

**New Milford Board of Education  
Facilities Sub-Committee Minutes  
May 3, 2016  
Lillis Administration Building, Room 2**

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NEW MILFORD, CT

**Present:** Mr. Robert Coppola, Chairperson  
Mr. Bill Dahl  
Mr. Brian McCauley, Alternate

**Absent:** Mrs. Angela C. Chastain  
Mr. David A. Lawson

**Also Present:** Mr. Joshua Smith, Superintendent-Elect  
Mr. Anthony Giovannone, Director of Fiscal Services and Operations  
Mr. Kevin Munrett, Facilities Manager  
Mr. Nestor Aparicio, Assistant Facilities Manager  
Ms. Roberta Pratt, Director of Technology  
Ms. Ellamae Baldelli, Director of Human Resources

1.	<p><b>Call to Order</b></p> <p>The meeting of the New Milford Board of Education Facilities Sub-Committee was called to order at 6:45 p.m. by Mr. Coppola. Mr. McCauley was seated as alternate in the absence of Mr. Lawson and Mrs. Chastain.</p>	<p><b>Call to Order</b></p>
2.	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
3.	<p><b>Discussion and Possible Action</b></p> <p><b>A. End of Year Projects</b></p> <ol style="list-style-type: none"> <li><b>1. Outdoor Protection</b></li> <li><b>2. Cooling at SNIS and SMS</b></li> </ol> <ul style="list-style-type: none"> <li>• Mr. Munrett said that in the course of day to day operations a number of possible projects have been identified. These projects include outdoor protection for the district's vehicles to increase their longevity and cooling projects for the server rooms at SNIS and SMS to protect that equipment which generates a great deal of heat. Preliminary investigation into options has begun and the existing operating budget will be used if</li> </ul>	<p><b>Discussion and Possible Action</b></p> <p><b>A. End of Year Projects</b></p> <ol style="list-style-type: none"> <li><b>1. Outdoor Protection</b></li> <li><b>2. Cooling at SNIS and SMS</b></li> </ol>

	<p>possible. Otherwise, these items will be added to the five year facilities capital plan.</p> <ul style="list-style-type: none"> <li>• Mr. Coppola asked if end of year funds are being recommended for use. Mr. Smith said it was too early to make that recommendation with end of year two months away but he was looking to start a conversation with the Board about the appropriateness of these projects in case funding did become available. He said the Facilities budget always contains contingencies for unintended costs and this year so far there had been few of those. The mild winter also helped.</li> <li>• Mr. McCauley said he thought it made sense to continue to investigate these two items.</li> <li>• Mr. Dahl asked what kind of outdoor protection is being considered and if it would be fenced. Mr. Munrett said he is investigating a few options but that all would include a locked, walled structure.</li> </ul> <p>Mr. Dahl moved to bring the request for end of year projects to the full Board for discussion and possible action.</p> <p>Motion seconded by Mr. McCauley.</p> <p>Motion passed unanimously.</p>	<p><b>Motion made and passed unanimously to bring the request for end of year projects to the full Board for discussion and possible action.</b></p>
<p><b>4.</b></p> <p><b>A.</b></p>	<p><b>Items of Information</b></p> <p><b>Overtime Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Munrett said the mild winter has been beneficial to the custodial overtime line item so they may look to shift some of those funds to prep for summer.</li> <li>• Mr. Dahl asked what would be done with the funds and Mr. Munrett said the work would be driven by current work order requests.</li> <li>• Mr. McCauley said he thought it made sense to take care of needed projects now if the funds are available.</li> <li>• Mr. Coppola agreed and asked what was</li> </ul>	<p><b>Items of Information</b></p> <p><b>A. Overtime Update</b></p>

	<p>needed to make it happen. Mr. Smith said the information was provided as an FYI here and will show up as a transfer request at Operations in the near future.</p> <p><b>B. Spring Break Project Update</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett said the department worked on a few key projects over the break and he wanted to commend the staff on their work above and beyond the day to day. Projects included replacement of the serving lines at HPS and NES, painting of the HPS exterior, and prepping for the chiller at the high school.</li></ul> <p><b>C. SNIS Catwalk Update</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett said there was one bidder for this project and the award is on the Operations agenda. There is also a request on the purchase resolution for an encumbrment of 25% of the project funding so that steel for the project can be ordered in a timely fashion.</li></ul> <p><b>D. NMHS Chiller Update</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett said the bid award for the large chiller is on the Operations agenda and the plan is to start the small chiller next week as warmer weather is expected.</li></ul> <p><b>E. SMS Roof Update</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett said some work was done during spring break and the work will begin full out on June 10<sup>th</sup> when school is no longer in session.</li><li>• Mr. Coppola asked for a completion date and Mr. Munrett said it was too early to provide one since so much of the work will be impacted by summer weather.</li></ul> <p><b>F. Turf Field Update</b></p> <ul style="list-style-type: none"><li>• Mr. Munrett said he had received information</li></ul>	<p><b>B. Spring Break Project Update</b></p> <p><b>C. SNIS Catwalk Update</b></p> <p><b>D. NMHS Chiller Update</b></p> <p><b>E. SMS Roof Update</b></p> <p><b>F. Turf Field Update</b></p>
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	<p>from the Turf Field Committee regarding maintenance and training sessions. He said the fields are really coming along, including LED lighting.</p> <ul style="list-style-type: none"> <li>• Mr. Dahl asked if they would be usable in the fall and Mr. Munrett said yes, even for summer use.</li> <li>• Mr. Dahl asked if the maintenance part of the athletic budget had been adjusted to reflect the fields. Mr. Munrett said the fields are coming with equipment and machinery as part of the package. They will have a better feel for any adjustments to the budget once they have worked with the fields for the first year.</li> </ul> <p><b>G. SNIS Softball Field Update</b></p> <ul style="list-style-type: none"> <li>• Mr. Coppola said this is an ongoing community project on two Board controlled fields.</li> <li>• Mr. Munrett said he spoke to Mr. Beebe of New Milford Youth Baseball and Softball and he said the fields are progressing nicely and that they should be playable in June. Mr. Beebe has properly booked all usage of the fields through the Facilities Office.</li> </ul>	<p><b>G. SNIS Softball Field Update</b></p>
<p><b>5.</b></p>	<p><b>Public Comment</b></p> <ul style="list-style-type: none"> <li>• There was none.</li> </ul>	<p><b>Public Comment</b></p>
<p><b>6.</b></p>	<p><b>Adjourn</b></p> <p>Mr. McCauley moved to adjourn the meeting at 7:06 p.m., seconded by Mr. Dahl and passed unanimously.</p>	<p><b>Adjourn</b></p> <p><b>Motion made and passed unanimously to adjourn the meeting at 7:06 p.m.</b></p>

Respectfully submitted:



Robert Coppola, Chairperson  
 Facilities Sub-Committee