

**New Milford Board of Education  
 Facilities Sub-Committee Meeting Minutes  
 November 7, 2006  
 Room 2—Lillis Administration Building**

Present: \*Mr. Tom McSherry, Chair – Facilities  
 \*Mr. Joseph Failla  
 \*Mr. Robin Ruggiero  
 \*Mr. Joe Vita  
 Mrs. Wendy Faulenbach, Chair – BOE

Absent: \*Mrs. Dian Traisci-Marandola  
 \*Committee member

Also Present: Dr. JeanAnn Paddyfote, Superintendent  
 Mr. Thomas Mulvihill, Assistant Superintendent  
 Mr. Thomas Corbett, Director of Operations  
 Mr. John Turk, Director of Fiscal Services  
 Mr. John Calhoun, Director of Facilities  
 Mr. William Knipple, Energy Manager

1. Mr. McSherry called the meeting to order at 6:30 pm.	Call to Order
2. There was no public comment	Public Comment
3. Discussion and Possible Action Items A. JMOA Engineering—Facility Master Planning <ul style="list-style-type: none"> <li>▪ Mr. Steven Spangler and Mr. John Chardavoyne of JMOA Engineering, P.C., a subsidiary of the Savin Group, made a presentation to the Facilities Sub-Committee concerning a master plan for our facilities.</li> <li>▪ The first step that JMOA would make would be to conduct a Building Condition Survey.</li> <li>▪ The goal of the survey would be to identify and evaluate the magnitude of the needed repairs/replacement of the buildings in question.</li> <li>▪ The evaluation process would rate the conditions on a scale reflecting the immediacy of the need with consideration given to health and safety issues, electrical problems, indoor air quality, boiler systems, and HVAC issues.</li> <li>▪ The resulting document would serve as a good management tool to be used to plan capital budget expenditures.</li> <li>▪ The survey would identify our space, measure our issues, track the efficiency of the work performed routinely, and offer possible solutions to the identified problems.</li> <li>▪ A capital plan would be worked up school by school for presentation to approving boards and budget meetings with the data sorted by relevant criteria.</li> <li>▪ Mr. Turk commented that a Facilities Management Plan fits in with the direction the NMBOE is heading along with the Energy Education, Energy Consultant, and Strategic Planning initiatives already in place.</li> </ul>	JMOA Engineering— Facility Master Planning

<ul style="list-style-type: none"> <li>▪ Mr. Spangler pointed out that the firm takes into consideration the maintenance practices that are already in place within the district.</li> <li>▪ The finalized report can be ready in approximately three (3) months and can be updated annually either in house or by the firm. Proposals can be written to reflect any issues that the BOE decides, with current information ready for the BOE in January of the budget year.</li> <li>▪ The JMOA engineers estimated costs at \$.10 per square foot. Since SNIS and NMHS would be eliminated from the survey (as they are newly done), the remaining buildings (JPS, NES, H&amp;P, and SMS) total approximately 360,000 sq. feet for an estimated cost of \$36,000, out of the 2007-2008 budget.</li> </ul> <p>Motion by Mr. Rugeiro: Move that a Facilities Master Plan be brought to the full Board for discussion.</p> <p>Seconded by: Mr. Vita</p> <p>Aye: Mr. McSherry, Mr. Failla, Mr. Rugeiro, Mr. Vita, Mrs. Faulenbach        Nay:        Abstain:        Motion: Passed Unanimously 4-0-0</p>	<p>Motion made and passed that a Facilities Master Plan be brought to the full Board for discussion.</p>
<p>B. East Street Survey Update</p> <ul style="list-style-type: none"> <li>▪ Mr. Turk told the Committee that the East Street Space Survey results had arrived that afternoon. This report is a compilation of the surveys completed by each of the offices in the East Street building. It defines the present space and how it is being used.</li> <li>▪ In this Phase I, the architects considered three (3) possibilities: renovation of the existing building, renovation of a different building, and building a new facility.</li> <li>▪ Mr. Turk pointed out that office space is at a premium in New Milford and is not sure if another suitable building will be available.</li> <li>▪ In answer to a question, Mr. Turk stated that the previously approved boiler repairs at East Street have been completed.</li> <li>▪ Costs cannot be compared unless another building is identified for possible renovation.</li> <li>▪ This current information verifies the requirements identified in Phase I. Phase II will compare possible costs.</li> <li>▪ Mr. Turk will be meeting with the architects on November 9 to discuss the fee for further estimates of costs for future space needs analysis and will have more information at that time.</li> </ul>	<p>East Street Survey Update</p>

<p>C. Natural and Man-Made Disaster Clean-Up Services</p> <ul style="list-style-type: none"> <li>▪ Mr. Turk asked if the Facilities Sub-Committee would like a firm of Disaster Cleaning and Property Reconstruction to come and speak at a sub-committee meeting to explore the possibility of “signing up” with them. The benefits of signing up with any particular company is response time.</li> <li>▪ Mr. Calhoun stated that there has been no reason to require these services during his tenure and is not aware of anything ever happening that required cleanup on this scale.</li> <li>▪ Although most of the larger clean up companies are on the insurance carriers’ vendor lists, insurance companies don’t advocate for one or another company. Many larger customers maintain a listing of two (2) or three (3) clean up companies on their vendor list to be utilized on a rotating basis.</li> <li>▪ The consensus of the Sub-Committee was to ask Mr. Turk to gather more information for possible future exploration.</li> </ul>	<p>Natural and Man-Made Disaster Clean-Up Services</p>
<p>The next Facilities Sub-Committee meeting will be moved from Tuesday, December 5 to Thursday, December 7 to accommodate the Strategic Planning Meeting schedule.</p>	
<p>4. Adjourn Motion made by Mr. Vita: Move to adjourn.  Seconded by Mr. Rugeiro  Aye: Mr. McSherry, Mr. Failla, Mr. Rugeiro, Mr. Vita, Mrs. Faulenbach Nay: Abstain: Motion: Passed Unanimously 4-0-0</p>	<p>Motion made and passed to adjourn.</p>
<p>The Facilities Sub-Committee was adjourned at 7:13 p.m.</p>	<p>Adjournment</p>

**Respectfully submitted,**

**Mr. Thomas McSherry  
Sub-Committee Chairman**