

**New Milford Board of Education
 Facilities Sub-Committee Meeting Minutes
 February 15, 2024
 Sarah Noble Intermediate School Library Media Center**

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NEW MILFORD, CT

Present:	Mr. Tom O'Brien, Chairperson Mr. Brian McCauley Mr. Eric Hansell Mrs. Leslie Sarich
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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 Mrs. Teresa Kavanaugh, Director of Human Services
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1.		<p>Call to Order The New Milford Board of Education Facilities Sub-Committee meeting was called to order at 6:45 pm by Mr. O'Brien, Chairperson.</p> <p>Mr. O'Brien stated he spent the last few weeks doing a look back of what has happened in Operations over recent years. He noted the subcommittee has dealt with Covid, which required major modifications to the buildings so students could return safely, along with a fire in the high school and more. Mr. O'Brien stated he appreciated all of Mr. McCauley's and Mr. Cunningham's efforts and looks forward to focusing on the future.</p>	Call to Order
2.		<p>Public Comment There was none.</p>	Public Comment
3.	A.	<p>Items for Information and Discussion</p> <p>NMHS Updates: 1.) NMHS Woodshop HVAC Update Mr. Cunningham stated Hawley Construction removed the old dust collector. Final designs were approved and include upgraded backdraft prevention equipment, making it safer and reducing fire hazards. It should be completed by next year's school start.</p> <p>Mr. O'Brien asked if the upgrade to the dust</p>	Items for Information and Discussion NMHS Updates: 1.) NMHS Woodshop HVAC Update

	<p>collector keeps the project still below budget. Mr. Cunningham stated yes. Mr. O'Brien stated he is glad everything is coming to a conclusion and that students will be able to use the whole woodshop again.</p> <p>2.) Roof Project Mr. Cunningham stated the town and bonding company are weighing different options with the lack of the proper number of fasteners and clips installed on a certain percentage of the roof. One option was to do an in-the-field test. A hangup is the warranty, which is necessary to get reimbursement.</p> <p>Mr. O'Brien stated there are two issues dealing with the roof project. One is the long term fix because it was inadequately fastened, which could mean taking the roof apart and putting it back together. Mr. Cunningham stated they are still looking at field testing to see if what is there is sufficient. That is more between the town and the bonding company and those talks are happening frequently. The bonding company also has to be able to remedy the situation. Eventually there would need to be a test agreed upon.</p> <p>Mr. O'Brien noted that the long term solution is unknown. The second issue is the shorter term, regarding the quality of fasteners that were used. Mr. O'Brien asked if there was any new information on it. Mr. Cunningham stated Fuss and O'Neill felt comfortable with what is currently in place and the roof should withstand winds up to 120 mph. He has not received any brand names of screws but they should be sufficient for high wind speeds in their current situation.</p> <p>Mr. O'Brien asked if Fuss and O'Neill will provide written assurance that the roof is safe. Mr. Cunningham stated he is hoping to receive something in writing soon that states what is currently in place is safe for both indoor and outdoor activities. Mr. O'Brien stated he wants to ensure the roof is not a danger.</p>	<p>2.) Roof Project</p>
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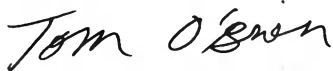
	<p>Mr. Hansell asked if there are any scenarios where school would be in session and the roof could be a danger, such as snow loads on the roof. Mr. Cunningham stated he doesn't believe there would be a situation where students would be in session and a significant wind storm event could occur. The district tends to err on the side of caution, keeping students home in those situations.</p> <p>3.) Belfor Restorations Mr. Cunningham stated they are nearing the end of the project. Mr. O'Brien asked if we were at the punchlist stage. Mr. Cunningham stated Belfor is still finishing up. When they notify him that their work is done, his team will check to see if there are additional items to address. He doesn't anticipate a large punchlist. Mr. O'Brien asked if a final walk-through had been done. Mr. Cunningham stated not yet, but hopes it will be done by the next Facilities meeting in March.</p> <p>4.) Gym Floor Mr. Cunningham stated Dalene Flooring is in contract and will begin work when the school year is over. The current discussions are on what lines to paint on the floor, size of logos, fonts, etc. The project should be complete by mid-August.</p> <p>Mr. O'Brien asked if the project will include repair or replacement of flooring. Mr. Cunningham stated he does not think that will be necessary. During sanding, deviations can be noticed, and the wood can be replaced, but nothing so far seems like it needs to be replaced.</p> <p>B. Central Offices Mr. Cunningham stated he did a programming study to erect a building on the old tennis courts at SNIS, with Silver Petrucelli & Associates. It requires a feasibility study and site analysis to ensure it's not sitting on an old well, etc. Next phase would require getting cost estimates.</p> <p>Mr. O'Brien asked if the old tennis courts are the only option being discussed at this point. Mr.</p>	<p>3.) Belfor Restorations</p> <p>4.) Gym Floor</p> <p>B. Central Offices</p>
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	<p>Cunningham stated yes. It has advantages, being already on school property and if an egress can be added to Route 7, that would mean an additional drive way. Mrs. Sarich asked who is paying for the study. Mr. Cunningham stated they are being paid through the board. Mrs. Sarich asked if this would be a town or board building. Mr. Cunningham stated it would be a town building but the school district would be stewards of those buildings. Mrs. Sarich asked if there is a reason the town isn't paying for these studies. Dr. Parlato stated the district agreed to pay for it. Mr. Cunningham added that they agreed to pay since it primarily serves the schools. It was a sign of good faith to get the information and it is not overly expensive.</p> <p>Mr. O'Brien asked if the temporary office space at SNIS was completed. Mr. Cunningham stated Central Office now has a separate entrance. There are a set of doors on the 1st and 2nd floor. Any alterations have been minor and partitions in offices have been set up rather than permanent walls. He is looking to upgrade the alarm system so it can be a separate zone. Mr. O'Brien asked if the doors between Central Office and the school are locked. Mr. Cunningham stated no, after speaking with the Fire Marshal those will remain unlocked so it can be an egress in emergencies. They will be locally alarmed. Dr. Parlato stated the temporary office space is serviceable and has helped the privacy concerns but there are still people who require privacy that do not have their own offices. There hasn't been permanent construction because they are still looking for a permanent home. A school district needs a professional Central Office.</p> <p>C. Sarah Noble Oil Tank After Mr. Cunningham read his memo aloud, Mr. McCauley stated the board has been discussing this for years. Dr. Parlato stated it has been since 2018. Mr. Cunningham agreed and stated it was tabled during the fire, and once the ESG project began, it meant they were no longer going to need to replace the oil tank because the ESG project migrated the school to gas condensing boilers. The</p>	<p>C. Sarah Noble Oil Tank</p>
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	<p>stand alone generator uses oil but it has its own tank. DEEP has served the BOE with a Notice of Violation (NOV). Mr. Cunningham explained that since he already had Weston and Sampson doing a project for the school, he asked them to write a letter of compliance on the district's behalf, to send to DEEP. He wants to memorialize that this tank is permanently abandoned in place and wants it on record it is no longer the purview of MBC.</p> <p>Mrs. Sarich asked Mr. Cunningham if he forwarded the NOV to Jack Healy and the town. Mr. Cunningham stated yes, the plan is to abandon in place and next steps is to first remove all the oil and ensure there have been no leaks. He wants Weston and Sampson to help with the paperwork since the project needs to be done this spring or at the latest, summer. He noted the town seemed fine with him taking over the project. Mr. O'Brien asked if there is a deadline in the NOV. Mr. Cunningham stated no, it's on the district to provide DEEP with the plan and timeline. DEEP gave the district 30 days to answer, and they have, along with their plan. First step is to ensure the tank is not connected to anything, then hire a company to help abandon it in place. Dr. Parlato stated she appreciated Mr. Cunningham utilizing Weston and Sampson to navigate DEEP. It is representative that we are people of action. Mr. Cunningham added that a state agency came down and flagged the district, and wants things done in a timely manner. He does not want to jeopardize or alienate the district since it is actively applying for grants.</p> <p>Mr. O'Brien asked if the plan has always been to abandon in place. Mr. Cunningham stated that once he saw the amount of utilities, electrical, piping and natural gas close by, along with sidewalks, a lot would be impacted with digging it up. The best option was to abandon in place, and Weston and Sampson agreed.</p> <p>Mr. Hansell stated in the unlikely event there is a leak, will it be covered by insurance. Mr. Cunningham stated he is not sure how it is set up</p>	
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	<p>with CIRMA, and would have to look at what it would take to remediate that.</p> <p>D. Training Mr. Cunningham stated the Facilities staff did OSHA 10 training and was happy to report they had full attendance. Mr. Cunningham added he received an email from the director of the program, stating the Facilities staff were great participants. This is something he has wanted to do since he first started. It will make the staff more efficient and safer. Mrs. Sarich asked if Mr. Cunningham had plans to do OSHA 30 training. Mr. Cunningham stated it gets to a point where he is not sure how well it will serve them in the field. With the current OSHA 10 training the Facilities staff can apply it to the district. He has plans to have a series of classroom and practical field training sessions for the staff in the future.</p>	<p>D. Training</p>
4.	<p>Public Comment None</p>	<p>Public Comment</p>
5.	<p>Adjourn <i>Mr. Hansell moved to adjourn the meeting at 7:20 pm, seconded by Mr. McCauley and passed unanimously.</i></p>	<p>Adjourn <i>Motion made and passed unanimously to adjourn the meeting at 7:20 pm.</i></p>

Respectfully submitted:



Tom O'Brien
 Chairman, Facilities Subcommittee