

**New Milford Board of Education
Facilities Sub-Committee Special Meeting Minutes
September 1, 2015
Lillis Administration Building, Room 2**

Present: Mrs. Angela C. Chastain, Acting Chairperson
Mrs. Wendy Faulenbach
Mr. David A. Lawson
Mr. John W. Spatola

Absent: Mr. Dave Littlefield

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Deputy Superintendent of Schools
Mr. Jay Hubelbank, Director of Fiscal Services and Operations
Mr. John Calhoun, Facilities Manager
Mr. Nestor Aparicio, Assistant Facilities Manager

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NEW MILFORD, CT

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1.	Call to Order The special meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:33 p.m. by Mrs. Chastain, acting as Chairperson in the absence of Mr. Littlefield.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> Mr. Bob Coppola thanked the committee for adding items of information to the agenda regarding the turf fields and SMS roof as he feels this is critical information. 	Public Comment
3.	Discussion and Possible Action	Discussion and Possible Action
A.	Overview of Summer Projects <ul style="list-style-type: none"> Mr. Calhoun said the Facilities staff has certain tasks they do every year. District wide they stripped, scrubbed and re-waxed all of the floors, shampooed carpets, washed walls and other surfaces and sanitized restrooms. Gymnasium floors were sanded and recoated using in-house personnel and gym partition doors were inspected and serviced. Septic and grease tanks were inspected and pumped. All fire extinguishers, fire alarms, emergency lights 	A. Overview of Summer Projects

	<p>and fire suppression systems were inspected and repaired as needed. All kitchen ductwork and hood systems were cleaned and inspected as were all boilers, burners and hot water heaters. New water treatment programs were installed in boiler rooms. Stained and damaged ceiling tiles were replaced. Repainting was done where needed. Playgrounds, islands and flower gardens were replenished with bark mulch to meet internal safety standards and to beautify properties. Security enhancements continued to be installed.</p> <ul style="list-style-type: none">• Mr. Calhoun said the staff also worked on school specific projects. At HPS, they installed playground equipment moved from JPS as well as a new unit and removed some older unsafe pieces; and made concrete repairs on several deteriorated sidewalks. At NES, they installed new playground equipment and removed older unsafe pieces; upgraded the fire alarm and intercom systems; and worked with Eversource to install LED light fixtures on parking lot poles. At SNIS, they completed several painting projects; installed new playground equipment; added electrical service in the old field house, and repaired damaged asphalt on the playground and walkway to prevent ponding and ice buildup. At SMS, they painted all hallways and common areas; worked to complete the cafeteria sound attenuation project; worked with Eversource on hallway and cafeteria lighting upgrades; and worked with the town to expand the parking area up near Baldwin Park. At NMHS, they reseeded and repaired athletic fields as needed; resurfaced the tennis courts; and refinished and repainted the small gym floor. The staff also assisted in the decommissioning of JPS.• Mr. Calhoun said that Eversource removed the old transformer in the basement of the Lillis Building and replaced the existing wiring coming into the building to help provide a more stable power source.	
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	<ul style="list-style-type: none"> • Mr. Spatola noted that the school parking lots still had lots of sand and asked if it would be removed. Mr. Calhoun said they were hoping to sweep it up soon after hours. Mr. Spatola asked if the town could help since they have the big sweepers and Mr. Calhoun said he would ask. • Mrs. Chastain said she appreciates the department's hard work. 	
	<p>B. Summary of Summer Overtime</p> <ul style="list-style-type: none"> • Mr. Aparicio distributed handouts summarizing overtime for the prior year and year to date and also a breakdown of overtime costs from this summer. He said the bulk was for summer school moving and support of the JPS closure. • Mr. Hubelbank said additional money was budgeted in anticipation of those expenses. 	<p>B. Summary of Summer Overtime</p>
	<p>C. Improvement to Back Fields at SNIS</p> <ul style="list-style-type: none"> • Mr. Rob Beebe, President of New Milford Youth Baseball and Softball (NMYBBSB) and CT State Softball Commissioner, said his league has leased fields on Boardman Road from Garick Farms of Columbus, Ohio for the past 50 years. Unfortunately Garick Farms needs to take two fields from the league back for storage needs. In order to cause the least amount of disruption to their programs, Mr. Beebe plans to convert their one softball field back to baseball and find two new softball fields to serve as home for the 250 player softball program. He is requesting that the Board allow NMYBBSB to rehabilitate two former high school fields at Sarah Noble Intermediate School. Two currently unused fields exist behind the defunct tennis courts, one of which was at one time a softball field. His plan would be to remove the existing rusting backstops and install the backstops, fencing, and dugouts salvaged from the two 	<p>C. Improvement to Back Fields at SNIS</p>

	<p>fields being reclaimed at Boardman Road. The former infields would be stripped of grass, new clay brought in, placed, and graded. Maintenance of the fields would be by NMYBBSB, from cutting the grass to lining the batter's boxes. Mr. Beebe said the substantial cost of the rehabilitation would be covered through fundraising.</p> <ul style="list-style-type: none">• Mrs. Chastain asked when the fields would primarily be used by NMYBBSB and Mr. Beebe said their season runs from the end of March through the first week of November with heaviest use in the spring.• Mrs. Chastain asked about current use of that area by the soccer club and Mr. Beebe said they use an area between the two fields in discussion.• Mrs. Faulenbach asked if NMYBBSB would be open to others using the fields. Mr. Beebe said they would be open to the idea as long as it did not interfere with the league's schedule. He realizes the Board would still control the fields but hoped that his organization would be given priority of use.• Mr. Calhoun said the new fields can be added into the scheduling software when ready so that they can be assigned properly.• Mr. Lawson said he thinks it sounds good but urged that the Board's attorney be consulted to see if it is okay to do. He also said he would like to see the usage fee waived but that might require a change to the usage policy.• Mrs. Faulenbach asked what the current charge is and Mr. Calhoun said it is \$5 per use.• Mr. Spatola said he thinks it is a great idea and then he asked about the league's insurance. Mr. Beebe said they are chartered through Cal Ripken and Babe Ruth Baseball and that the insurance covers players no matter where they play.• Mr. Lawson asked if the fields would be tournament ready and Mr. Beebe said yes.	
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	<ul style="list-style-type: none"> Mrs. Faulenbach said she was in favor of moving this forward to the Board but agreed with Mr. Lawson that the Board attorney should be consulted in the meantime to see if anything was needed to make it happen. <p>Mrs. Faulenbach moved to bring the Improvement to the Back Fields at SNIS to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. Lawson.</p> <ul style="list-style-type: none"> Mr. Lawson asked again that the Board attorney be consulted on this matter. <p>Motion passed unanimously.</p>	<p>Motion made and passed unanimously to bring the Improvement to the Back Fields at SNIS to the full Board for discussion and possible action.</p>
4.	<p>Items of Information</p> <p>A. Update on Facilities Work Related to Transition</p> <ul style="list-style-type: none"> Mr. Calhoun distributed a handout which summarized the Facilities work related to transition. Several classrooms were moved internally to make room for incoming JPS staff and JPS staff were relocated. The JPS library collection was redistributed with the assistance of a library moving company. At SMS, classrooms were moved, an art room suite was created, the current wood shop was modified for Project Lead the Way, the café serving area was modified, new lockers were installed in corridors and in the boys' and girls' locker rooms, and all room number signs in the building were redesigned and replaced. The building and grounds at JPS were decommissioned. Mr. Spatola asked if the decommissioning would be completed by the end of September when the building is due to be turned over to the town and Mr. Calhoun said it would be. Mr. Spatola suggested that a letter be sent to the town reminding them that they would be 	<p>Items of Information</p> <p>A. Update on Facilities Work Related to Transition</p>

	<p>responsible for heat, electric and maintenance at that time.</p> <ul style="list-style-type: none"> • Mr. Lawson asked if he was correct in that the Facilities cost for transition was approximately \$45,000 and Mr. Calhoun said that was labor only; the total is higher. • Mr. Lawson asked to see the total expenses. Mr. Hubelbank said that would be discussed at the Operations meeting following this one. Mr. Lawson complained about the bureaucracy and asked if there was a reason that he couldn't see the information now. Mr. Hubelbank distributed a handout of total transition costs. The handout showed that the project came in below budget. • Mr. Spatola asked if all expenses were in and Mr. Hubelbank said no but that there are no large amounts outstanding. • Mr. Hubelbank said he wanted to commend the Facilities department for the great job they did regarding the transition especially in the amount of work they were able to do in house, which is much cheaper, rather than contracting out. 	
B. SNIS Rear Student Entrance	<ul style="list-style-type: none"> • Mr. Aparicio said they had brought an engineer in to look at rusting panels and sagging in the catwalk behind SNIS. The engineer said it is not a current safety issue but should be replaced in the future. The engineer is working with a contractor on specs now. • Mr. Calhoun said it will be a significant expense, probably in the \$40,000 to \$50,000 range, and will be coming up as a capital item. • Mrs. Faulenbach asked about the timeframe and Mr. Calhoun said there was no rush, perhaps in the spring. • Mr. Spatola said he was aware that some ice melt materials were harder on concrete than others and Mr. Calhoun said they use materials 	B. SNIS Rear Student Entrance

	that have less issue now but it has deteriorated over time.	
C.	<p>Update on Turf Fields</p> <ul style="list-style-type: none"> Mr. Lawson requested that the Chair add this item and the SMS roof item to the full Board agenda for next week. Mr. Calhoun said he had been contacted by Dan Stanton, the Town Engineer, that the town needs to put a sign on school property for a Zoning Public Hearing regarding the turf field construction. He contacted Mr. Stanton for a general update and was told that the town is finalizing the details for bidding the project, it will move to Zoning for approval, then out to bid this month followed by a request for funds. It is expected to break ground on the project in early November. Mr. Lawson said he would like a copy of the correspondence from Mr. Stanton to Mr. Calhoun distributed to the whole Board. Mrs. Faulenbach said she is on the Artificial Turf Construction Committee, that they meet every Wednesday, and agendas and minutes should be on the Town website for anyone to review. Mr. Lawson asked if Mrs. Faulenbach was aware of any obstacles to the timeline presented and Mrs. Faulenbach said not that she was aware. 	<p>C. Update on Turf Fields</p>
D.	<p>Update on SMS Roof</p> <ul style="list-style-type: none"> Mr. Hubelbank said he had presented a binder to the mayor in June with summary materials for the project. The Mayor's office asked for attendance at the August 10th Town Council meeting where the project would be discussed. The Council had not seen the binder prior to the meeting so they asked several questions that evening and for a copy of the binder as a follow up which Mr. Hubelbank provided a 	<p>D. Update on SMS Roof</p>

	<p>few weeks ago. The next Town Council meeting is September 14th and Mr. Hubelbank believes the discussion will continue then.</p> <ul style="list-style-type: none"> • Mr. Spatola asked if the project had been bid yet and Mr. Hubelbank said no, the Council wanted to review the information. • Mrs. Faulenbach said she was at the August meeting and there was no action taken, no bonding yet. She commended Mr. Hubelbank on his presentation at that meeting. • Mr. Lawson said he was at the meeting as well and said it was absent any questioning of the PCB issue and concerns. He said he hopes the September meeting will consider testing to see if there is a problem and not just the roof but all different places, including the soil and air, since it is our charge to ensure a safe environment for students and staff. • Mrs. Faulenbach said this is the town's project now so it is their charge going forward. • Mr. Lawson said the Board is custodian of the buildings. • Mr. Spatola said that a problem can always be abated if discovered but agreed we should find out if there is a problem for the safety of the children. • Mr. Hubelbank said the issue brought to the town was the roof, not other areas of the building and grounds. When you bring in other areas, you are changing the scope of the project. The larger roof section when done will have all issues resolved including any PCBs and asbestos. The smaller section is being reroofed and will not disturb existing materials. • Mr. Lawson repeated his request that this topic be put on the full Board agenda. 	
5.	<p>Public Comment</p> <ul style="list-style-type: none"> • Bob Coppola said he hoped that the Town Council would be more courteous at the September meeting and move the SMS roof 	<p>Public Comment</p>

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	discussion to the beginning of the agenda as is done when other outside groups present. He offered well wishes to Mr. Calhoun on his new position and thanked him for his 20 years of service to New Milford.	
6.	Adjourn Mrs. Faulenbach moved to adjourn the meeting at 7:29 p.m., seconded by Mr. Lawson and passed unanimously.	Adjourn Motion made and passed unanimously to adjourn the meeting at 7:29 p.m.

Respectfully submitted:



Angela C. Chastain, Acting Chairperson
Facilities Sub-Committee