

**New Milford Board of Education
 Facilities Sub-Committee Meeting Minutes
 April 8, 2025 6:30pm
 Sarah Noble Intermediate School Library Media Center**

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 NEW MILFORD, CT

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| Present: | Mr. Tom O'Brien, Chairperson Mr. Eric Hansell Mrs. Wendy Faulenbach Mr. Brian McCauley |
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| Absent: | |
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| Also Present: | Dr. Janet Parlato, Superintendent of Schools Ms. Holly Hollander, Assistant Superintendent Mr. Matthew Cunningham, Director of Facilities Mr. Anthony Giovannone, Director of Finance Mr. Jeffrey Turner, Technology Director |
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| 1. | Call to Order The New Milford Board of Education Facilities Sub-Committee meeting was called to order at 6:30pm by Mr. Tom O'Brien, Chairperson. | Call to Order |
| 2. | Public Comment There was none. | Public Comment |
| 3. | Items for Information A. New Milford High School RFP Mr. Cunningham stated an RFP has been posted for the gutter seam repairs at New Milford High School. The bid opened April 4th. The two companies that bid were New England Masonry at \$39,387 and Barrett Inc. at \$196,500. Both have done work in the district before. Both bids present the same materials and prep involved. Mr. Cunningham stated he could not speak to the discrepancy but stated he would like to go with the option that would offer the highest ROI. Mr. Cunningham stated he feels comfortable moving forward to award the bid by the full board meeting April 22nd. Mr. O'Brien asked to be reminded of the estimate that Mr. Petrucelli previously got from Greenwood. Mr. Cunningham stated Greenwood was approximately \$150,000. Mr. Cunningham stated he would thoroughly go over the scope of | 3. Items for Information A. New Milford High School RFP |

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| | <p>work and ensure all pieces were covered. The only seams that need addressing are the ones that are currently leaking. Mrs. Faulenbach asked about the time frame how the project would be funded. Mr. Cunningham stated it has already been encumbered, based on the Greenwood bid of \$150,000, and the time frame is June - August.</p> <p>B. Hill & Plain School RFP Mr. Cunningham stated an RFP has been posted for the canopy roof repairs at Hill and Plain School. The bid opened April 4th. Two bids are from Barrett Incorporated at \$38,000, and Eagle Rivet at \$26,100. The project has been encumbered, and the time frame is June - August.</p> <p>C. Schaghticoke Middle School Underground Storage Tank Mr. Cunningham stated Weston & Sampson has developed the scope for the eventual replacement of the underground storage tank at Schaghticoke Middle School. Their work has been reviewed and they will provide documents for the construction phase of the project. There is a 6 month lead time for the replacement of the tank. Mr. Cunningham confirmed there are no issues, the tank has just reached its end of life cycle.</p> <p>D. Northville Elementary School Roof Mr. Cunningham stated on March 31st they met with the town to discuss the RFP procedure for posting and hiring an architect, who will develop the scope of work for the Northville roof replacement. It was also agreed that a joint town and Board of Education group will recommend the awarding of the architect contract once the RFP's are reviewed. This will ensure a clear path for roof repairs. The repairs will likely happen at the end of the 2026 school year. Mrs. Faulenbach asked if it will go out to bond this July. Mr. O'Brien stated the Mayor confirmed it will. Mr. Cunningham stated the first RFP would be for structural engineering. Then the process would move forward to MBC and it would be officially assigned to an architect. Mrs. Faulenbach stated it is good that the process is all outlined.</p> | <p>B. Hill & Plain School RFP</p> <p>C. Schaghticoke Middle School Underground Storage Tank</p> <p>D. Northville Elementary School Roof</p> |
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| | <p>Mrs. Faulenbach stated it is important to know whose responsibility is payment, purchasing, etc. An ad-hoc committee may be required to keep minutes. Mr. Hansell asked if there would be a particular project manager. Mr. Cunningham replied that it was agreed upon that there would be an architect, no discussion of a project manager. It can be asked of the architect to develop the scope. Mr. Hansell asked if someone from the ad-hoc committee could be the project manager. Mr. O'Brien stated he did not think a member of the ad-hoc committee would take on that responsibility but they could take on the responsibility of deciding what type of supervision the project needs. Mrs. Faulenbach stated, working in concert with the MBC advisory role is a real improvement and stated it would be good to recognize the vulnerabilities and work together. Mr. Cunningham stated, ultimately it is a town bonded project. Mr. Hansell pointed out that lack of supervision is the biggest lesson that has been learned, and a point of contact for the project is necessary. Mr. Cunningham agreed it would be good to have a technical clerk. That person could also help with inventory and tracking. They should also be part of the initial RFP and the A&E, so expectations are set.</p> <p>E. Central Office Mr. O'Brien stated there are no updates for central office, but it has not been discussed in a while and the board wants to make sure administration knows it is a priority. There are two tracks that can be taken, a long term permanent track and then a track for the current situation, to make it as workable as possible. Seeing the long term being very far in the future, the focus should be on the current space and making improvements. Dr. Parlato stated she agreed since some colleagues do not have a confidential working space yet. Mrs. Faulenbach added the current central office setup has operational vulnerabilities. There should be a discussion regarding construction or modifications, listed in priority. Central office moved hastily over from East Street, and we are</p> | <p>E. Central Office</p> |
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| | | <p>still trying to make it work as a professional space. Mr. O'Brien suggested doing a walk-through of the current space to get ideas of needs. Mr. Cunningham suggested getting feedback from staff, since they have been there for 2 years. Then an architect could be hired to get cost estimates and drawings. This will plot a course on how improvements can be brought to fruition.</p> <p>Mr. Hansell asked if the current central office updates could be considered part of the 5 year capital improvements. The suggestion was to make improvements this year, then map out more for next year. It would create an opportunity to meet the full expectations of what is needed. Mr. Cunningham replied that he agreed this would need to be done in phases. Phase 1 should include creating confidential working spaces. From there, reconfiguration can happen so that it is laid out more like a central office. Dr. Parlato stated an enrollment study for all of the schools should be done and considered when doing the planning.</p> <p>Mrs. Faulenbach asked if parking and traffic was a problem. Dr. Parlato stated, when there are professional development meetings happening it can be a challenge. Mrs. Faulenbach stated she is concerned for safety with parking and traffic issues.</p> | |
| 4. | | <p>Public Comment None</p> | <p>Public Comment</p> |
| 5. | | <p>Adjourn <i>Mrs. Faulenbach moved to adjourn the meeting at 6:54 pm, seconded by Mr. McCauley and passed unanimously.</i></p> | <p>Adjourn <i>Motion made and passed unanimously to adjourn the meeting at 6:54 pm.</i></p> |

Respectfully submitted:

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A handwritten signature in black ink that reads "Tom O'Brien". The signature is written in a cursive style with a large, looped "O" and a long, sweeping tail on the "n".

Tom O'Brien
Chairman, Facilities Subcommittee