

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

FACILITIES SUB-COMMITTEE
MEETING NOTICE

DATE: October 1, 2013
TIME: 6:45 P.M.
PLACE: Lillis Administration Building—Room 2

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

The Board welcomes Public Participation and asks that speakers please limit their comments to three minutes. Speakers may offer objective comments of school operations and programs that concern them. The Board will not permit any expression of personal complaints or defamatory comments about Board of Education personnel and students, nor against any person connected with the New Milford Public School System.

3. Discussion and Possible Action

- A. Work Order Analysis
- B. Use of Buildings Analysis

4. Items of Information

- A. Preparing for Upcoming Winter Season
- B. Update on Security Grant
- C. Gas Leak at NMHS
- D. Staffing Analysis – Facilities Personnel

5. Adjourn

Sub-Committee Members: Mrs. Lynette Celli Rigdon, Chairperson
Mr. Thomas McSherry
Mr. John W. Spatola
Mr. William Wellman

Alternates: Mr. David A. Lawson
Mr. David R. Shaffer

GEORGE C. DUNN
TOWN CLERK

2013 SEP 21 P 1:51

NEW MILFORD, CT

**FACILITIES MAINTENANCE WORK ORDER ANALYSIS
FROM FISCAL YEAR 2005/2006 TO 2012/2013**

COMPUTER GENERATED WORK ORDERS

<u>SCHOOL</u>	FY 2005-2006 NUMBER OF <u>WORK ORDERS</u>	FY 2012-2013 NUMBER OF <u>WORK ORDERS</u>	PERCENTAGE <u>CHANGE</u>
Hill & Plain School	70	148	111.4%
Northville Elementary School	121	268	121.5%
John Pettibone School	158	143	-9.5%
Schaghticoke Middle School	239	328	37.2%
New Milford High School	309	390	26.2%
Sarah Noble Intermediate School	139	361	159.7%
Lillis Administration Building	<u>42</u>	<u>74</u>	<u>76.2%</u>
12 Month Total	1078	1712	58.8%

BREAKDOWN BY TRADE 2012/2013

<u>TRADE</u>	WORK ORDERS	PERCENTAGE <u>OF TOTAL</u>
PLUMBING	127	7.4%
ELECTRICAL	303	17.7%
CUSTODIAL	170	9.9%
GEN. MAINT/PAINTING	1007	58.8%
HVAC	75	4.4%
GROUNDS	<u>30</u>	1.8%
12 Month Total	1712	

USE OF BUILDING EVENTS

<u>SCHOOL</u>	FY 2005-2006	FY 2012-2013	PERCENTAGE <u>CHANGE</u>
	<u>NUMBER OF EVENTS</u>	<u>NUMBER OF EVENTS</u>	
Hill & Plain School	1167	1655	41.8%
Northville Elementary School	1074	1131	5.3%
John Pettibone School	1368	2757	101.5%
Schaghticoke Middle School	1593	1288	-19.1%
New Milford High School	1616	4304	166.3%
Sarah Noble Intermediate School	1925	4668	142.5%
Lillis Administration Building	<u>345</u>	<u>127</u>	<u>-63.2%</u>
12 Month Total	9088	15930	75.3%

FACILITIES BY SQUARE FOOT					
AND TOTAL ACREAGE					
STAFFING ANALYSIS					
	<u>BUILDING SIZE / SQ.FT.</u>	<u>FULL TIME EMPLOYEES, EXCLUDING DAY TIME</u>	<u>AVERAGE SQ.FT PER CUSTODIAN</u>	<u>INDUSTRY AVERAGE FOR PUBLIC SCHOOLS</u>	<u>DEVIATION</u>
<u>HILL & PLAIN ELEMENTARY SCHOOL</u>	69,975	3	23,325	19000	4,325
<u>JOHN PETTIBONE ELEMENTARY SCHOOL</u>	73,817	3	24,606	19000	5,606
<u>NORTHVILLE ELEMENTARY SCHOOL</u>	80,224	3	26,741	19000	7,741
<u>SCHAGHTICOKE MIDDLE SCHOOL</u>	143,576	5	28,715	19000	9,715
<u>NEW MILFORD HIGH SCHOOL</u>	300,000	8	37,500	19000	18,500
<u>SARAH NOBLE INTERMEDIATE SCHOOL</u>	178,450	7	25,493	19000	6,493
<u>EAST STREET ADMIN. BLDG.</u>	10460	0.5	20,920	19000	1,920
TOTALS	856502	29.5	29,034	19000	10,034
	<u>TOTAL ACREAGE</u>	<u>FULL TIME EMPLOYEES</u>	<u>AVERAGE ACRE PER GROUNDS KEEPER</u>	<u>INDUSTRY AVERAGE FOR PUBLIC SCHOOLS</u>	<u>DEVIATION</u>
<u>HILL & PLAIN ELEMENTARY SCHOOL</u>	27	0.50	54	40	14
<u>JOHN PETTIBONE ELEMENTARY SCHOOL</u>	16	0.25	64	40	24
<u>NORTHVILLE ELEMENTARY SCHOOL</u>	36	0.50	72	40	32
<u>SCHAGHTICOKE MIDDLE SCHOOL</u>	57	0.50	114	40	74
<u>HIGH SCHOOL ATHLETICS sf</u>	699,600	1.25	559680	500,000	59,680
<u>NEW MILFORD HIGH SCHOOL</u>	30	0.75	40	40	0
<u>SMS SCHOOL ATHLETICS sf</u>	215,000	0.25	860000	500,000	360,000
<u>SARAH NOBLE INTERMEDIATE SCHOOL</u>	47	0.75	63	40	23
<u>EAST STREET ADMIN. BLDG.</u>	5	0.25	20	40	-20
TOTALS-Acreage	223	5.00	45	40	5
TOTALS-Athletic fields	914,600	1.50	1,419,680	500,000	919,680

**New Milford Board of Education
Facilities Sub-Committee Minutes
October 1, 2013
Lillis Administration Building, Room 2**

Present: Mrs. Lynette Celli Rigdon, Chairperson
Mr. Thomas McSherry
Mr. John W. Spatola
Mr. William Wellman

Also Present: Dr. JeanAnn C. Paddyfote, Superintendent of Schools
Mr. Joshua Smith, Assistant Superintendent
Mr. Gregg Miller, Director of Fiscal Services
Mr. John Calhoun, Facilities Manager
Mr. Joseph Olenik, Assistant Facilities Manager
Ms. Ellamae Baldelli, Director of Human Resources
Ms. Roberta Pratt, Director of Technology

GEORGE C. DUCKBEE
TOWN CLERK

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NEW MILFORD, CT

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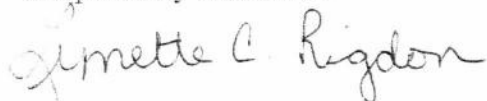
1.	Call to Order The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mrs. Celli Rigdon.	Call to Order
2.	Public Comment <ul style="list-style-type: none"> None 	Public Comment
3.	Discussion and Possible Action A. Work Order Analysis <ul style="list-style-type: none"> Mr. Calhoun said the Facilities department has used an internet based work order and building use system since 2005-06. The system tracks actual user generated requests. Preventive maintenance requests are auto-generated. The analysis shows numbers by school and by trade and shows a 59% increase from 2005-06 to 2012-13. Mr. Calhoun said the information is used to help budget. Mr. Wellman asked if the system tracked the cost associated with each work order and said he thought the report would have more insight if that was included. Mr. Calhoun said there was a function to cost out by trade and expenses. Mr. McSherry asked if the increase had been 	Discussion and Possible Action Work Order Analysis

	<p>steady through the years and Mr. Calhoun said in general yes but that it varies from building to building per year.</p>	
B.	<p>Use of Buildings Analysis</p> <ul style="list-style-type: none"> • Mr. Calhoun said the use of building analysis was by event. Each use of a particular space is considered an event by the system. For example, if an organization uses four rooms over five nights for meetings, the system considers that to be 20 events. Internal events such as summer school and adult education are included in the capacity usage figures. There has been a 75% increase in usage from 2005-06 to 2012-13. • Mr. Spatola asked if there was revenue associated with the usage. Mr. Calhoun said there is and that a revenue schedule is approved by the Board annually. Revenues collected go into a Facilities usage account. • Mr. Spatola asked what happens when cleaning needs to take place after an event outside of regular hours. Mr. Calhoun said the organization using the space is charged back for custodial fees. • Mr. Spatola said he would like to see a breakdown of events and revenue charged. Mr. Calhoun said he could provide that at a future meeting. 	<p>Use of Buildings Analysis</p>
4.	<p>Items of Information</p>	<p>Items of Information</p>
A.	<p>Preparing for Upcoming Winter Season</p> <ul style="list-style-type: none"> • Mr. Calhoun said all vehicles have been serviced in preparation for the winter season. Ice melt is on order. Interior matting has been checked for safety. All boilers were cleaned this summer and will have weekend checks during the winter. Building heat is due to be turned on October 15th if needed. • Mr. Spatola asked if the boilers were cold fired or continuous heat. Mr. Calhoun said they were not cold fired; they have minimum settings 	<p>Preparing for Upcoming Winter Season</p>

	<p>which can be controlled manually. Many units can be controlled digitally as well.</p>	
B.	<p>Update on Security Grant</p> <ul style="list-style-type: none"> Mr. Calhoun said the district did not make the cut in the first round of funding. He had heard from a representative from the State that more funding will be made available. Overall New Milford is not at the top of the list as the district has made great strides in this area already. Mr. Calhoun said the state liked many of the items proposed in the grant and he is hopeful some funding may be received after January 2014. 	<p>Update on Security Grant</p>
C.	<p>Gas Leak at NMHS</p> <ul style="list-style-type: none"> Mr. Calhoun said Mr. Olenik had handled this issue and thanked him and other Facilities crew members involved. Mr. Olenik said he was notified by a maintenance person on September 12th at about 3:00 p.m. that the high school had a strong gas smell. The building was evacuated and fire department and gas company called. They couldn't locate the leak so the entire building was shut off until it could be pressurized and tested. A contractor was brought in and the leak traced to the science wing. Adjustments were made to allow school to open safely the next day. Additional work was completed on the weekend and is still in process as additional parts are put in place. At this time, there are still two science rooms with bad valves waiting on parts. Mrs. Celli Rigdon asked about the cost of the repairs. Mr. Olenik said the cost so far was \$6,767 with more to come for the last repair that is still needed. 	<p>Gas Leak at NMHS</p>
D.	<p>Staffing Analysis – Facilities Personnel</p> <ul style="list-style-type: none"> Mr. Calhoun provided a handout that analyzed the average square foot of building cleaned by district custodians as compared to the industry 	<p>Staffing Analysis – Facilities Personnel</p>

	<p>average for public schools. Mr. Calhoun said it shows that we are getting very good efficiencies versus the industry average and receiving good service from staff. The same analysis was provided for grounds and efficiencies were also shown there. He said safety is always a priority with field maintenance. The district also employs a full time painter, HVAC tech, electrician, plumber and three general maintenance personnel to try to do as much work in-house so as not to have to contract out. He said the department is constantly looking at efficiencies.</p> <ul style="list-style-type: none">• Mr. McSherry said he was glad to see how well the department was doing.• Mr. Spatola asked if the district received any support from town departments. Mr. Calhoun said the town has its own areas to maintain. The only overlap is to the fields between JPS and Kimberly Clark and that is small.	
5.	<p>Adjourn</p> <p>Mr. McSherry moved to adjourn the meeting at 7:15 p.m. seconded by Mr. Wellman and passed unanimously.</p>	<p>Adjourn</p> <p>Motion made and passed unanimously to adjourn the meeting at 7:15 p.m.</p>

Respectfully submitted:



Lynette Celli Rigdon, Chairperson
Facilities Sub-Committee