

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

FACILITIES SUB-COMMITTEE  
MEETING NOTICE

RECEIVED  
TOWN CLERK  
2016 DEC -2 P 12:56

NEW MILFORD, CT

**DATE:** December 6, 2016  
**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**

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. East Street
- B. Pickett District Property

4. **Items of Information**

- A. SMS Roof
- B. NMHS Chiller
- C. Five Year Facilities Capital Budget draft
- D. Turf Fields update
- E. Solar Panel conversation

5. **Public Comment**

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**6. Adjourn**

**Sub-Committee Members: Robert Coppola, Chairperson  
Angela C. Chastain  
Bill Dahl  
David A. Lawson**

**Alternates: Brian McCauley  
J. T. Schemm**



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

## MEMORANDUM

### 3A

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**TO:** Joshua D. Smith, Superintendent  
**FROM:** Anthony J. Giovannone, Director of Fiscal Services and Operations  
**Date:** December 2, 2016  
**RE:** Request for Proposal – East Street Lillis ADA Plan

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On Wednesday, November 30, 2016, at 12:00 PM the bids for a Lillis ADA Plan were opened at the Central Office and there were two bidders on the project:

- Bidder #1 – KG&D Architects \$5,950.00 with an option for \$7,950.00 for additional assessments
- Bidder #2 – BSC Group \$33,000.00

Should the Board decide to move forward and based on my conversations with Kevin Munrett, the Facilities Manager, we would recommend to the Board that they choose Bidder # 1, KG&D Architects, for the following reasons:

1. The bid scope is identical for both vendors.
2. KG&D has also included a presentation of their findings to be done in person to the BOE members.

I will be glad to discuss this at the Facilities Sub-Committee meeting on December 6, 2016 along with Kevin Munrett, the Facilities Manager, to answer any and all questions regarding this request for proposal.

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

**FIVE YEAR FACILITIES CAPITAL PLAN  
2017-2022**

ITEM	SCHOOL	CAPITAL ITEM	2017/18	2018/19	2019/20	2020/21	2021/22
1*	D/W	VEHICLE REPLACEMENT	107,000.00				
2*	D/W	CUSTODIAL EQUIPMENT REPLACEMENTS	14,950.00				
3*	D/W	GROUNDS EQUIPMENT REPLACEMENTS	17,500.00				
4	D/W	RECURRING DOOR REPLACEMENT PROJECT	11,700.00				
5*	DW	SECURITY ENHANCEMENTS D/W	22,000.00				
6*	HPS	ALARM PANEL UPGRADE	39,900.00				
7*	NMHS	HALLWAY DOOR REPLACEMENT PROJECT	24,500.00				
8	SMS	ATHLETIC FIELD UPGRADE	4,600.00				
9*	HPS	FLOORING REPLACEMENT	9,500.00				
10*	D/W	THERMAL SCANS & ROOF ASSESSMENTS	18,000.00				
11	SMS	REPAIR/REPLACE SECURITY BLINDS	7,500.00				
12*	SNIS	MPR A/C COMPRESSOR REPLACEMENT	27,300.00				
13	SNIS	STORAGE BUILDING	82,000.00				

**TOTAL**

**386,450.00**

\*Denotes vendor pricing\*  
Unless otherwise specified prices are estimations

**FIVE YEAR FACILITIES CAPITAL PLAN  
2017-2022**

ITEM	SCHOOL	CAPITAL ITEM	2017/18	2018/19	2019/20	2020/21	2021/22
14	D/W	VEHICLE REPLACEMENT		95,000.00			
15	D/W	CUSTODIAL EQUIPMENT REPLACEMENTS		14,200.00			
16	D/W	GROUNDS EQUIPMENT REPLACEMENTS		17,500.00			
17	D/W	RECURRING DOOR REPLACEMENT PROJECT		11,900.00			
18	HPS	FLOORING REPLACEMENT		12,000.00			
19	D/W	ROOF REPAIRS		16,400.00			
20	DW	SECURITY ENHANCEMENTS D/W		23,000.00			
21	SMS	ALARM PANEL UPGRADE		40,000.00			
22	HPS	MAIN OFFICE HVAC PROJECT		76,500.00			
23	SMS	HVAC CONTROLS UPGRADE		30,000.00			

**TOTAL      336,500.00**

\*Denotes vendor pricing\*  
Unless otherwise specified prices are estimations

**FIVE YEAR FACILITIES CAPITAL PLAN  
2017-2022**

ITEM	SCHOOL	CAPITAL ITEM	2017/18	2018/19	2019/20	2020/21	2021/22
24	D/W	VEHICLE REPLACEMENT			110,000.00		
25	D/W	CUSTODIAL EQUIPMENT REPLACEMENTS			21,500.00		
26	D/W	GROUNDS EQUIPMENT REPLACEMENTS			27,000.00		
27	D/W	RECURRING DOOR REPLACEMENT PROJECT			12,100.00		
28	SMS	GYM FLOOR REFINISHING			22,000.00		
29	D/W	ROOF REPAIRS			17,100.00		
30	DW	SECURITY ENHANCEMENTS D/W			23,200.00		
31	NMHS	ALARM PANEL UPGRADE			42,300.00		
32	D/W	REPLACE PNEUMATIC THERMOSTATS			13,500.00		
33	SMS	REPLACE TUBE BOILERS			460,000.00		

**TOTAL    748,700.00**

\*Denotes vendor pricing\*  
Unless otherwise specified prices are estimations

**FIVE YEAR FACILITIES CAPITAL PLAN  
2017-2022**

ITEM	SCHOOL	CAPITAL ITEM	2016/17	2017/18	2018/19	2019/20	2020/21
34	D/W	VEHICLE REPLACEMENT				75,000.00	
35	D/W	CUSTODIAL EQUIPMENT REPLACEMENTS				22,600.00	
36	D/W	MAINTENANCE EQUIPMENT REPLACEMENTS				28,450.00	
37	D/W	RECURRING DOOR REPLACEMENT PROJECT				12,600.00	
38	D/W	FLOORING REPLACEMENT				15,000.00	
39	NES	HEATING SYSTEM REPAIRS				45,000.00	
40	DW	SECURITY ENHANCEMENTS D/W				25,600.00	
41	SNIS	ALARM PANEL UPGRADE				55,000.00	
42	D/W	REPLACE PNEUMATIC THERMOSTATS				16,000.00	
43	D/W	MECHANICAL SYSTEM UPGRADES				555,000.00	

**TOTAL      850,250.00**

\*Denotes vendor pricing\*  
Unless otherwise specified prices are estimations

**FIVE YEAR FACILITIES CAPITAL PLAN  
2017-2022**

ITEM	SCHOOL	CAPITAL ITEM	2017/18	2018/19	2019/20	2020/21	2021/22
44	D/W	VEHICLE REPLACEMENT					75,900.00
45	D/W	CUSTODIAL EQUIPMENT REPLACEMENTS					22,900.00
46	D/W	MAINTENANCE EQUIPMENT REPLACEMENTS					28,450.00
47	SMS	SEPTIC TANK REPLACEMENT					62,000.00
48	DW	SECURITY CAMERA UPGRADE					100,000.00
49	SNIS	FIRE ALARM PANEL UPGRADE					50,000.00
50	NMHS	LED SIGN REPLACEMENT (DANBURY RD)					60,000.00
51							
52							
53							
<b>TOTAL</b>							<b>399,250.00</b>

\*Denotes vendor pricing\*  
Unless otherwise specified prices are estimations



# 5 Year Facilities Capital Plan Information Sheet

(December 6, 2016 Facilities Sub-Committee Agenda - Item 4C)

## **Item 1: Vehicle Replacement**

- 2 new fleet vehicles
- 33 vehicle fleet
- 30% of which is 10 years or older
- 1,246 parking spaces across 5 schools
- \$25,000.00 spent annually in repair costs

## **Item 2: Custodial Equipment Replacements**

- Need to establish routine replacement for custodial equipment
- Over 787,000 SF of school space cleaned every night
- Equipment repair costs actuals were over \$10,000.00 FY 15/16
- Propose 3-4 new machines per year to phase out antiquated equipment

## **Item 3: Grounds Equipment Replacements**

- 187.5 acres of property need to be maintained
- Mowers have avg. useful life of 1,500 hours- 50% of our mowers exceed 1,500 hours
- Propose one new machine each year

## **Item 4: Recurring Door Replacement Project**

- Ensures doors are working properly and efficiently
- Maintains security

## **Item 5: Security Enhancements D/W**

- Upgrade of head-end to allow for better camera and recording capabilities
- Current system is antiquated and ineffective
- New head-end allows us to use existing infrastructure and hardware

# 5 Year Facilities Capital Plan Information Sheet

(December 6, 2016 Facilities Sub-Committee Agenda - Item 4C)

## **Item 6: Alarm Panel Upgrade**

- Fire Alarm Panel is 30+ years old
- Existing alarms, strobes and infrastructure can remain

## **Item 7: Hallway Door Replacement Project**

- Allows for isolation of events in either Athletic or Theater Wing
- Safety concern
- Provides for fire safety in event of emergency

## **Item 8: Athletic Field Upgrade**

- Backstop for SMS baseball field is old and has become a safety concern
- Remove existing or repair as needed

## **Item 9: Flooring Replacement**

- ACM abatement project and new VCT installation
- Started in Summer 2016 (1 of 3 rooms complete)

## **Item 10: Thermal Scans and Roof Assessments**

- Determine via thermal imaging the extent of water infiltration for 3 schools
- Provides real-time assessment to better make long term roof replacement goals

## **Item 11: Repair/Replace Security Blinds**

- Cafeteria security blinds need repair/replacement due to age

# 5 Year Facilities Capital Plan Information Sheet

(December 6, 2016 Facilities Sub-Committee Agenda - Item 4C)

## **Item 12: MPR A/C Compressor Replacement**

- A/C failed in September
- Prices received for repair vs replacement

## **Item 13: Storage Building**

- Provide a steel structure to house district vehicles, supplies and materials
- Currently no storage exists for large equipment- vehicles, salt, sand are stored outdoors and unprotected
- Will aid in longevity of vehicles on the replacement schedule
- Allows us to maintain vehicles with in-house personnel

**Term Sheet for Proposed Memorandum of Understanding Between the Town of New Milford and The New Milford Board of Education for a portion of the Former John Pettibone School Building**

**DRAFT DRAFT DRAFT**

• **Addresses:**

- **Lillis Administration Building**  
**50 East Street**  
**New Milford, CT 06776**
  
- **John Pettibone School Building**  
**2 Pickett District Road**  
**New Milford, CT 06776**

1. **Ownership.** The Town of New Milford (the “Town”) is the owner of certain real estate and improvements known as John Pettibone School (“JPS”) located at 2 Pickett District Road New Milford, Connecticut (the “Property”).
2. **Occupancy.** The New Milford Board of Education (the “BOE”) proposes to occupy approx. **15,100 square feet** of the former school building for use by the BOE as the New Milford Public Schools Central Administrative and Operations Offices.
3. **Term of Use and Occupancy.** BOE shall be granted occupancy by the Town with respect to the Property for a term of 25 years, renewable annually thereafter. (The “Term”). The Term shall begin effective as of July 1, 2017 (contingent on terms of occupancy) (the “Commencement Date”) and expire on June 30, 2042. Each year beginning on the Commencement Date, or an anniversary thereof. The Board of Education shall have the right of first refusal thereafter.
4. **Interior Maintenance:** To be maintained by the BOE to include regular maintenance, upkeep and general improvements with the exception of major structural issues.
5. **Maintenance of Property Exterior and Capital Improvements:** All exterior maintenance, snow removal, grounds keeping, storm damage, structural projects and site maintenance are the responsibility of the Town of New Milford.
6. **All moving costs and arrangements will be the responsibility of the Town.**
7. **Miscellaneous.** This Term Sheet is non-binding and not necessarily indicative of the final terms of any MOU. Any such Agreement is subject to approval of the New Milford legislative body and the New Milford Board of Education.

In addition to the terms and conditions the following stipulations must be met prior to occupancy:

- Space to meet BOE requests prior to occupancy. Additional improvements may be done by the BOE over time. **(Terms, conditions and facility conditions to be negotiated prior to agreement)**
- **There will be coordination between the Town's Planning Supervisor and the BOE's Facility Manager that produce monthly reports detailing the progress of renovations to total 100% completion on or before June 1<sup>st</sup> of 2017. Failure to reach a 100% completion of the project will result in a delay of occupancy by 1 month. Failure to meet the project completion deadline by August 1<sup>st</sup> 2017 will delay occupancy until June 1<sup>st</sup> of 2018.**
- Approval by the BOE upon advice of the Superintendent must be granted prior to occupancy.
- Security costs and system installation will be the responsibility of the BOE.
- **Upon completion of the Board of Education's move from 50 East Street to JPS, the Board will turn over the 50 East Street property to the Town, assuming prior authorization by the Board of Education.**
- \$250,000 of the proceeds from the sale of the East Street building will be used to renovate the space. An additional \$300,000 in sale proceeds will be placed in the Board of Education's capital reserve account.
- All terms outlined in the Memorandum of Understanding between the Board of Education and the Town of New Milford is subject to the Town obtaining any permits and approvals needed to complete the project.
- **This memorandum shall be recorded in the Town's land records so as to alert a title searcher of this encumbrance.**

Signatures:

\_\_\_\_\_  
David Gronbach, Mayor  
Town of New Milford, CT

\_\_\_\_\_  
Date

\_\_\_\_\_  
David A. Lawson, Chairperson  
New Milford Board of Education

\_\_\_\_\_  
Date