

**New Milford Board of Education  
Facilities Sub-Committee Meeting Minutes  
June 13, 2023**

**Sarah Noble Intermediate School Library Media Center**

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TOWN CLERK

2023 JUN 16 A 8:02

NEW MILFORD, CT

Present:	Mr. Brian McCauley, Chair Mr. Tom O'Brien Mr. Eric Hansell Mr. Pete Helmus
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Absent:	
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Also Present:	Dr. Janet Parlato, Superintendent of Schools Mr. Jeffrey Turner, Technology Director Mr. Matthew Cunningham, Director of Facilities Mr. Anthony Giovannone, Director of Finance Ms. Terri Kavanagh, Director of Human Resources
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1.		<b>Call to Order</b> The New Milford Board of Education Facilities Sub-Committee meeting was called to order at 6:45 pm by Mr. McCauley, Chair.	<b>Call to Order</b>
2.		<b>Public Comment</b> There was none.	<b>Public Comment</b>
3.	A.	<b>Items for Information and Discussion</b> <b>NMHS Updates:</b> <b>1.) NMHS Woodshop HVAC Update</b> Mr Cunningham stated he has met with the architect of Landmark Facilities Group and is working on the details in regards to the existing woodshop equipment to address the HVAC and dust deficiencies and prepare an RFP for construction. He is setting up a meeting with the Town Building Inspector and Fire Marshal and gauging what needs to be done before moving forward with the construction bid. The large problems are the shared return and the fact that dust collection is inside and needs to be outside. Mr. O'Brien asked if alternatives for the fix could lower the project cost. Mr. Cunningham stated he was not sure, but is looking to bring in a stand-alone air unit, and is hoping there might be a chance for lower costs. Price points can change multiple times a year. Mr. O'Brien asked if Mr. Cunningham was comfortable that the project will	<b>Items for Information and Discussion NMHS Updates:</b> <b>1.) NMHS Woodshop HVAC Update</b>

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	<p>not go over budget. Mr. Cunningham stated yes, he believes they will not, and they have a finger on pulse on cost. Dr. Parlato asked if the shared return was constructed during renovation. Mr. Cunningham stated no, it was installed in 2000. Dr. Parlato clarified that Mr. Cunningham was not employed in New Milford at the time the woodshop was constructed. Mr. Cunningham stated no, that the woodshop area is reflected in the initial drawings, which was the first day of the original construction. Dr. Parlato thanked him.</p> <p><b>2.) NMHS Batting Cages</b></p> <p>An underground survey was performed at the location where the batting cages are to be placed. The report and site drawings both indicate the area is free from any underground utilities. The report has been shared with the Athletics Department who is working as liaison with the Diamond Club on the installation of the cages. Once the Call-Before-You-Dig inspection has clearance, the installation of the cages can proceed, with the date still to be determined. Mr. McCauley asked if the installation would be interrupted by the roof repair. Mr. Cunningham stated no and that no date for that project has been presented yet.</p> <p><b>3.) NMHS Roof Project</b></p> <p>Belfor Property Restoration is waiting for epoxy countertops for the science labs and installation should happen during July. Summer school activities are on lower floors and the countertops are on the upper floors, so it should not interfere with school activities. The standing seam roof is complete and work is being done on the collection boxes and snow rails as well as adding drainage pipes and extra gutters with downspouts. Roof drains are being resumped for water to drain and that is almost complete. The next step is wet vac, flood and gravel on the flat roof, and is on schedule to be done soon.</p>	<p><b>2.) NMHS Batting Cages</b></p> <p><b>3.) NMHS Roof Project</b></p>
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	<p>At the recent Municipal Building Committee meeting there was concern raised that the fasteners on the standing seam roof were not installed properly by United Roofing. If it is determined that the panels with one fastener instead of two do not meet the manufacturer's specifications, the panels will have to be lifted up, another fastener added, and then screwed back down.</p> <p>Dr. Parlato asked about the unique challenges of the gutters at NMHS. Mr. Cunningham said the internal courtyards are narrow and high. It is costly to access given locations and height, and it should be handled by a 3rd party, which would lead to a small capital expense. From there it would be a matter of preventative maintenance, but that is a project that is not done typically with extension ladders. Mr. Helmus asked if there is a drone that can be used to inspect the roof. Mr. Cunningham stated yes, that he has one and he is soon to be done receiving his license to operate a drone. Mr. Helmus asked if dirt in the gutters is asphalt shingle debris that can be causing vegetation in the gutters. Mr. Cunningham stated it is, but looking at the linear feet involved, it is a very small percentage of all of the gutters. Mr. Helmus asked what was the cause of the gutters clogging. Mr. Cunningham stated that in the original roof construction, 3 nails were used instead of 6 nails, and the microburst exacerbated the problem. Mr. McCauley asked how often the gutters need to be cleaned. Mr. Cunningham stated he would be guessing but thought that if they were looked at annually, a better idea could be established. The use of drones could be used to see if they are clean. Mr. McCauley stated he guessed the school was losing \$10,000 worth of shingles every year on the original roof. Mr. Helmus stated that at the Town Council Meeting on Monday, June 12, it was stated that the roof project was scheduled for 400 days and it currently sits at 700, so it is way past the project plan. Mr. Helmus also asked if any of Mr. Cunningham's team did initial inspections of the gutters with the architect prior to the new roof. Mr. Helmus stated he was struggling with the fact that</p>	
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	<p>if you do a roof project, how then does the roofer not look at the gutters and note the gutters were not in the best shape. Why were the gutters not part of the quote for the renovation of the roof? Mr. Cunningham stated the project had been signed off when he started working in the district, but when he first began, it was evident there was repair needed. The scope of work may have only addressed the roof. Since it was a big enough project, perhaps the other items would be addressed separately. There is a change order to see about swapping the seams on the gutters. Mr. Helmus stated he felt there was a shortcoming when the project started. Mr. Cunningham stated that he cannot speculate why the gutters were not looked into. Mr. Helmus asked if any numbers had been reported on cost for the total roof project. Mr. Cunningham stated he cannot speak to that. His focus is to facilitate the project and to get the best roof possible. Mr. Cunningham did state that the project should be in some good place because there has been talk of using contingency money to fix the gutter seams. Mr. Helmus asked if Mr. Cunningham could find out. Mr. Cunningham stated he would ask Jack Healy, the liaison on the project. Mr. Helmus stated it is a town contract, and asked to confirm that it should be with Jack Healy. Mr. Cunningham stated yes. Mr. Cunningham also stated the cleaning of the gutters was part of the project originally, and the gutters had been worked on mid-project and would be completed by the end of it. Mr. Helmus stated the cleaning mid-project was new news and he believed initially that the gutters would not be cleaned. Mr. Cunningham stated the cleaning is 98% complete. Mr. Helmus asked if the only thing unknown to the group was that the seams were in need of repair. Mr. Cunningham stated yes. Mr. Helmus asked if the problem was with all the gutters. Mr. Cunningham stated yes, it is systemic. Mr. O'Brien asked about the issue with inadequate fastening and asked Mr. Cunningham if he was being informed. Mr. Cunningham stated yes, and stated he would speak to the engineer and ensure what they are seeing is efficient. Mr. Helmus stated the primary concern is it is a safety issue</p>	
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	<p>and are asking if the roof panels are safe. There is a memo from Dean Petrucelli stating they are safe, including a severe weather event. Mr. Helmus stated there is no way to know what is considered a “severe weather event.” Dean Petrucelli has issued a statement “the roof is safe” but that is not enough at this point. Mr. Cunningham stated the roof has a warranty from Garland. Garland may come back and state the warranty is void, then the bonding company may have to take the warranty. Mr. O'Brien stated Mr. Petrucelli's memo stated his team found one screw per clip, which would imply they expect to find half the screws needed. Mr. Cunningham stated that Mr. Petrucelli stated this roof fastener situation is uncharted territory. To be sure the caps would have to be removed. The tool to physically remove the caps and not damage them does not exist. Given supply chain backups, getting all new fasteners cannot happen over the summer. Dr. Parlato asked how many times the school year start has been impacted. Mr. Cunningham stated that the school district has not seen a normal opening to the school since fall of 2019. Mr. McCauley stated the microburst was in May 2018.</p> <p><b>4.) NMHS Gym Floor</b></p> <p>Mr. Cunningham stated RFP was posted to redo the gym floor. Mr. Cunningham received two inflated bids that did not adhere to industry standards. Based on previous estimates the project should cost roughly \$40,000. An estimate from last year from a reputable contractor was \$36,000. The two bids that came back were \$69,000 and \$74,000. Mr. Cunningham stated he believes because these companies knew of the tight window, they were taking advantage of the compressed time frames. His recommendation at this time is to look for someone in the fall and lock in with a company to start in June 2024. Mr. Helmus asked if there still needed to be work done on the gym floor over the summer. Mr. Cunningham stated yes, a coating was done to protect the floor last summer. Mr. Helmus asked if that was a reasonable thing to do this year. Mr.</p>	<p><b>4.) NMHS Gym Floor</b></p>
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	<p>Cunningham stated it held up well, but with some wear and tear from sporting events. Mr. Helmus asked if the project was being rescheduled for next year. Mr. Cunningham stated yes, the companies he received the bids from knew of the time constraints and were disingenuous with the cost. Mr. O'Brien asked if it is only summer that can be done. Mr. Cunningham stated yes it is at least a 3 week project.</p>	
<b>B.</b>	<p><b>NV5/ESG Update</b></p> <p>Mr. Cunningham stated the solar panels for Hill and Plain are completed, but are not at an operational state. Work is being done on reconfiguring some panels at Sarah Noble Intermediate School that were creating accessibility issues with HVAC equipment on the roof. The faulty engine for the COGEN system at the High School has been replaced. Mr. Helmus asked if there is financial reporting from NV5 or ESG. The presentation that was given by them stated the project would pay for itself in the first year. and he asked if there is any analysis on that. Mr. Giovannone stated no, there is nothing formal from the vendor. The project will be discussed by the Operations subcommittee but there is no building by building breakout of savings. The second payment is due in December 2023. Mr. Helmus asked if the Board would receive that school-by-school information before the payment was due. Mr. Giovannone stated he was not sure. Mr. Helmus asked when the Hill and Plain roof was scheduled to be replaced. Mr. Cunningham stated he was not sure of a schedule but they are certainly at the end of life. Mr. Helmus stated the roofs are close to being in a capital planning phase to replace. Mr. Cunningham stated yes but that Northville should be first to get a replacement. Mr. Helmus asked if ESG did solar panels on Northville as well. Mr. Cunningham stated no. Mr. Giovannone stated in the five year capital plan, there is a page for "Facilities Other" because a project like this needs to be done through collaborative work with the town. Right now, the</p>	<p><b>B. NV5/ESG Update</b></p>

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	<p>NES roof is scheduled for 2024/2025 and Hill &amp; Plain is to be determined. Mr. Helmus asked what is the standard lifetime of solar panel installation. Mr. Cunningham speculated it would be 20 years. Mr. Helmus clarified that the solar panels are made to last 20 years. Mr. Cunningham, stated yes, and the full 20 years will be necessary to get the lion's share of the savings. Mr. Helmus asked if the Hill &amp; Plain roof should need to be replaced, and the panels removed, if the energy savings should cover it. Mr. Cunningham stated that the solar panels themselves should pay for the cost of taking the solar panels off and putting them back on. That cost is about \$150,000. Mr. Helmus stated he hopes the solar panels are efficient and pay for that expense because otherwise it is a taxpayers' expense. Mr. O'Brien stated that the question about the ESG savings was asked at the MBC meeting.</p> <p><b>Central Office Update</b></p> <p>Mr. Cunningham stated there is a temporary plan for the Sarah Noble Intermediate School space. The plan calls for the reconfiguration of classroom space at the school to accommodate privacy concerns. The only physical alterations planned are the addition of doors, to separate the Central Office and the school. Mr. O'Brien asked if this will be done in house. Mr. Cunningham stated basic projects such as painting, yes. Putting up new doors with swipes and access controls, needs to be done by a specialist prior to fall of 2023. Mr. Helmus asked about the security of the building. Mr. Cunningham stated he brought in Mr. Petrucelli as well as the Fire Marshal and others, to assure everything is in compliance. Mr. Helmus Mr. O'Brien asked about MBC's involvement. Mr. Cunningham stated it is a construction project. Mr. O'Brien asked if that would be a stumbling block. Mr. Cunningham stated he does not believe so. Mr. Hansell asked if using more rooms would address the privacy concerns. Mr. Cunningham stated yes. Dr. Parlato stated the new temporary project is now taking an additional 2 rooms. Mr. Hansell asked if MBC is aware of that. Mr. Helmus stated yes. Mr. Hansell stated it makes</p>	
C.		<p><b>C. Central Office Update</b></p>



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		<p>perfect sense. Dr. Parlato is glad there is a short term plan but collaboration is needed with the town on a long term plan, even if it takes 4 years, it needs to be on the radar.</p> <p><b>End-of-Year Update</b></p> <p>D. Mr. Cunningham stated new blinds are being installed at Hill &amp; Plain. Flooring tiles are being replaced in several classrooms at Sarah Noble. Painting and sheetrock repairs are being conducted at New Milford High School. Schaghticoke Middle School is becoming more ADA compliant with a ramp and new handrails. Numerous door issues are being addressed at New Milford High School. Mr. McCauley thanked Mr. Cunningham and his team. Mr. Helmus asked what are the specific door issues at the high school. Mr. Cunningham stated the high school cafeteria doors should be held open by a magnet and released if an alarm should go off. Without the magnet system, hinges can sag, the focus is to reinforce the doors so they do not sag. Mr. Helmus asked if any doors have an alarm if propped open. Mr. Cunningham stated no.</p>	D. End-of-Year Update
4.		<p><b>Public Comment</b></p> <p>There was none.</p>	Public Comment
5.		<p><b>Adjourn</b></p> <p><i>Mr. O'Brien moved to adjourn the meeting at 7:26 pm, seconded by Mr. Helmus and passed unanimously.</i></p>	<p><b>Adjourn</b></p> <p><i>Motion made and passed unanimously to adjourn the meeting at 7:26 pm.</i></p>

Respectfully submitted:



Brian McCauley  
Chairman, Facilities Subcommittee