

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

**FACILITIES SUB-COMMITTEE  
MEETING NOTICE**

RECEIVED  
TOWN CLERK  
2022 FEB -4 A 8:28  
JHD

NEW MILFORD, CT

<b>DATE:</b>	<b>February 8, 2022</b>
<b>TIME:</b>	<b>6:45 P.M.</b>
<b>PLACE:</b>	<b>Sarah Noble Intermediate School Library Media Center</b>

**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. Items for Information and Discussion**

- A. NMHS Roof Project Update
- B. Woodshop HVAC Update
- C. School Based Health Centers Update
- D. SNIS Oil Tank Update
- E. NV5/ESG Update
- F. NMHS Scoreboard
- G. NMHS Alarm System Upgrades
- H. Emergency Management Plan
- I. State of CT Security Grant Proposal

**4. Public Comment**

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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.

## **5. Adjourn**

**Sub-Committee Members:** Brian McCauley, Chairperson  
Eric Hansell  
Pete Helmus  
Tom O'Brien

**Alternates:** Olga I. Rella  
Keith A. Swanhall, Jr.

# NEW MILFORD PUBLIC SCHOOLS



## Facilities Subcommittee Report

**FEBRUARY 8, 2022**

### **Items for Information and Discussion**

#### **A. NMHS Roof Project Update**

Additional truckloads of metal roof panels were delivered to the High School on January 18th. These additional panels are intended for use on the rear of the building, considered Phase 2 of the roof project. The inclement weather has hampered their efforts lately with multiple days when work could not be conducted. As of February 1, work has been paused per the Superintendent of Schools so that safety plans can be reviewed and a detailed approach for working during school hours can be developed. This was in response to a piece of drain pipe falling from the theatre ceiling while being removed by the roofers. Going forward no work will be conducted directly above any occupied areas of the building.

#### **B. Woodshop HVAC Update**

Included in this packet is a proposal from Silver/Petrucelli & Assoc. for code review and potential HVAC upgrades in the high school woodshop. There is a cost breakdown for multiple phases, from gathering data to creating a bid package and administration of the project. Currently the woodshop has the original HVAC equipment that was specified and installed in the building during construction. During smoke remediation from the recent roof fire, the HVAC system came into question regarding its code compliance. Woodshop classes have ceased in that classroom until these code questions can be addressed.

#### **C. School Based Health Centers Update**

Rooms have been prepared at Schaghticoke and the High School for operating the behavior element of the school based health centers. In addition, a meeting has been set up to discuss the beginning of Phase 1, remodeling of spaces at Schaghticoke and Northville, to create permanent offices for both the behavioral and physical aspects of the clinics.

#### **D. SNIS Oil Tank Update**

The State Office of School Construction Grants & Review has asked for some additional documentation to verify the local funding source and if the money allocated for this project is still accounted for in the Town Capital. The paperwork was sent to the Department and we anticipate a response to our grant application in the next few weeks.

#### **E. NV5/ESG Update**

Currently ESG is retrofitting lights during the second shift in Northville. They have been moving from building to building as they receive lighting parts for different schools. For example, they have finished up classroom lighting replacement at the High School but will need to revisit the location once controllers arrive. Solar panel array drawings for both Hill and Plain and Sarah Noble have been recently submitted. They are included in this packet for viewing. Also included is the most recent two week look ahead.

#### **F. NMHS Scoreboard**

The replacement parts for the High School scoreboard are expected to arrive the week of February 14-18. Depending on weather conditions, the work will commence soon thereafter.

#### **G. NMHS Alarm System Upgrades**

Siemens completed the replacement of the faulty High School theatre smoke detectors. They were integrated into our fire panel and the alarm system is operating properly.

#### **H. Emergency Management Plan**

As part of New Milford Public Schools All-Hazards School Security and Safety Plan, the Superintendent is responsible for the appointment of a District Emergency Management Coordinator. A memo appointing the Director of Facilities to serve in this role is included in this packet.

#### **I. State of CT Security Grant Proposal**

There is no new update from the State since the last Facilities meeting.



SILVER / PETRUCELLI + ASSOCIATES

*Architects / Engineers / Interior Designers*

January 12, 2022

Mr. Jack Healy  
New Milford Public Works  
Town Engineer  
10 Main Street  
New Milford, CT 06776

RE: New Milford High School Woodshop HVAC Upgrades and Code Review  
S/P+A #21.xxx

Dear Mr. Healy:

It was a pleasure to meet with you and Matt Cunningham at the NMHS Woodshop areas to better understand the scope of work necessary to Gather Data, Assess Equipment/Conditions/Codes related to the area, and developing construction documents for the required upgrades. Therefore, we are pleased to submit our fee proposal for the work related to the scope involved at the above-mentioned facility.

We propose to complete this project in several distinct phases – Data Gathering; Construction Documents; and Bidding and Construction Administration Services – as described in more detail below.

### **Data Gathering**

For this phase, we will rely on the provision of as built drawings for our reference to be provided prior to our design. We will visit the site for collecting the data needed for the design of the replacements, verify existing conditions relevant to the analysis and meet once with your staff to discuss the existing equipment, controls and operations to better understand the school's needs for this project.

During this phase we will provide an in-depth Code review to allay the concerns related to you by local building officials after the smoke/fire event. We will then compile our findings and analysis in a short report for your review, which will outline the work product moving forward as well as providing a proposed cost estimate related to the rework.

### **Construction Documents**

The CD Phase will commence upon your approval of the SD recommendations and your notice to proceed. Here we will provide the majority of the design, develop construction details, provide specifications and schedules for all equipment required. We will meet with staff once during this phase to review progress and perform any final information from the scope of work area. We will develop our design to a level of completeness suitable for a

qualified Contractor to bid, permit and construct from. We will incorporate any review comments, complete our in-house quality review process, and compile all the comments into the final issue of the Construction Documents set. Our deliverables will be electronically transmitted, along with one (1) set of signed and sealed drawings for your use and distribution.

### **Bidding Services**

Services we will provide for this phase include attendance at a pre-bid meeting for contractors, responding to bidder's requests for information (RFI's), issuing addenda as needed and assisting in analysis of the bids.

### **Construction Administration**

For the CA phase, typical services that are performed are:

- Review of Contractor's product submittals
- Addressing contractor's construction RFI's and issuing sketches as required
- Making eight (8) site inspection visits to inspect Contractor progress, workmanship and adherence to the contract documents
- Making two (2) punchlist visit to identify work necessary for the Contractor to complete to be able to closeout the project
- Review project closeout documents and Operation and Maintenance Manuals
- Approve and sign-off on contractor's payment applications as required

### **Compensation**

For the services described above, we propose the following fixed fees:

<b>PHASE</b>	<b>FEE</b>
Data Gathering	\$ 14,860.00
Contract Documents	\$ 17,760.00
Bidding Services	\$ 1,360.00
Construction Administration	\$ 14,725.00
<b>TOTAL</b>	<b>\$ 48,710.00</b>

### **Fee Qualifications**

We base our fees on the drawings and schedules you provided related to the Rooftop Units shown, and include and weekly project inspections during active construction. We also will provide one pre-final and one final punchlist visit, for a total of two (2) punchlist visits.

Customary reimbursable expenses generally included in our fees almost always include in-state travel, CAD services, photography and other related progress printings.

As we believe that the Town should not pay for services unless they are actually required, we have listed below the optional services that are not customarily required by studies such as yours. We can submit proposals for many of these services, some of which we can complete with in-house forces per our Standard Hourly Rates.

We are capable of providing a wide range of additional services should you require the assistance, or should the project scope be revised. These services include:

1. Hazardous material testing, design or construction administration services
2. Commissioning services or services related to a third-party commissioning agent

3. Production of record drawings
4. Energy modeling
5. Special Testing Services that may be required by the Local Building Official
6. Civil Engineering
7. Plumbing or Fire Protection Engineering
8. Electrical Engineering beyond the design related to powering the HVAC equipment
9. Interior renovations or alterations
10. Background will be based on Owner's available existing documentation in CAD, PDF of scanned formats provide to us by the owner
11. Meetings with Town Officials, School Officials or Building Committees
12. 3-D or BIM modeling is excluded

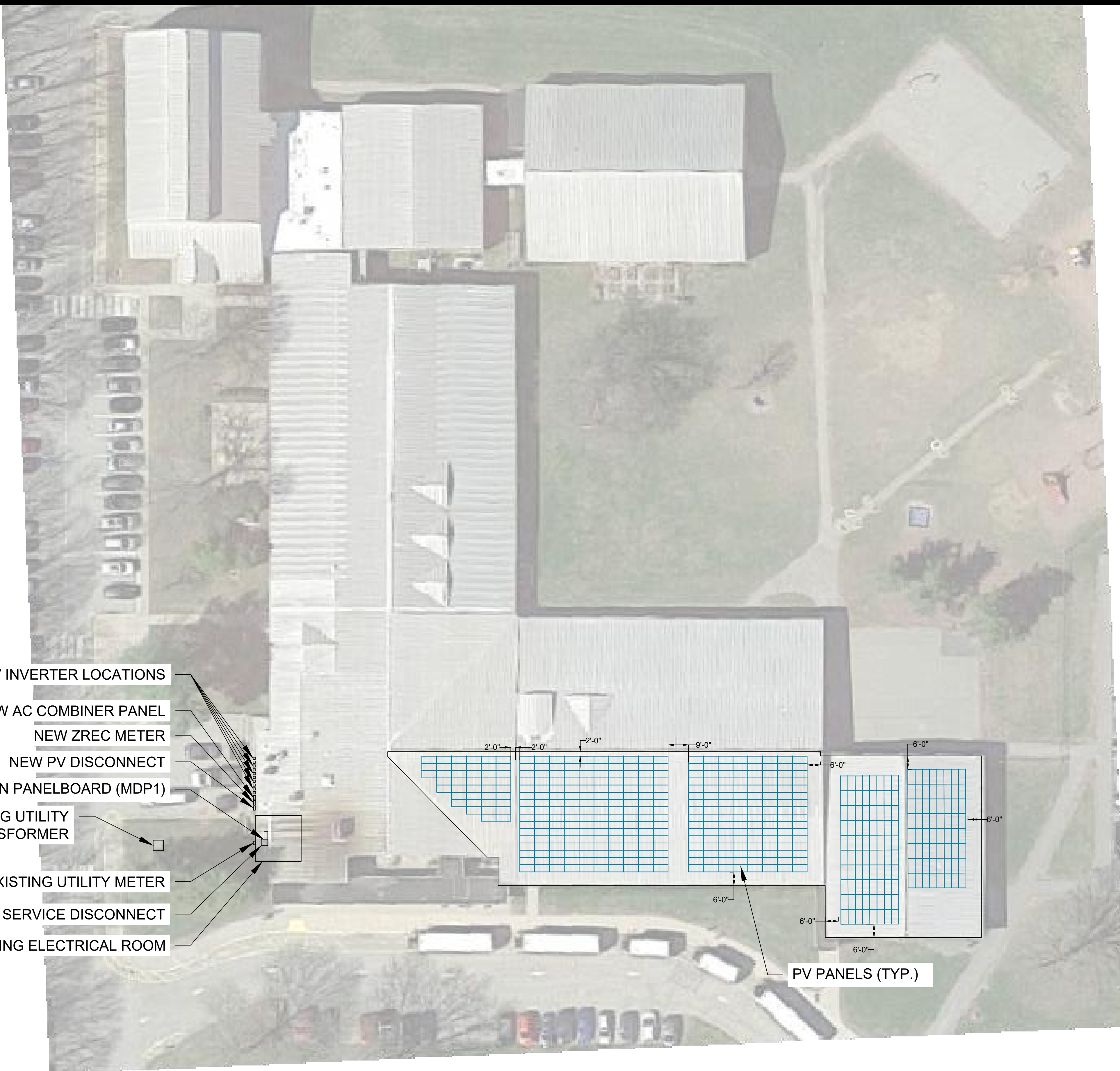
Please feel free to contact me with any questions via email at [keldridge@silverpetrucelli.com](mailto:keldridge@silverpetrucelli.com) or via phone at 203-230-9007 x260. Thank you for this opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ken J. Eldridge".

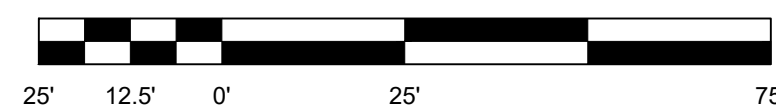
Kenneth J. Eldridge, PE  
Chief Mechanical Engineer





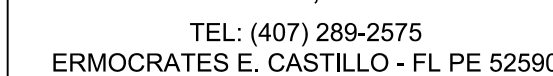
EXISTING ELECTRICAL ROOM

PV PANELS (TYP.)



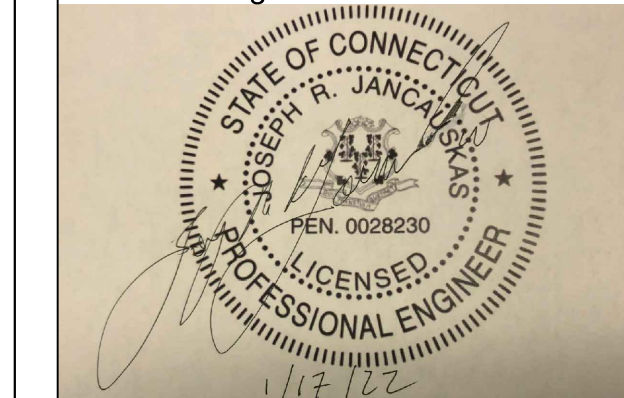
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MODULE	JAM72S10-410/MR
STRING QUANTITY	5   1   24
MODULES / STRING	14   15   16
MODULE QUANTITY	473
OPTIMIZER	SOLAREDGE P505
OPT. QUANTITY	473
TOTAL DC SIZE	193, 930W
INVERTER	SOLAREDGE SE 14-KKUS
INVERTER QUANTITY	10
TOTAL AC SIZE	144,000 W
TILT	10°
AZIMUTH	93°   183°   273°



DESCRIPTION	DATE	REV
INTERCONNECT	01/17/2022	D
ISSUE FOR REVIEW	01/13/2022	C
ISSUE FOR REVIEW	01/06/2022	B
ISSUE FOR REVIEW	12/17/2021	A

Signature with Seal



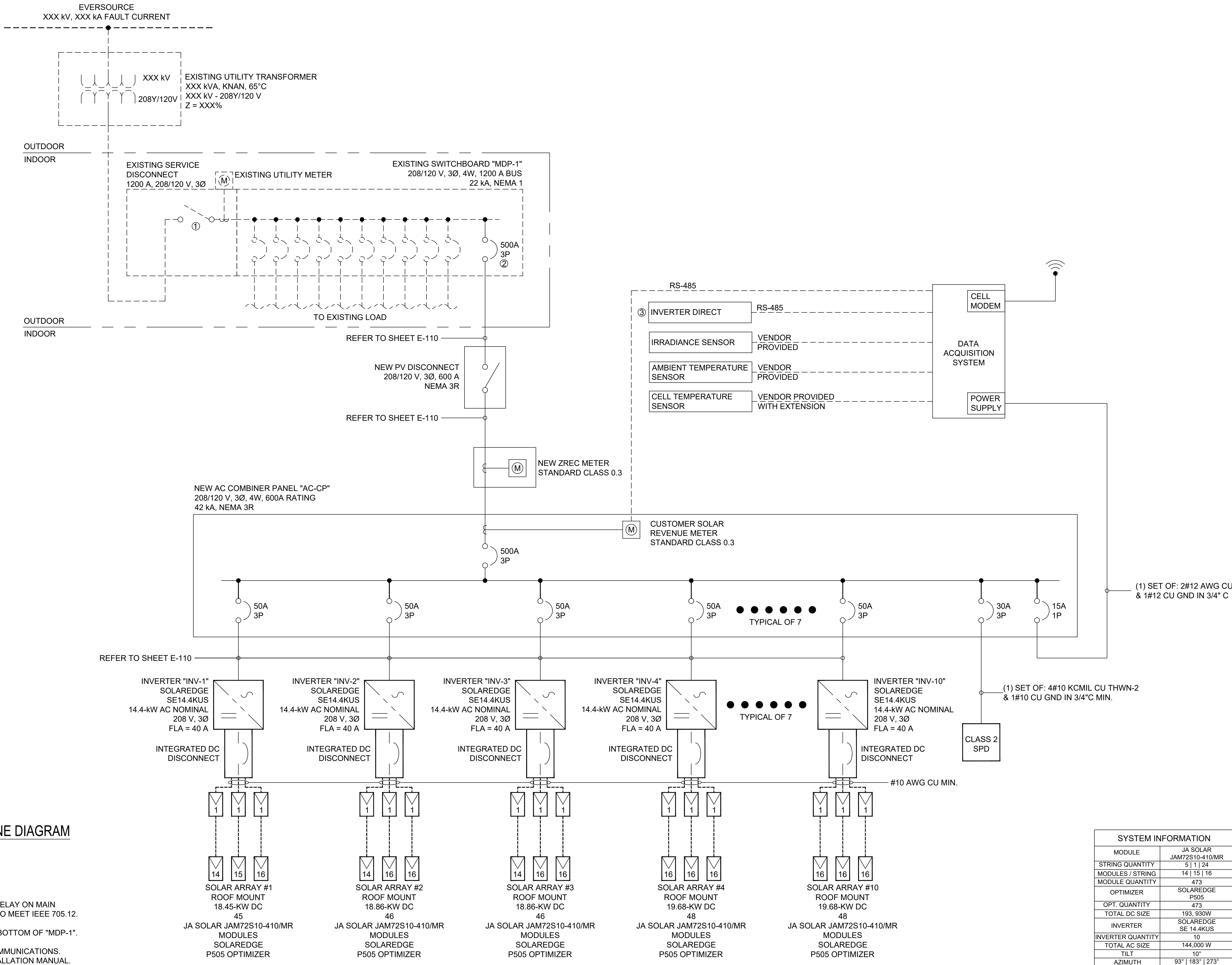
60 OLD TOWN PARK ROAD  
NEW MILFORD, CT 06776

PV SITE PLAN

ARCH D  
24" X 36"

E-001





1  
E-100

SINGLE LINE DIAGRAM

NOT TO SCALE

- NOTES:
- ADJUST LONG TRIP SETTING OF RELAY ON MAIN SERVICE DISCONNECT TO 940 A TO MEET IEEE 705.12.
  - LOCATE NEW 500 A BREAKER AT BOTTOM OF "MDP-1".
  - DAISY-CHAIN WIRE INVERTER COMMUNICATIONS. SET-UP END INVERTER PER INSTALLATION MANUAL.

REVISIONS		
DESCRIPTION	DATE	REV
INTERCONNECT	01/17/2022	D
ISSUE FOR REVIEW	01/13/2022	C
ISSUE FOR REVIEW	01/06/2022	B
ISSUE FOR REVIEW	12/17/2021	A

PROJECT INSTALLER

Signature with Seal

STATE OF CONNECTICUT  
JEROME R. JANCZEWSKI  
PEN 0028230  
LICENSED PROFESSIONAL ENGINEER

PROJECT NAME

HILL AND PLAIN  
ELEMENTARY SCHOOL

60 OLD TOWN PARK ROAD  
NEW MILFORD, CT 06776

SHEET NAME

SINGLE LINE DIAGRAM

SHEET SIZE

ARCH D  
24" X 36"

SHEET NUMBER

E-100

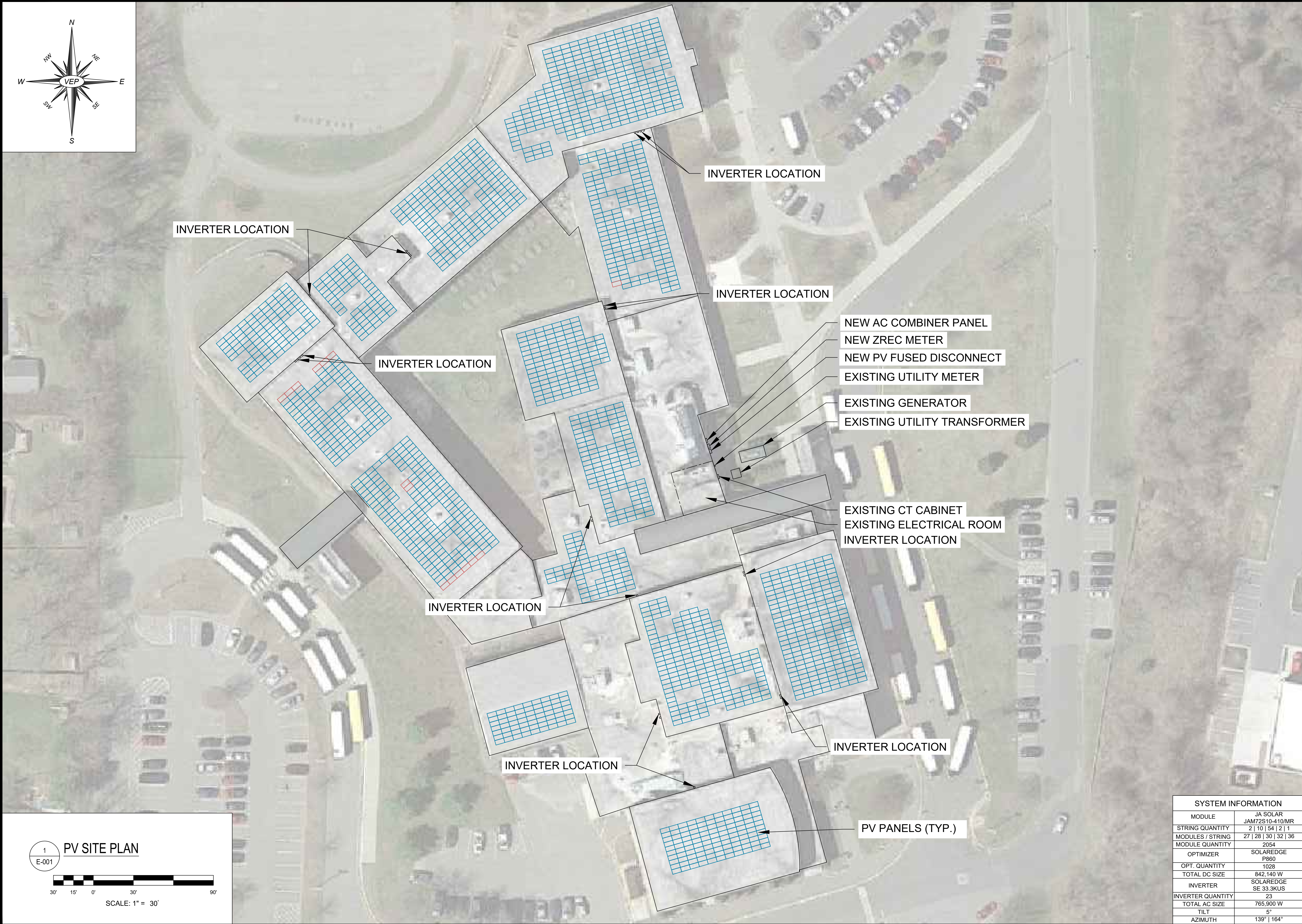
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STRING QUANTITY	5   1   24
MODULES / STRING	14   15   16
MODULE QUANTITY	473
OPTIMIZER	SOLAREEDGE P505
OPT. QUANTITY	473
TOTAL DC SIZE	193,930W
INVERTER	SOLAREEDGE SE 14.4KUS
INVERTER QUANTITY	10
TOTAL AC SIZE	144,000 W
TILT	10°
AZIMUTH	93°   183°   273°



SYSTEM INFORMATION	
MODULE	JA SOLAR
STRING QUANTITY	JAM72510-140/MR
MODULES / STRING	5   1   24
MODULE QUANTITY	14   15   16
OPTIMIZER	473
OPT. QUANTITY	SOLAREGE
TOTAL DC SIZE	P505
INVERTER	473
INVERTER QUANTITY	193. 930W
TOTAL AC SIZE	SOLAREGE
TILT	SE 14.4KUS
AZIMUTH	10
	144,000 W
	10°
	93°   183°   273°

E-101





REVISIONS		
DESCRIPTION	DATE	REV
INTERCONNECT	01/17/2022	D
ISSUE FOR REVIEW	01/13/2022	C
ISSUE FOR REVIEW	01/06/2022	B
ISSUE FOR REVIEW	12/20/2021	A

PROJECT INSTALLER

Signature with Seal

PROJECT NAME

SARAH NOBLE  
INTERMEDIATE SCHOOL

25 SUNNY VALLEY ROAD  
NEW MILFORD, CT 06776

SHEET NAME

PV SITE PLAN

SHEET SIZE

ARCH D  
24" X 36"

SHEET NUMBER

E-001

SYSTEM INFORMATION	
MODULE	JA SOLAR JAM72S10-410/MR
STRING QUANTITY	2   10   54   2   1
MODULES / STRING	27   28   30   32   36
MODULE QUANTITY	2054
OPTIMIZER	SOLAREEDGE P860
OPT. QUANTITY	1028
TOTAL DC SIZE	842,140 W
INVERTER	SOLAREEDGE SE 33.3KUS
INVERTER QUANTITY	23
TOTAL AC SIZE	765,900 W
TILT	5°
AZIMUTH	139°   164°



REVISIONS		
DESCRIPTION	DATE	REV
INTERCONNECT	01/17/2022	D
ISSUE FOR REVIEW	01/13/2022	C
ISSUE FOR REVIEW	01/06/2022	B
ISSUE FOR REVIEW	12/20/2021	A

PROJECT INSTALLER



PROJECT NAME

**SARAH NOBLE  
INTERMEDIATE SCHOOL**

**25 SUNNY VALLEY ROAD  
NEW MILFORD, CT 06776**

SHEET NAME

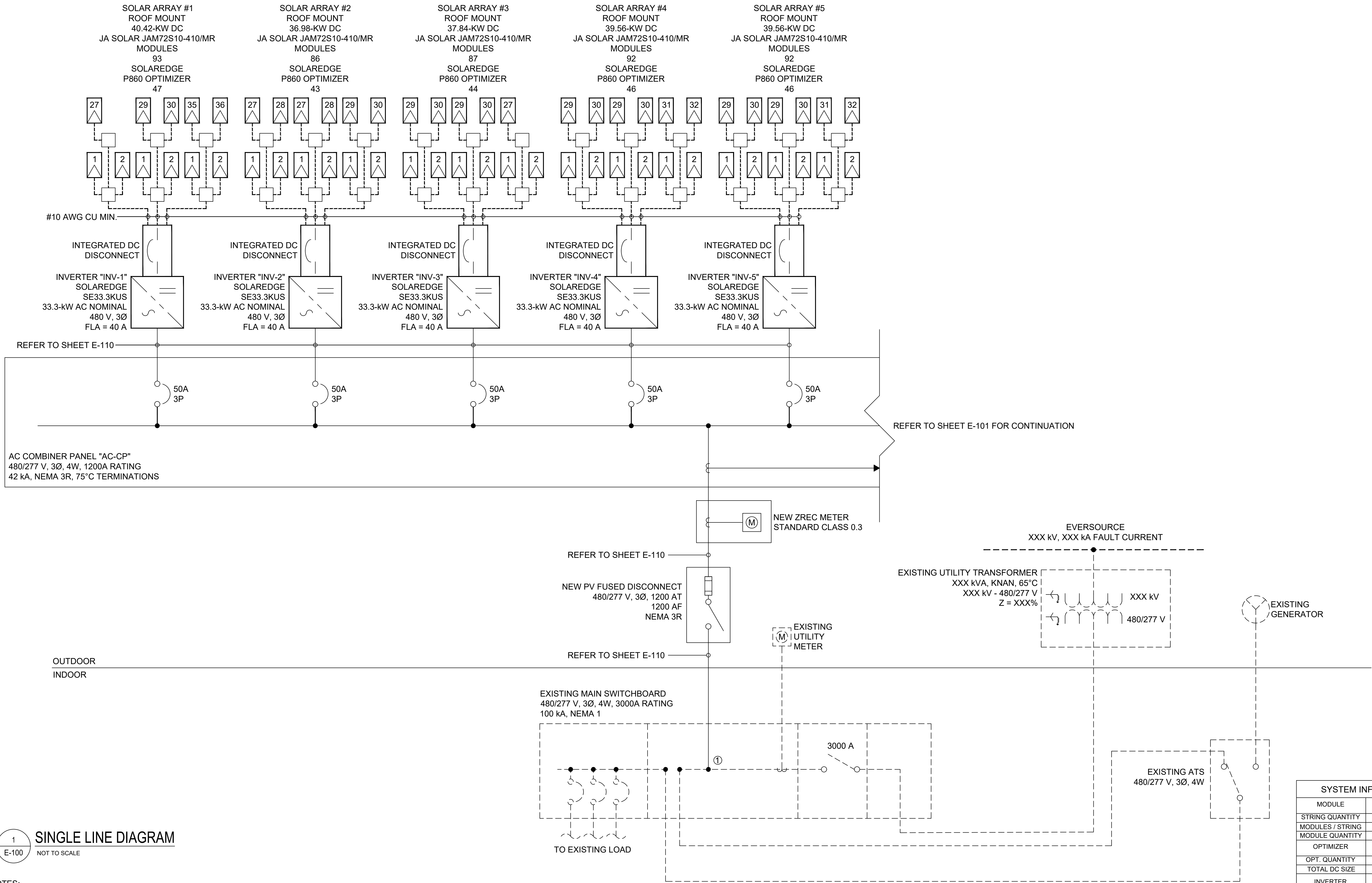
**SINGLE LINE DIAGRAM**

SHEET SIZE

**ARCH D  
24" X 36"**

SHEET NUMBER

**E-100**



**1**  
E-100  
NOT TO SCALE

**SINGLE LINE DIAGRAM**

NOTES:

1. NEC COMPLIANT TAP IN EXISTING SWITCHBOARD AFTER THE UTILITY METER CONNECTION.

REVISIONS		
DESCRIPTION	DATE	REV
INTERCONNECT	01/17/2022	D
ISSUE FOR REVIEW	01/13/2022	C
ISSUE FOR REVIEW	01/06/2022	B
ISSUE FOR REVIEW	12/20/2021	A

PROJECT INSTALLER

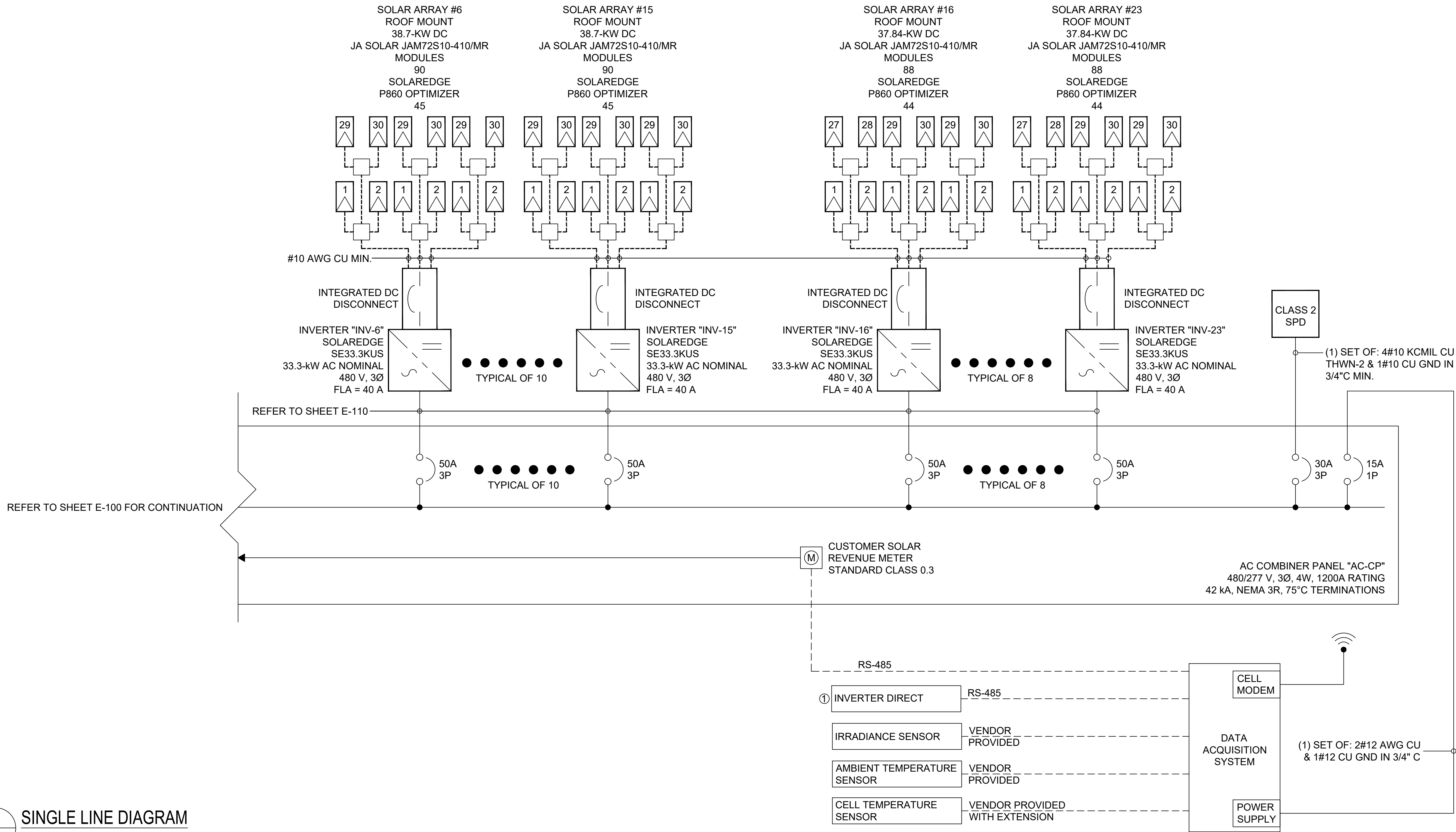


PROJECT NAME
SARAH NOBLE INTERMEDIATE SCHOOL 25 SUNNY VALLEY ROAD NEW MILFORD, CT 06776

SHEET NAME
SINGLE LINE DIAGRAM

SHEET SIZE
ARCH D 24" X 36"

SHEET NUMBER
E-101



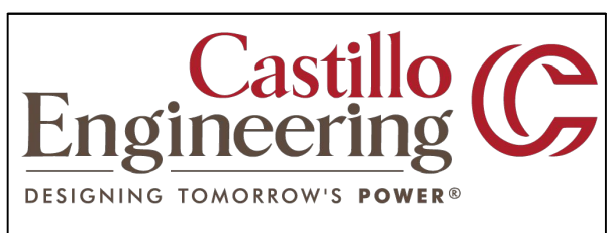
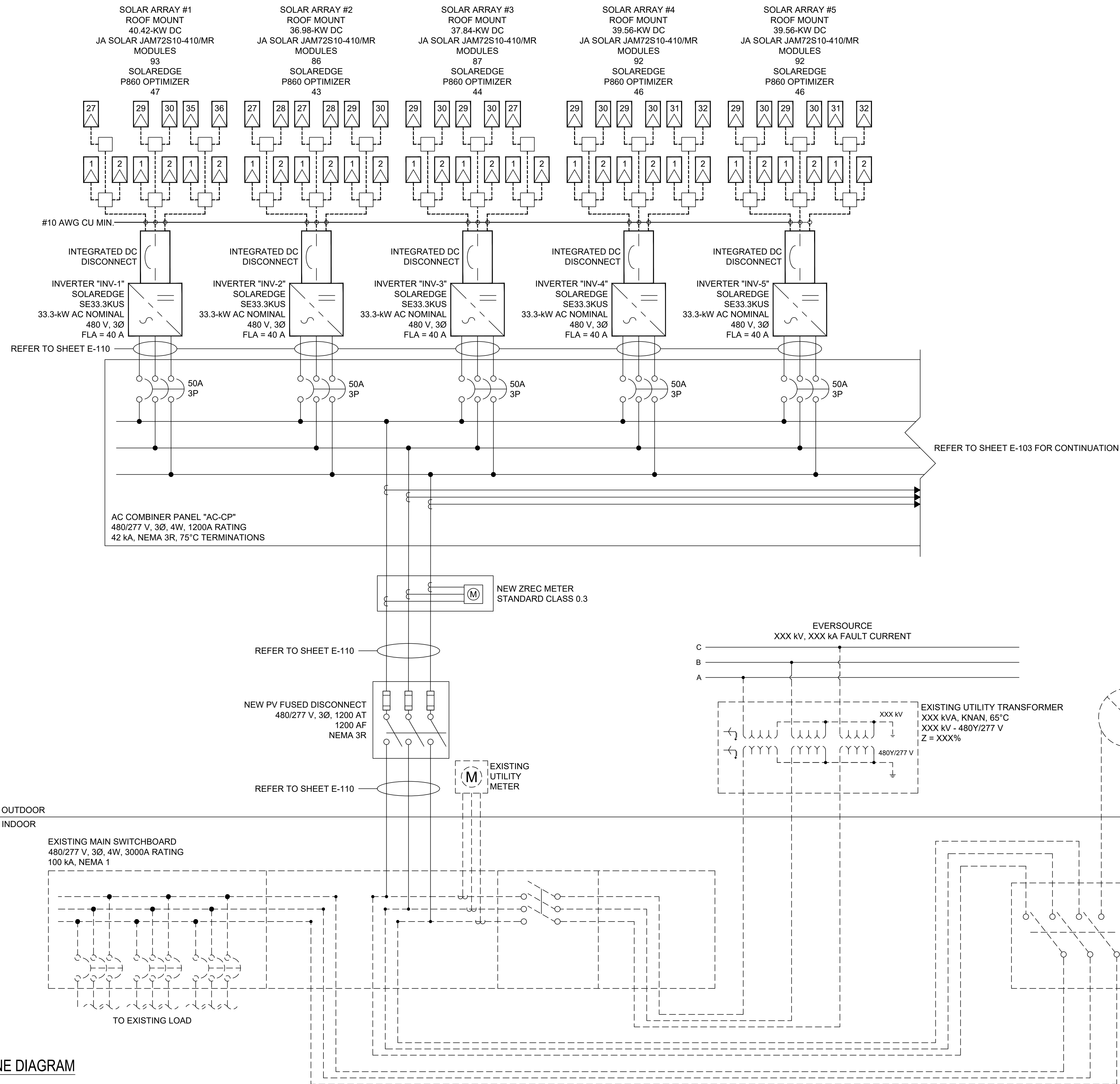
1 SINGLE LINE DIAGRAM  
E-101 NOT TO SCALE

NOTES:

- DAISY-CHAIN WIRE INVERTER COMMUNICATIONS.  
SET-UP END INVERTER PER INSTALLATION MANUAL.

SYSTEM INFORMATION	
MODULE	JA SOLAR JAM72S10-410/MR
STRING QUANTITY	2   10   54   2   1
MODULES / STRING	27   28   30   32   36
MODULE QUANTITY	2054
OPTIMIZER	SOLAREEDGE P860
OPT. QUANTITY	1028
TOTAL DC SIZE	842,140 W
INVERTER	SOLAREEDGE SE 33.3KUS
INVERTER QUANTITY	23
TOTAL AC SIZE	765,900 W
TILT	5°
AZIMUTH	139°   164°





**CASTILLO ENGINEERING SERVICES, LLC**  
COA # 28345  
620 N. WYMORE ROAD, SUITE 250,  
MAITLAND, FL 32751  
TEL: (407) 289-2575  
ERMOCRATES E. CASTILLO - FL PE 52590

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REVISIONS		
DESCRIPTION	DATE	REV
INTERCONNECT	01/17/2022	D
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ISSUE FOR REVIEW	01/06/2022	B
ISSUE FOR REVIEW	12/20/2021	A

**PROJECT INSTALLER**



**PROJECT NAME**

**SARAH NOBLE INTERMEDIATE SCHOOL**

**25 SUNNY VALLEY ROAD  
NEW MILFORD, CT 06776**

**SHEET NAME**

**THREE LINE DIAGRAM**

**SHEET SIZE**



**ARCH D  
24" X 36"**

**SHEET NUMBER**

**E-102**

SYSTEM INFORMATION	
MODULE	JA SOLAR JAM72S10-410/MR
STRING QUANTITY	2   10   54   2   1
MODULES / STRING	27   28   30   32   36
MODULE QUANTITY	2054
OPTIMIZER	SOLAREEDGE P860
OPT. QUANTITY	1028
TOTAL DC SIZE	842,140 W
INVERTER	SOLAREEDGE SE 33.3KUS
INVERTER QUANTITY	23
TOTAL AC SIZE	765,900 W
TILT	5°
AZIMUTH	139°   164°



 <b>Castillo Engineering</b> <small>DESIGNING TOMORROW'S POWER®</small>		
<b>CASTILLO ENGINEERING SERVICES, LLC</b> COA # 28345 620 N. WYMORE ROAD, SUITE 250, MAITLAND, FL 32751 TEL: (407) 289-2575 ERMOCRATES E. CASTILLO - FL PE 52590		
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<b>REVISIONS</b>		
DESCRIPTION	DATE	REV
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ISSUE FOR REVIEW	01/06/2022	B
ISSUE FOR REVIEW	12/20/2021	A
<b>PROJECT INSTALLER</b>		
<div style="text-align: center;">           Signature with Seal    <i>E. R. Jancovich</i> </div>		
<b>PROJECT NAME</b>		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>SARAH NOBLE INTERMEDIATE SCHOOL</b> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <b>25 SUNNY VALLEY ROAD NEW MILFORD, CT 06776</b> </div> </div>		
<b>SHEET NAME</b>		
<b>THREE LINE DIAGRAM</b>		
<b>SHEET SIZE</b>		
<b>ARCH D 24" X 36"</b>		
<b>SHEET NUMBER</b>		
<b>E-103</b>		





Project Name: Town & Schools of New Milford, CT  
 Contract NO. CPBW100611  
 1/26/2022

### 2 Week Look Ahead

ECM	Description	Area Impacted	Scheduled Time	Start Date	Completion Date	Working Days	ESG POC	NM POC	Date Complete	Comments
Building Envelope + Pipe & Valve & Fitting Insulation	Construction	Town Buildings: WPCA	TBD	TBD	TBD		M. Fitzgerald	J. Healy		<b>Note: WPCA on Hold until Commission Vote (2nd Monday in February)</b>
Building Envelope + Pipe & Valve & Fitting Insulation	Construction	Hill & Plain	Second Shift	1/18/2022	1/25/2022		M. Fitzgerald	M. Cunningham	1/25/2022	
Lighting	Construction	High School - 2nd Floor Classrooms	Second Shift	1/7/2022	1/12/2022		M. Fitzgerald	M. Cunningham		<b>Bulb &amp; Ballast replacement. Lighting controls to be installed in after materials come in.</b>
Lighting	Construction	High School - 1st Floor Classrooms & Offices	Second Shift	1/12/2022	1/13/2022		M. Fitzgerald	M. Cunningham		<b>Bulb &amp; Ballast replacement. Lighting controls to be installed after materials come in.</b>
Lighting	Construction	The Maxx	Second Shift	1/18/2022	1/18/2022		M. Fitzgerald	J. Healy	1/18/2022	
Lighting	Construction	Schaghticoke	Second Shift	1/14/2022	1/28/2022		M. Fitzgerald	M. Cunningham		
Lighting	Construction	Northville ES	Second Shift	1/31/2022	2/11/2022		M. Fitzgerald	M. Cunningham		
Lighting	Construction	High School Parking Lot	TBD				M. Fitzgerald	M. Cunningham		Some light fixture components delivered for subcontractor on 11/29. More lighting components delivered on 12/16. <b>Still waiting on remainder of order projected to come in early February.</b>
Solar PV	Submittals	N/A	N/A	12/22/2021			C. Michel	S. Wells		<b>Drawings Need review and approval. [1/26] In progress, ESG working on responses to second round of comments.</b>
Controls (Town Buildings)	Submittals	N/A	N/A	12/22/2021			C. Michel	S. Wells		<b>Need review and approval. [1/26] All approved with the exception of the Police Station. ESG working on response to second round of comments for that.</b>
Controls (School Buildings)	Submittals	N/A	N/A	1/26/2022			C. Michel	S. Wells		<b>Need review and approval.</b>
Plug Loads	Training (Town Buildings)	N/A	TBD	2/3/2022			M. Fitzgerald	J. Healy		1 hour training session needs to be scheduled with either IT and/or Facilities or whomever will take charge of the BERTs <b>10 AM on 2/3 scheduled with Ken Kozlowski</b>
Plug Loads	Training (School Buildings)	N/A	TBD				M. Fitzgerald	M. Cunningham		<b>1 hour training session needs to be scheduled with either IT and/or Facilities or whomever will take charge of the BERTs</b>



**NEW MILFORD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**50 East Street**  
**New Milford, Connecticut 06776**  
**Telephone (860) 355-8406**

## **MEMORANDUM**

**TO:** Board of Education  
**FROM:** Alisha DiCorpo, Superintendent  
**DATE:** February 4, 2022  
**RE:** Emergency Management Plan

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Pursuant to the New Milford Public Schools All-Hazards School Security and Safety Plan, the Superintendent is responsible for the appointment of a District Emergency Management Coordinator. I have asked Director of Facilities Matt Cunningham to serve in this capacity.

While performing these duties Mr. Cunningham will act as liaison between the school district and the DEMHS Regional Coordinator, ensure copies of school emergency plans are completed annually and filed with the Division of Emergency Management and Homeland Security, conduct school based security and safety committee meetings, as well as District level executive group safety committee meetings.

In addition, he will be directing these committees to review plans and procedures, conduct hazard analysis of school grounds and buildings, evaluate school response drills, and develop a comprehensive plan for improvements to the schools based on security audits.