He said the administration supports whatever choice the BOE makes as to where the offices are.</li><li>• Mrs. McInerney asked if there was a plan to have that discussion with the Mayor. Mr. Smith said none scheduled. He said there are two meetings scheduled with the Mayor, for December 19 and 21, but those are planned to discuss state and school budgets.</li></ul> <p>Mrs. Chastain moved to bring the Lillis Administrative Building Project Timeline to the full Board for discussion.</p> <p>Motion seconded by Mrs. McInerney.</p> <p>Reminded that the topic was warned for discussion</p>	<p><b>Motion made and withdrawn to bring the Lillis Administrative Building Project Timeline to the full Board for discussion.</b></p>
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	<p>only, Mrs. Chastain withdrew her motion.</p> <p>Mr. Smith said he would include the handout in his Friday notes to the Board and it would be posted on the website as usual.</p> <p>Mr. McCauley said he expected the topic to continue to be listed on Facilities agendas over the next few months and beyond.</p>	
<p><b>4.</b></p> <p><b>A.</b></p> <p><b>B.</b></p> <p><b>C.</b></p>	<p><b>Items of Information</b></p> <p><b>Fire Hydrant Testing Results</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said the hydrants had been tested in conjunction with the fire marshal and Aquarion and all but four passed. They are waiting on a proposal from Aquarion to repair deficiencies. The fire marshal is aware and happy with the progress.</li> <li>• Mrs. McInerney asked when the repairs would be done. Mr. Munrett said they would need to wait until spring, rather than open hydrants in this cold weather.</li> <li>• Mr. McCauley asked if there was any safety issue involved and Mr. Munrett said there was not.</li> <li>• Mrs. McInerney asked that the Board be kept updated.</li> </ul> <p><b>Oil Tank Pressure Testing Review</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said all district oil tanks were tested and any deficiencies noted. They are working with the vendor to strategize and remedy deficiencies, some of which are minor in nature. He said he would have a better feel at the end of the month regarding the full scope.</li> </ul> <p><b>Roof Thermal Scan Project</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said this project was completed just before the first snow. The SNIS roof is the most troubling, showing nineteen separate wet areas. The rest of the roofs appeared fairly</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Fire Hydrant Testing Results</b></p> <p><b>B. Oil Tank Pressure Testing Review</b></p> <p><b>C. Roof Thermal Scan Project</b></p>

	<p>healthy.</p> <ul style="list-style-type: none"><li>• Mrs. McInerney asked what the scanning involved. Mr. Munrett said a thermal scan was done at night to check for moisture and the vendor also performed a visual inspection, walking the roofs.</li><li>• Mrs. McInerney said she thought the NES roof had been identified as next in line for repair. Mr. Munrett said that was the case before this scan was done, showing more issues with SNIS. He said he would have additional information for the next meeting.</li></ul> <p><b>D. NES Fire Alarm Project</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett said this replacement project started Monday, replacing devices in zones during second shift, and is being done with the vendor in conjunction with the fire marshal.</li><li>• Mrs. McInerney asked if students were affected and if the replacement is due to age. Mr. Munrett said the work is being done while students are not in the building and was due to age of equipment and the inability to find replacement parts. He said it was a planned, budgeted item. He thanked the NES PTO for the use of their room for storage during the project. He said the fire marshal will plan to do a final inspection during the holiday break.</li></ul> <p><b>E. SMS Water Heater</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett said the water heater was found to be leaking in November during a routine building check and a replacement was necessary. An emergency repair and replacement was done within three days.</li><li>• Mr. Smith gave kudos to the SMS Food Services staff who received a score of 100% on a health inspection even though the heater was not working the day of the inspection.</li></ul> <p><b>F. Possible Budget Drivers</b></p> <ul style="list-style-type: none"><li>• Mr. Smith said all the topics discussed tonight</li></ul>	<p><b>D. NES Fire Alarm Project</b></p> <p><b>E. SMS Water Heater</b></p> <p><b>F. Possible Budget Drivers</b></p>
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	can be considered budget drivers. Many, such as the roof and oil tanks, would not be considered operating expenses due to their cost and would appear either as a capital project or bonding item.	
<b>5.</b>	<b>Public Comment</b> <ul style="list-style-type: none"><li>• There was none.</li></ul>	<b>Public Comment</b>
<b>6.</b>	<b>Adjourn</b> Mr. Dahl moved to adjourn the meeting at 7:07 p.m., seconded by Mrs. McInerney and passed unanimously.	<b>Adjourn</b> <b>Motion made and passed unanimously to adjourn the meeting at 7:07 p.m.</b>

Respectfully submitted:



Brian McCauley, Chairperson  
Facilities Sub-Committee