

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

**FACILITIES SUB-COMMITTEE**  
**MEETING NOTICE**

**DATE:** March 12, 2019  
**TIME:** 6:45 P.M.  
**PLACE:** Lillis Administration Building—Room 2

RECEIVED  
TOWN CLERK  
2019 MAR -8 A 9:01  
CT  
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. Discussion and Possible Action**

- A. SNIS roof top unit replacement
- B. Lillis Oil tank
- C. Water main break at SNIS
- D. Roofs

**4. Items of Information**

- A. Winter Update
- B. Energy Savings Initiatives
- C. New Milford Diamond Club Donation
- D. Town Emergency Gas Tank at SNIS

**5. Public Comment**

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- 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.

**6. Adjourn**

**Sub-Committee Members: Brian McCauley, Chairperson  
Angela C. Chastain  
Joseph Failla  
Eileen P. Monaghan**

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



**To: Interim Superintendent Stephen Tracy and BOE Chairman David Lawson**

**Re: Donation of money and supplies/labor to make field maintenance improvements and press box to the Varsity Baseball Field**

February 25, 2019

Dear Mr. Tracy and Mr. Lawson:

On behalf of the New Milford Diamond Club, we would like to formally request your consideration in allowing our club to donate funds and services to the New Milford High School Baseball team with the intent to enhance the existing Varsity field facilities.

The New Milford Diamond Club was established four years ago to raise funds and resources for the NMHS Baseball and Softball staffs to keep building the Green Wave teams into premier programs for our student athletes. Through our volunteer organization we look to work with the School Facilities Department to maintain and improve the facilities, while promoting school pride through fundraising and special events to provide the baseball/softball teams with items not able to be funded through the school budget or fall outside the scope of the Facilities staff responsibilities.

The Diamond Club is aware of the Town and school budget constraints and would like to offer assistance through a financial donation as well as providing physical labor/supplies in the amount 12,000.00 to NMHS. With your approval the New Milford Diamond Club would begin to complete the following work on the NMHS Varsity Baseball field:

- Pitcher's mound and Home Plate area – rebuild the mound and home plate circle with clay bricks
- Overall field maintenance – e.g. remove grass lips around infield and add appropriate layer(s) of clay, correct drainage so water does not run-off into batting cage area, provide home plate and pitcher's mound covers to protect areas when not in use from weather, etc.
- Build a press box with secured equipment storage area underneath for the baseball program
- Provide a Softball team specific equipment shed at the Varsity Softball field

We look forward to hearing back from you regarding this request as we would like to complete some of this work prior to the start of the baseball season at the end of March 2019.

Kind Regards

New Milford Diamond Club

President – Carl Profita

Vice President – Carl Sturino

Treasurer – Mike Vochis

Secretary – Kim Cianciolo

**President:** Carl Profita **Vice President:** Carl Sturino **Secretary:** Kim Cianciolo **Treasurer:** Mike Vochis **Senior Class Representatives:** TBD **Junior Class Representatives:** Jennifer Profita, Trish Martinez, Nicole Pliego **Sophomore Class Representatives:** Stella Vochis, Rick Lucas, Crisitna Davidson **Freshman Class Representatives:** Michelle Romaniello

# NEW MILFORD PUBLIC SCHOOLS

Office of the Superintendent

50 East Street

New Milford, Connecticut 06776

(860) 355-8406 FAX (860) 210-4132



Dr. Stephen Tracy  
Interim Superintendent of Schools

March 12, 2019

To the Members of the Facilities Committee:

Attached for your review are three items related to this evening's Facilities Committee Meeting:

1. Repair of Water Main Break at the Sarah Noble School

This memo describes the circumstances and costs related to the February 11 water main break that we experienced at the Sarah Noble School. At the direction of the Town Health Director, I dismissed students and staff early on that day, once it became necessary to turn off water service to the school.

2. Repair or Replacement of Roof Top Air Cooling Unit at Sarah Noble Schools

This memo details repair and replacement options for the rooftop air handling unit at the Sarah Noble School. You will notice that some pages, which included detail that I did not believe the Committee would be interested in reviewing, have been omitted. Mr. Munrett will have the entire document with him this evening should you wish to review the "fine print".

3. Replacement of Oil Tank at the Lillis Administration Building

I am seeking authorization to pay \$3,000 to the contractor, reflecting costs related to the transport of the new tank from the Hill & Plain School to the Lillis Building. Beyond this amount, the contractor is requesting payment of \$89,170 for work beyond the original contract. At a future date, I will recommend payment of an amount up to this number following a careful evaluation of the validity of the charges.

Sincerely yours,



Stephen Tracy  
Interim Superintendent



**New Milford Public Schools**  
Facilities Department  
386 Danbury Road  
New Milford, CT 06776  
860) 354-6265  
FAX (860) 210-2233

## MEMORANDUM

**To: Dr. Stephen Tracy, Interim Superintendent**  
**From: Kevin Munrett, Facilities Director**  
**Date: 3/11/19**  
**Re: Water Main Break at SNIS**

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Dr. Tracy -

Early in the morning of Monday, February 11, 2019, I was notified by maintenance staff at Sarah Noble of water seeping out from the asphalt roadway in front of the main entrance. We immediately called Aquarion Water Company to report the problem.

Aquarion utilizes a short list of preapproved vendors to make emergency repairs of this nature. Having experienced a similar situation in 2016, we immediately contacted David Tinker of Tinker Excavating. He and his team were able to mobilize and arrive at SNIS within the half hour.

They were able to work on the pipe break while school was in session up until the point where water had to be turned off to the building. Once the water was off they were able to cut out the broken pipe and repair accordingly. Lastly, they backfilled the area, compacted the soil and installed fresh asphalt to make a complete repair of the site.

I am issuing this memo as supporting documentation to issue payment to David Tinker Excavating in the amount of \$6,033.18 for services rendered as part of this emergency water main break.

*Sincerely,*  
*Kevin Munrett*  
*Facilities Director*



Office of Fiscal Services & Operations  
 50 East Street  
 New Milford, Connecticut 06776

3-A

**TO: Stephen Tracy, Interim Superintendent**  
**FROM: Anthony J. Giovannone, Director of Fiscal Services and Operations**  
**Date: March 11, 2019**  
**RE: SNIS Roof Top Unit Replacement**

The unit went down in December 2018 and requires repair or replacement. We would have had to limp to July 1, 2019 without the unit operating if the project was approved as part of the Capital Reserve request for 19/20. Now that the Capital Reserve request for 19/20 has been cut from budget, discussions have taken place within the Board of Education administrative staff about prioritizing this project to give the building the relief it needs before the cooling season begins. The Facilities Director and I are supplying this memo to get guidance on what path the Board would like to take.

**Repair**

If the Board was to pursue repair of the unit the cost would be under \$15,000 and not require a formal bid or proposal as per Purchasing Policy 3300(a). The provision of Purchasing Policy 3300(a) related to this project requires that we obtain three (3) quotes which are listed below. Getting the pieces to perform the repair would take a vendor 3-5 days. The installation would then take an additional 2-3 days. Funding for this could be absorbed in the Operating budget; likely via a transfer into Facilities from another department. Identification of the exact lines would be available after a full fiscal year end projection of the Board of Education's year-end balance.

|    | <b>Vendor</b> | <b>Price</b> | <b>Page Reference</b>     |
|----|---------------|--------------|---------------------------|
| 1. | Mulvaney      | \$5,400      | Page 2 of 15 of this memo |
| 2. | Air Temp      | \$6,150      | Page 3 of 15 of this memo |
| 3. | Trane         | \$10,108.54  | Page 4 of 15 of this memo |

**Replacement**

If the Board was to pursue replacement of the unit the cost would be over \$15,000 and require a formal bid or proposal as per Purchasing Policy 3300(a) unless there is a State contract or other acceptable cooperative purchasing agreement we can participate in. Being a K-12 school district, one such purchasing agreement we can utilize is the Trane HVAC systems and services through U.S. Communities. Pages 5-6 of this memo include the U.S. Communities information from Trane for your reference. Getting a replacement unit would take 3-4 weeks. The installation would then take an additional 2-3 days. Funding for this project, in our opinion, would then require use of Capital Reserve funding. As of March 1, 2019 the balance in the Board of Education's Capital Reserve account is \$729,704. The project with Trane, through the U.S. Communities purchasing agreement would cost \$37,020.98 and is part of the turnkey proposal submitted to us by Trane contained in pages 7-15 of this memo.

*Sincerely,*  
*Anthony J. Giovannone*  
*Director of Fiscal Services and Operations*



# Mulvaney MECHANICAL, INC.

4 Christopher Columbus Avenue  
Danbury, CT 06810-7352  
(203) 797-8005 • (845) 278-8813  
Fax: (203) 794-1786  
www.mulvaneymechanical.com

Plumbing Heating Process Piping Air Conditioning Sheet Metal Fire Protection

March 8, 2019

**MMI Proposal # 19-201**

**Connecticut**

Mechanical  
Contractor  
MEC.1019

Plumbing  
P1 #202488

Heating &  
Cooling  
S1 #302746

Sheet Metal  
SM1 #691

Fire Protection  
Contractor  
F1 #10854

Building  
Contractor  
Reg. #531696

Medical Gas  
MG1 #221

**Dist. Colum.**

Master Plumber  
PM1241

**Florida**

Plumbing  
Contractor  
CFC056694

**New Jersey**

Master Plumber  
368I00961900

Building  
Contractor  
#13VH00953900

**New York**

Putnam City  
HVAC  
#071

Plumbing  
#402

Sprinkler  
#004

Rockland City  
P-H-C  
Contractor  
#P-1055

Westchester City  
Master Plumber  
#206

Town of New Milford  
Sarah Noble Intermediate School  
25 Sunny Valley Road  
New Milford, CT 06776  
Attn: Kevin Munrett  
[munrettk@newmilfordps.org](mailto:munrettk@newmilfordps.org)

**Re: RTU #3 Compressor Replacement**

We propose to provide labor and materials as noted on this proposal.

Work will consist of:

- Recover refrigerant from unit
- Disconnect, remove and dispose of defective compressor
- Install new OEM compressor and contactor
- Evacuate system and charge
- Start unit and test operation

**The cost for the above is \$5,400.00 and is Tax Exempt.**

This quotation is valid for thirty days.

This work includes regular and incidental materials, installation, and cleanup of our work for completion of this project. All temporary services, bonds, premium time, permits, consequential damages, concealed conditions and other trades are excluded from this proposal except as specified above.

Thank you for the opportunity to submit this proposal. We look forward to providing you with a quality installation.

Sincerely,

MULVANEY MECHANICAL INC.

Mike Heck  
MH/It





# AIR TEMP

MECHANICAL SERVICES INC.

360 Captain Lewis Drive  
Southington, CT 06489  
Phone: (860) 953-8888 Fax: (860) 953-5877

## Quote

|             |            |
|-------------|------------|
| Quote No    | Quote Date |
| 579         | 3/8/2019   |
| Salesperson |            |
|             |            |

| Customer   | Work to be Performed at  |
|--|--|
| New Milford Public Schools<br>50 East Street<br>New Milford, CT 06776<br>N/A<br>Phone: (555) 555-5555<br>Cell:<br>Fax:<br>Email: | Sarah Noble Intermediate School<br>25 Sunny Valley Road<br>New Milford, CT 06776 |

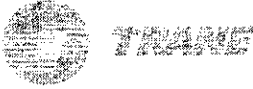
| Work Requested  |
|---|
| Replace failed compressor on RTU#3<br>Re-claim and dispose of failed compressor.<br>Furnish and install new OEM Trane compressor, contactor, refrigerant, and filter dryer.<br>Test operations. |

| Qty  | U/M | Item No | Description                          | Rate/Unit | Amount   |
|------|-----|---------|--------------------------------------|-----------|----------|
| 1.00 |     |         | Price to complete above listed scope | 6,150.00  | 6,150.00 |

|                     |                 |
|---------------------|-----------------|
| Subtotal:           | 6,150.00        |
| Taxable Amount:     | 0.00            |
| CT44 Sales Tax:     | 0.00            |
| <b>Quote Total:</b> | <b>6,150.00</b> |

Notice to proceed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

CT LIC. #S1-390692  
AA / EOE



March 4, 2019

Kevin Munrett  
 Facilities Manager  
 New Milford Board of Education CT  
 386 Danbury Road  
 New Milford, CT 06776  
 (860) 355-8406  
 munrettk@newmilfordps.org  
**ATTENTION:** Kevin Munrett

Site Address:  
 Sarah Noble Intermediate School  
 25 Sunny Valley Drive  
 New Milford, CT 06776

Trane U.S. Inc.  
 716 Brook Street, Suite 130  
 Rocky Hill, CT 06067  
 Phone: (860) 616-6514  
 Fax: (877) 396-9653  
 Service Contact: (860) 616-6543

**PROJECT NAME:** Sarah Noble Intermediate School RTU-3 Repairs

Trane is pleased to offer you this proposal for performance of the following services for the Equipment listed. Services will be performed using Trane's Exclusive Service Procedure to ensure you get full benefit of our extensive service experience, coupled with the distinct technical expertise of an HVAC Equipment manufacturing leader. Our innovative procedure is environmentally and safety conscious, and aligns expectation of work scope while providing efficient and productive delivery of services.

**EQUIPMENT LIST**

| Equipment  | Qty | Manufacturer | Model Number | Serial Number | Area Served / Asset Tag |
|--|-----|--------------|--------------|---------------|-------------------------|
| 25 Ton Packaged Unitary Gas/Elec Rooftop - Dedicated | 1   | Trane        | TCD301C40ABA | R40100399D    | RTU #3 OFFICE           |

**Description**  
 Compressor Change out Electrical Failure  
**SERVICE FLOWS**

**Quantity Per Term**  
 1

**Service 1: Compressor Change out Electrical Failure**  
 Description

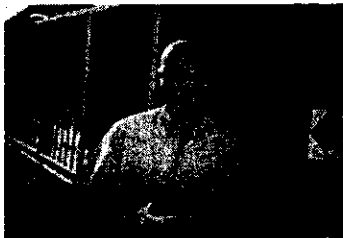
- Customer Checking
- Lock Out Tag Out RTU
- Refrigerant Recovery (High Pressure) - Unitary
- Remove Compressor Air Cooled
- **Includes Sign Crane Rigging to Roof**
- Replace Compressor (Electrical Failure) Unitary with Required Tubing Kit
- Nitrogen Leak Check - High Pressure
- Replace Core Drier, Contactor, Crankcase Heaters
- Evacuate System after Repair
- Charge System (Per Circuit) with New Refrigerant
- Remove Lock Out Tag Out, Restore to Normal Operation
- Log Unit after Repair
- Customer Check Out

**PRICING AND ACCEPTANCE**

**TOTAL PRICE:**.....\$ 10,108.54 USD

# Fill Your Comfort Solutions with Trane® and U.S. Communities™

*For over 100 years, Trane® has been a leader in state-of-the-art heating, ventilation, and air conditioning systems for commercial, industrial, and institutional applications.*



Our proven success in delivering high-performance HVAC systems and services to customers, our commitment to sustainability and energy efficiency, and our reputation for reliability combined with advanced innovation makes Trane the ideal supplier for all U.S. Communities participants.

It can be a challenge to maintain high-quality building environments within budget constraints. Required energy efficiency and environmental sustainability may seem financially out of reach.

Our contract with U.S. Communities™ allows customers to benefit from the potential cooperative purchasing power of up to 90,000 public agencies. U.S. Communities, a cooperative purchasing organization, provides world class government procurement resources and solutions.

All contracts available through U.S. Communities are competitively bid by a lead public agency and provide access to a broad line of top national suppliers.

U.S. Communities delivers excellence in cooperative solutions by providing:

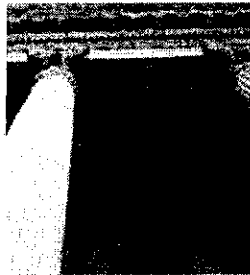
- Third-party audits
- Benchmarking analyses
- Rigorous supplier commitments

## *Who Can Participate?*

Many different types of government and nonprofit entities qualify to purchase through U.S. Communities.



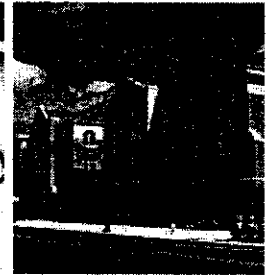
*K-12 school districts and higher education*



*Cities, towns, counties, states, and other government entities*



*Nonprofit organizations such as museums, religious institutions, and civic groups*



*Housing and transportation authorities, ports and other special districts*



**Prepared For:**  
Kevin Munrett

**Date:**  
January 9, 2019

**Job Name:**  
Sarah Noble RTU #3 Office

**Proposal Number:**  
3457685

**Delivery Terms:**  
Freight Allowed and Prepaid – F.O.B Factory

**Payment Terms:**  
Net 30

**State Contractor License Number:**  
HTG.0396264-S1

**Proposal Expiration Date:**  
30 Days

# Scope of Work

“Scope of Work” and notations within are based on the following negotiated scope of work with Kevin Munrett and based on the site surveys on October 12, 2018

## Turnkey Installation of HVAC Equipment

**Tag Data - Packaged Cooling Rooftop Units (Qty: 1)**

| Item | Tag(s) | Qty | Description                       | Model Number                                 | Spec Number |
|------|--------|-----|-----------------------------------|--|-------------|
| A1   | RTU-3  | 1   | 25 Ton Packaged Unitary Cooling R | THD300G4R0B--<br>HGC1A1B60000000000000000000 | RTU-3       |

**Product Data - Packaged Cooling Rooftop Units**

- Item: A1 Qty: 1 Tag(s): RTU-3
- DX cooling
- Standard efficiency
- Downflow
- 25 Ton
- 460/60/3
- Reliatel
- Economizer Comparative Enthalpy 0-100% with Barometric Relief
- VAV w std motor w shaft ground ring
- Hinged panels/2" Pleated Filters MERV 8
- Standard condenser coil with hail guard
- Through the base electric
- Unit mounted non-fused disconnect
- Powered convenience outlet
- BACnet communications interface
- Power exhaust (Field)
- 1st Year Labor warranty
- 5 year Compressor Parts Warranty



**Mechanical Installation Included**

- Recovery and Disposal of existing R22 Charge with EPA requirement
- Crane and Rigging Service
- Disposal of Old RTU
- Power and Control Wiring
- Sheet Metal Work includes curb and Power Exhaust work
- Start-up and Check out
- Town of New Milford Permit with State Education Fees

**Proposal Notes/ Clarifications**

- All work to be performed during normal business hours (7am to 3:30 pm, M-F, non-holidays)
- Proposal does not include "Premium Time" or Price Contingency therefor
- Equipment Order Release and Services rendered are dependent on receipt of PO/Subcontract and credit approval
- Trane will not perform any work if working conditions could endanger or put at risk the safety of our employees or subcontractors
- Asbestos or hazardous material abatement removal shall be performed by customer

**Miscellaneous mechanical services not included**

- Fire/Life Safety Integration



# Pricing and Acceptance

Kevin Munrett  
Facilities Manager  
New Milford Public Schools  
386 Danbury Road  
New Milford, CT 06776

Site Address:  
Sarah Noble Intermediate School  
25 Sunny Valley Drive  
New Milford, CT 06776

### Price

**Total Project Net Price .....\$35,588.98**  
**Add \$ 1,432.00 for High Efficiency**

### Anticipation Discount

Trane is pleased to offer an opportunity to maximize the value of your purchase by offering you savings with the Trane Anticipation Discount Program (ADP) that is flexible and designed for all Trane customers. The discount depends on the percentage of quoted price that is pre-paid, estimated payment date, estimated monthly schedule of values, and the current annualized discount rate.

Total Potential ADP Discount for this project .....\$ TBD

Your Trane representative can provide a formal ADP quotation to lock in your savings.

### Financial items not included

- Bid Bond
- Payment and Performance Bond
- Guarantee of any energy, operational, or other savings

Alan Berard  
Services Account Manager  
Trane Commercial Systems and Services  
Ingersoll Rand  
715 Brook Street Suite 130  
Rocky Hill, CT 06067  
Tel: 860-616-6514  
Fax: 877-396-9653

E-mail: [aberard@trane.com](mailto:aberard@trane.com)  
[www.trane.com](http://www.trane.com)



Ingersoll Rand Family of Brands





New Milford Public Schools  
Facilities Department  
386 Danbury Road  
New Milford, CT 06776  
860) 354-6265  
FAX (860) 210-2233

## MEMORANDUM

**To: Dr. Stephen Tracy, Interim Superintendent**  
**From: Kevin Munrett, Facilities Director**  
**Date: 3/11/19**  
**Re: Lillis Oil Tank Project**

---

Dr. Tracy -

Due to the unforeseen and unexpected broken sewer, ledge and other miscellaneous problems stemming from the Lillis Administration Building Oil Tank Replacement Project, I am issuing this memorandum.

### Updates and Notifications on Project Status

You will recall we first discovered ledge and the broken sewer line in late December, 2018. Email notifications were sent to both the Board of Education members and the Mayor's Office to apprise them of the findings almost immediately (pages 3-5 of this memo). Subsequent correspondence and meetings were also held in the ensuing weeks to allow for a transparent exchange of information between the Board and Town. Verbal authorization to move forward in correcting this serious health hazard was further reiterated by you as stated during the Town Council Meeting of January 28, 2019.

An additional cost for equipment on this project was very much needed to remove the ledge found under and around the old oil tank. This equipment allowed ETT to dig to the proper depth in order to install the new tank according to State and manufacturers specifications. The alternative was to seek out an explosives company or completely revamp the project into an above ground tank (pages 3-5 of this memo). This option was discussed before the holidays with no success. The explosives company told me they would not be able to utilize explosives at Lillis due to our close proximity to residences and even if they could, it would be a minimum three month wait. We also discussed changing the tank to a smaller unit or an above ground tank. Both options while viable, would have added serious cost implications as well as added time to the project. Keeping in mind, January was quite mild and we were racing to capture as much amiable weather as possible. All options were discussed with you at the time and

you made the final decision to permit the jackhammering as the least costly and most timely approach to fixing the serious problem we were facing.

**Change Order #1**

ETT Environmental has submitted documentation requesting \$3,000.00 in total for Change Order # 1 (pages 6-8 of this memo). that covers the costs associated with moving the tank from HPS as well as pipping the temporary tank into operation. It is signed by both the Director of Fiscal Services and me. It will now be presented to ETT for signature. It then requires signature by both the Town Finance Director and the Mayor before it can be officially approved.

**Change Order #2**

ETT Environmental is seeking payment to cover some of his costs associated with the renting of equipment, labor and materials. They have submitted documentation requesting \$89,170.00 in total for Change Order # 2 (pages 9-13 of this memo). It is not signed by either the Director of Fiscal Services or me. As per your request from January 29, I have solicited an independent 3<sup>rd</sup> party to verify the rates being requested by ETT. I have been working with Mr. David Tinker of David Tinker Excavating to make this determination. While it is not always possible to find an "apples to apples" comparison of construction costs, Mr. Tinker was able to shed some light on the rates and wages to operate very similar equipment to what was being utilized at Lillis. I have shared these rates with ETT Enterprises and while we do not fully agree on the hourly rates, we are still in the process of negotiating a rate to which we can all agree upon. Once this is completed the Director of Fiscal Services and I would feel comfortable signing a revised Change Order # 2 as agreed upon by the vendor. It then requires signature by both the Town Finance Director and the Mayor before it can be officially approved.

**Funding**

Even after Change Order #1 and #2 are finalized, the funds to satisfy both would need to be authorized. This would be by either a request to the Town that funded the project to begin with or as a request to withdraw funds from our Capital Reserve. As of March 1, 2019 the balance in the Board of Education's Capital Reserve account is \$729,704. The bills paid so far on this project are captured in the chart below:

| AMOUNT         | DESCRIPTION                              |
|----------------|--|
| \$ 105,108.00  | LILLIS OIL TANK ORIGINAL PROJECT FUNDING |
| \$ (97,713.00) | BID AWARD TO ETT ENVIRONMENTAL*          |
| \$ (5,000.00)  | PAID PEMBROKE INVOICE #12650             |
| \$ (426.80)    | PAID O&G INVOICE #276952                 |
| \$ (245.00)    | PAID ARC-O-ROOTER INVOICE #63371         |
| \$ 1,723.20    | REVISED ACCOUNT BALANCE 3.1.19           |

\* DOES NOT INCLUDE ANY CHANGE ORDERS

Sincerely,  
Kevin Munrett  
Director of Facilities



## Munrett, Kevin

---

**From:** Munrett, Kevin  
**Sent:** Thursday, December 27, 2018 11:31 AM  
**To:** Tracy, Stephen  
**Subject:** Re: Lillis Oil Tank Update 4

Hi Steve. Currently we are still removing contaminated soil and setting aside for proper disposal. Once complete, we will jackhammer to remove ledge.

Sent from my iPhone

On Dec 27, 2018, at 10:35 AM, Tracy, Stephen <[tracys@newmilfordps.org](mailto:tracys@newmilfordps.org)> wrote:

Thanks, Kevin.

Any further news on this? I'm planning a brief update to the BoE tomorrow.  
<image002.jpg>

**From:** Munrett, Kevin <[munrettk@newmilfordps.org](mailto:munrettk@newmilfordps.org)>  
**Sent:** Thursday, December 20, 2018 10:32 AM  
**To:** Tracy, Stephen <[tracys@newmilfordps.org](mailto:tracys@newmilfordps.org)>  
**Cc:** Silverman, Pat <[silvermanp@newmilfordps.org](mailto:silvermanp@newmilfordps.org)>; Giovannone, Anthony <[giovannonea@newmilfordps.org](mailto:giovannonea@newmilfordps.org)>  
**Subject:** RE: Lillis Oil Tank Update 4

Good morning all.

After unsuccessfully contacting vendors in the geo-physics and blasting fields, the contractor and I have agreed, our next best course of action is to simply jackhammer the ledge until we get deep enough to set the tank.

This will be another change order to the initial contract amount, but we cannot delay any further. We are hoping the ledge is not too deep and easy enough to break with heavy jackhammering. If not, our alternative would be to purchase a smaller UST. Possibly 5,000 or 6,000 gallon. This tank would then not require us to dig deeper into the ground. I have asked ETT to price out one of these tanks as an option, although we are hopeful we can chip away enough of the ledge to fit the original 10,000 gallon tank.

As always, I will be sure to update you on our progress.  
Kevin

**From:** Munrett, Kevin  
**Sent:** Monday, December 17, 2018 1:51 PM  
**To:** Tracy, Stephen <[tracys@newmilfordps.org](mailto:tracys@newmilfordps.org)>  
**Cc:** Silverman, Pat <[silvermanp@newmilfordps.org](mailto:silvermanp@newmilfordps.org)>; Giovannone, Anthony <[giovannonea@newmilfordps.org](mailto:giovannonea@newmilfordps.org)>  
**Subject:** Lillis Oil Tank Update 4

Hi Steve-

I met with ETT Environmental today to go over where we are with the Lillis Oil Tank. During excavation, the operator noted there is substantial "ledge" in, under and around where the old tank was located. This ledge is hard rock which is naturally found in the earth. It is not cement or man-made, as originally thought. Either way, the ledge needs to be removed in order to get to make the hole long and wide enough to accommodate the new tank and required pea gravel.

This seems to be exactly why the previous oil tank was placed in such close proximity to the asphalt pavement. Whomever placed the tank originally, hit the same ledge we have encountered and instead of blasting or chipping it away, simply laid the tank in the ground with little to no clearance from the roadway above (approx. 3" below asphalt, code is at least 18" deep). Needless to say, this is not an option this time around.

Our next step is to contact a geo-physicist/drilling company who has specialized equipment to tell us where and how deep the ledge actually is below ground. I will get some pricing ideas and share with you asap. Our options at this point include: chipping or blasting the current site or possibly choosing a new site location.

Also during today's visit, the odor of fuel oil was detected from the north side of the hole. We excavated several bucket loads in order to take additional soil samples and sent them off to the lab. We won't know how much contamination we have until the lab results come back. The good news is three-fold: 1) the old tank did not appear to have any holes or leaks 2) today's fuel odor was found in the area where the fill valve was located. As such, it could simply be over flow oil, or possibly old oil from a previous tank. We did find a number of old plumbing lines to the building, so clearly this isn't the first tank at Lillis. 3) the ledge below acts as sort of a 'bathtub' and will catch the oil to prevent it from sinking deeper into the soil.

Call me with any questions,  
Kevin

**Munrett, Kevin**

---

**From:** Tracy, Stephen  
**Sent:** Friday, December 28, 2018 2:35 PM  
**To:** Mayor Pete Bass  
**Cc:** David A. Lawson (ldjblawson@msn.com); Brian McCauley (bjavah@gmail.com); Munrett, Kevin  
**Subject:** Oil Tank Complications

Mayor:

A quick "heads up" regarding complications that have arisen in connection with the installation of the new oil tank at the Lillis Building.

First, it turns out that an extensive rock ledge is located immediately below the old tank. As a result, that tank was not buried as deeply as it should have been when it was installed several decades ago. The ledge will need to be removed (probably by jackhammer) so that the new tank can be installed at a suitable depth.

Second, as the excavation was proceeding, workers discovered a broken sewage pipe in the area near the old tank. The pipe is original to the building (1930) and is made out of clay. Given the age of the pipe, the low volume of flow and the manner in which the pipe was originally set in the ground, our maintenance crew believes that the line may be clogged by root growth or some other obstruction. Also, there may be additional breaks in the pipe as it heads east to the sewer main. Arco Rooter is being brought in to inspect the sewage line and better define the problem. In the meantime, excavation of the site has been suspended until we can get the sewer line repaired. It is unclear at this time how long or how costly this process will be.

I suggest that you and I meet with the appropriate Town and Board of Education representatives as soon as possible to review these developments and plan our response. I'll give you a call on Monday to make arrangements.

My best to you and your family for the year ahead.....

*Happy New Year!*



Stephen Tracy  
Interim Superintendent



### Contract Change Order Form

PO #

Project Name (if applicable)

Vendor Name

Supplement Date

Supplement #

Supplement Amount

Account # & Amounts Charged

|   | Account              | Amount               |   | Account              | Amount               |
|---|----------------------|----------------------|---|----------------------|----------------------|
| 1 | C0000000-53204-0011  | \$3,000.00           | 5 | <input type="text"/> | <input type="text"/> |
| 2 | <input type="text"/> | <input type="text"/> | 6 | <input type="text"/> | <input type="text"/> |
| 3 | <input type="text"/> | <input type="text"/> | 7 | <input type="text"/> | <input type="text"/> |
| 4 | <input type="text"/> | <input type="text"/> | 8 | <input type="text"/> | <input type="text"/> |

Total of this Change Order

Explanation of need for this change order:

Original Contract Amount:



Scope of work and or itemized cost from vendor attached

Previously Approved Supplements:

|   |                      |    |                      |
|---|----------------------|----|----------------------|
| 1 | <input type="text"/> | 6  | <input type="text"/> |
| 2 | <input type="text"/> | 7  | <input type="text"/> |
| 3 | <input type="text"/> | 8  | <input type="text"/> |
| 4 | <input type="text"/> | 9  | <input type="text"/> |
| 5 | <input type="text"/> | 10 | <input type="text"/> |

Total Contract (including this supplement)



**(Addendum I - Continued)**

Check box if new Insurance Certificate is attached (required if supplement exceeds current insurance coverage period).

Check box if Connecticut Prevailing Wage Law limits have been exceeded by the cumulative effect of this supplement. Thresholds are \$400,000 for new construction and \$100,000 for rehabilitation, remodeling, etc. Please note that the Town and the contracting agent must provide certifications to the Labor Commission *prior* to the award of any contract exceeding these limits. Copies of the certifications should be attached with this form.

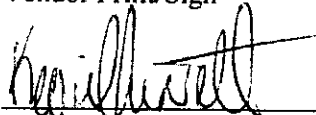
Effect on Organization:

Funding source needs to be identified.

Effect on Schedule (including estimated completion date for this change):

None - work already completed.

Vendor Print/Sign

  
Department Head

Vendor Date

3/11/19  
Department Head Date

  
Director of Fiscal Services - BOE

3/11/19  
Director of Fiscal Services - BOE Date



This Change Order is part of a Construction / Renovation project and requires the following two (2) additional approvals:

Director of Finance - Town

Director of Finance - Town Date

Mayor - Town

Mayor - Town Date



235 Old Blue Hills Rd  
 Durham, CT 06422 US  
 sales@ett-tech.com  
 WWW.Ett-Tech.com

# Invoice 5859-307

**BILL TO**  
 Kevin Munrett  
 New Milford Public Schools  
 386 Danbury Road  
 New Milford, CT 06776

**DATE**  
 12/14/2018

**PLEASE PAY**  
 \$3,000.00

**DUE DATE**  
 01/13/2019

**P.O. NUMBER**  
 1902116

| ACTIVITY  | QTY | RATE     | AMOUNT   |
|---|-----|----------|----------|
| <b>Tank Service</b><br>Change Order - Piping for temp tank  | 1   | 1,000.00 | 1,000.00 |
| <b>Tank Service</b><br>Transportation of Fuel Storage tank<br>This is for the Lillis Admin Building | 1   | 2,000.00 | 2,000.00 |

**TOTAL DUE** **\$3,000.00**

THANK YOU.



### Contract Change Order Form

PO #

Project Name (if applicable)

Vendor Name

Supplement Date

Supplement #

Supplement Amount

Account # & Amounts Charged

|   | Account             | Amount      |   | Account | Amount |
|---|---------------------|-------------|---|---------|--------|
| 1 | C0000000-53204-0011 | \$89,170.00 | 5 |         |        |
| 2 |                     |             | 6 |         |        |
| 3 |                     |             | 7 |         |        |
| 4 |                     |             | 8 |         |        |

Total of this Change Order

Explanation of need for this change order:

|  |   |
|--|---|
|  | 1.) Additional Ledger Costs<br>2.) Septic Costs<br>3.) Additional Backfill Costs<br>4.) Extra materials |
|--|---|

Original Contract Amount:



Scope of work and or itemized cost from vendor attached

Previously Approved Supplements:

|   |   |    |                      |
|---|---|----|----------------------|
| 1 | <input type="text" value="\$3,000.00"/> | 6  | <input type="text"/> |
| 2 | <input type="text"/>                    | 7  | <input type="text"/> |
| 3 | <input type="text"/>                    | 8  | <input type="text"/> |
| 4 | <input type="text"/>                    | 9  | <input type="text"/> |
| 5 | <input type="text"/>                    | 10 | <input type="text"/> |

Total Contract (including this supplement)



**(Addendum I – Continued)**

Check box if new Insurance Certificate is attached (required if supplement exceeds current insurance coverage period).

Check box if Connecticut Prevailing Wage Law limits have been exceeded by the cumulative effect of this supplement. Thresholds are \$400,000 for new construction and \$100,000 for rehabilitation, remodeling, etc. Please note that the Town and the contracting agent must provide certifications to the Labor Commission *prior* to the award of any contract exceeding these limits. Copies of the certifications should be attached with this form.

Effect on Organization:

Funding source needs to be identified.

Effect on Schedule (including estimated completion date for this change):

None - work already completed.

\_\_\_\_\_  
Vendor Print/Sign

\_\_\_\_\_  
Vendor Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Director of Fiscal Services - BOE

\_\_\_\_\_  
Director of Fiscal Services - BOE Date



This Change Order is part of a Construction / Renovation project and requires the following two (2) additional approvals:

\_\_\_\_\_  
Director of Finance - Town

\_\_\_\_\_  
Director of Finance - Town Date

\_\_\_\_\_  
Mayor - Town

\_\_\_\_\_  
Mayor - Town Date





**Environmental  
Services**  
860-388-1487 (cell) 860-424-6671  
92 Ingham Hills Road Unit#4, Old Saybrook, CT  
06475

**New Milford Public Schools  
Lili's administrative building  
Oil tank replacement  
Change Order #2  
Revision #2 (3/7/19)**

**Labor rates-**

- \$2400/day per operator
- \$1200/day per technician
- Overtime hours-1.5x time

**Septic repair labor- \$25,700**

- 12/28-12/29 (\$9600)
  - Discovered septic pipe, made grave safe for repair
    - Two full days, two operators
- 12/31 (\$2400)
  - Prepped for camera, began repair
    - One full day, one operator
- 1/4 (\$8400)
  - Cleaned out grave after (weather induced) cave-in, assisted Roto-Rooter, continued repair
    - OT day (5am-5pm), two operators
- 1/5 (\$500)
  - Sourcing/transporting pipe and supplies
    - Half day, one driver
- 1/8 (\$4800)
  - Repaired lower road, cleaned up (weather induced) cave-in, finalized repair
    - One full day, two operators

**Septic materials- (included)**

**Ledge labor- \$38,400**

- 12/27 (\$4800)
  - Began hammering
    - One full day, two operators

**Environmental Tank Technology**



- 1/9 (\$4800)
  - Hauled boulders/asphalt off site
    - One full day, two operators
- 1/10-1/16 (sub 1/13) (\$28,800)
  - Hammered/hailed boulders
    - Six full days, two operators

**Extra labor due to backfilling a larger hole-\$ 29,000**

- 1/28 (\$4800)
  - One week had gone by, needed to dewater hole/cleanout cave-ins (weather). Began filling of stone.
    - One full day, two operators
- 2/6 (\$7200)
  - Backfill/compact
    - One full day, two operators, two technicians
- 2/7 (\$7200)
  - Backfill/ compact
    - One full day, two operators, two technicians
- 2/11 (\$4800)
  - Backfill/compact
    - One full day, two operators

**Extra materials- \$2,070**

- 180 tons of stone were purchased, 90 tons over the typical 10k gallon tank replacement. This was done in an effort to avoid shoring
  - \$23/ton x 90 tons- (\$2070)

**Total= \$89,170**

***Environmental Tank Technology***



## **Addendum-**

### **Tank pit-**

A 10,000 gallon UST is 8' in diameter, and 31.5' in length. In an unobstructed location, this tank would require roughly a 50' x 30' x 13' pit. After accounting for the tank bed and sloping perimeter, an average UST pit becomes roughly 447 cubic yards in volume.

At its largest point, Lili's tank pit became 80' x 42' x 15', yielding a volume of 1867 cubic yards. Over four times that of the volume a 10k gallon UST requires.

### **Asphalt-**

While not included in this breakdown, the amount of asphalt required to finish Lili's tank replacement has been significantly effected. An average 50' x 30' pit requires 1500 square feet of asphalt, while Lili's 80' x 42' pit will require 3,360 square feet of asphalt. At \$5.50/sqft (3" deep), this 1,860 sqft disparity incites a \$10,230 change.

**Questions and comments should be directed to  
Elliot Oshana at 860-388-1487 or 860-424-6671 (cell).**

***Environmental Tank Technology***

