

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

Present: Mr. Brian McCauley, Chairperson
 Mrs. Angela C. Chastain
 Mr. Robert Coppola
 Mr. Bill Dahl

Also Present: Mr. Joshua Smith, Superintendent
 Ms. Alisha DiCorpo, Assistant Superintendent
 Mr. Anthony Giovannone, Director of Fiscal Services and Operations
 Mr. Kevin Munrett, Facilities Director
 Mr. Nestor Aparicio, Assistant Facilities Director
 Ms. Roberta Pratt, Director of Technology

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NEW MILFORD, CT

1.	<p>Call to Order</p> <p>The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:47 p.m. by Mr. McCauley.</p>	<p>Call to Order</p>
2.	<p>Public Comment</p> <ul style="list-style-type: none"> • There was none. 	<p>Public Comment</p>
3.	<p>Discussion and Possible Action</p> <p>A. Use of Facilities Fee Schedule</p> <ul style="list-style-type: none"> • Mr. Munrett said the intent of this fee was to pass some of the costs of the maintenance people onto groups using the facilities. They decided to go with a flat rate fee recommendation. • Mr. Dahl asked if the flat rate fee really covered all the costs and Mr. Munrett said not hour for hour but it does if two groups are on the field area at the same time. • Mr. Dahl felt the fee should cover the costs and if a group did not want to pay the fee they could go elsewhere. • Mr. Munrett said they are trying to find the sweet spot to offset costs and still keep it affordable. Mr. Dahl noted it could be revisited next year. Mr. Munrett said it could be 	<p>Discussion and Possible Action</p> <p>A. Use of Facilities Fee Schedule</p>

	<p>revisited at any time really.</p> <ul style="list-style-type: none">• Mr. Smith said they will do a P&L at the end of the fall season to see how this worked out. He said the fee structure took into account that the use of the Booster Barn could be an extra charge but that users of the field really needed to use the scoreboard so they had to get use of the announcer's box. He said they will be using some type of checklist agreement before and after use so that any damage or missing items would be known right away.• Mrs. Chastain asked if the groups did not use the Booster Barn would there be access to the bathrooms and Mr. Smith said the bathrooms would be available regardless of the Booster Barn use.• Mrs. Chastain asked what the maintenance workers would specifically be doing during this overtime period and Mr. Munrett said this would only be charged when there is no staff in the building. He said when the maintenance workers were there for this time they would go over the checklist, lock and unlock the gates, removing garbage, and keeping the bathrooms clean.• Mrs. Chastain noted at a recent football game that the restroom had no toilet paper and Mr. Munrett said they are supposed to be staffing the games.• Mrs. Chastain asked about the charge for the theatre and Mr. Smith said there are a tech fee as well as a usage fee because the equipment in the theatre is far more complex and expensive.• Mrs. Chastain asked why the same would not be charged for the announcer's box. Mr. Smith said there are differences as the announcer's equipment is far less sophisticated and when teams use the fields they want to use the scoreboards.• Mrs. Chastain said she would rather charge more now and rollback the fee then have to charge more later on. Mr. Smith said that's where they are now in that no fee is currently being charged.• Mr. Dahl said he agreed with Mrs. Chastain	
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	<p>and suggested perhaps a security deposit could be required.</p> <ul style="list-style-type: none"> • Mr. McCauley asked if these charges were compared to other districts and Mr. Munrett said he had done a price comparison last year and they were in line. Mr. Smith noted some high schools only allow use by the high school students themselves but this is more of a community asset. • Mr. Dahl asked where this money will go and Mr. Smith said the five dollar per head fee goes into the fund that once per year will be transferred to the Town's turf field replacement fund. The advertising money will also be passed through. This fee will pay for the overtime and if there is extra it will be forwarded to the Town for the replacement fund. He said they will set up a separate fund so they can keep track. • Mrs. Chastain said she would like to add the security deposit to the fee list. <p>Mr. Coppola moved to bring the Use of Facilities Fee Schedule with the addition of the security deposit to the full Board for approval, seconded by Mrs. Chastain and passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Use of Facilities Fee Schedule with the addition of the security deposit to the full Board for approval.</p>
<p>4.</p> <p>A.</p>	<p>Item of Information</p> <p>Summer Update</p> <ul style="list-style-type: none"> • Mr. Munrett said this was a short summer, only seven weeks, which made it challenging to get the school maintenance done but the crew did it and did good work. They cleaned, painted and did routine maintenance on all schools. They removed dangerous trees at Hill & Plain and put in seven new security cameras. After doing some at Northville they determined the detectors were beyond their life expectancy so a bid is going out for replacement. Eight new cameras were placed at the turf field for security purposes. The ADA compliance study was done at East Street. 	<p>Item of Information</p> <p>A. Summer Update</p>

B.	Lillis Building ADA Report <ul style="list-style-type: none">• Mr. Munrett said the ADA report was completed by K G & D Architects. He pointed out the key line was the no life safety issues which was a good thing.• Mr. Dahl asked if they addressed railings, for instance at the front door with no railings. Mr. Munrett said they did address that and noted that the building was built in 1934 to code at that time.• Mr. Coppola said he was only concerned about getting access to the second floor as they were not sure what they would do with the third floor.• Mr. Munrett said they had recommended two locations for an elevator including the IT office and the front location by the copier room.• Mr. Coppola asked how much work would need to be done to make it handicap accessible especially the bathrooms which at one point were designed for elementary school students. Mr. Munrett said if the occupancy changes the ADA compliance would kick in.• Mrs. Chastain asked about putting the elevator in the back on the outside of the building and Mr. Munrett said he did not ask that question but could at the next post report meeting.• Mr. Coppola asked how many times Mr. Smith was requested to meet someone that had to be accommodated in some way because of this building and Mr. Smith said once as Superintendent and twice as Assistant.	B. Lillis Building ADA Report
C.	Regulation 1325 Advertising and Promotion <ul style="list-style-type: none">• Mr. Munrett said this could help generate revenue for the turf field. Mr. Smith noted this is not directly a Facilities issue right now but if they decide to do bricks for sponsorship or signage on the field he wanted to keep Facilities in the loop. He said the athletic department would probably be responsible for creating a fundraising program.	C. Regulation 1325 Advertising and Promotion

	<ul style="list-style-type: none"> • Mr. Coppola asked who does advertising now and Mr. Smith answered that Brookfield, Ridgefield and New Fairfield did. • Mr. Coppola asked if the expectation was that the Board would raise funds and Mr. Smith said he felt the conversation was how the community could work together to minimize costs. • Mr. Coppola said he would be cautious of raising dollars through advertising because he didn't want to cheapen the fields. • Mr. Smith said the athletic department would have to choose the vendor and set the parameters. 	
<p>5.</p>	<p>Public Comment</p> <ul style="list-style-type: none"> • Wendy Faulenbach, a New Milford resident, said the Turf Field Committee will meet in October and she suggested there be better communications with them. She also was cautious of the security deposit idea as it might be difficult to administer per each group. She suggested instead a waiver form. She also suggested that the Board reach out to representatives of sports groups to keep them informed. 	<p>Public Comment</p>
<p>6.</p>	<p>Adjourn Mr. Coppola moved to adjourn the meeting at 7:29 p.m., seconded by Mrs. Chastain and passed unanimously.</p>	<p>Adjourn Motion made and passed unanimously to adjourn the meeting at 7:29 p.m.</p>

Respectfully submitted:



Brian McCauley, Chairperson
 Facilities Sub-Committee