

**NEW MILFORD BOARD OF EDUCATION
New Milford Public Schools
25 Sunny Valley Road, Suite A
New Milford, Connecticut 06776**

**FACILITIES SUB-COMMITTEE
MEETING NOTICE**

RECEIVED
TOWN CLERK



2023 DEC -8 P 3:48

NEW MILFORD, CT

DATE:	December 12, 2023
TIME:	6:45 P.M.
PLACE:	Sarah Noble Intermediate School Library Media Center

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 Updates:

- 1.) NMHS Woodshop HVAC
- 2.) Roof Project
- 3.) NMHS Gym Ceilings
- 4.) Belfor Restorations

B. Central Offices

4. Public Comment

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5. Adjourn

Sub-Committee Members:

Brian McCauley, Chairperson

Eric Hansell

Tom O'Brien

Alternates:

Wendy Faulenbach

Olga I. Rella

NEW MILFORD PUBLIC SCHOOLS



Facilities Subcommittee Report

December 12, 2023

Items for Information and Discussion

A. NMHS Updates

1. NMHS Woodshop HVAC

Hawley Construction Corp and New Milford Schools have a contract for the HVAC upgrades in the NMHS woodshop. They are pursuing a mechanical permit and developing submittals for the dust collection equipment.

2. Roof Project

Roofing contractor Greenwood Industries has completed their punch list items. In addition they have offered a submittal for gutter repairs at the High School . A solution for addressing the missing fasteners and clips is still being developed.

3. Gym Ceilings

The gym ceilings were finished as of this writing except for punch list items.

4. Belfor Restorations

Belfor Restoration has provided an updated calendar which has them completing the science labs at New Milford High School in mid December.

B. Central Offices

Facilities has obtained a permit for the installation of a first and second floor set of doors to help divide the Central Offices from Sarah Noble classrooms. This work has already begun. In addition, we have provided the Town with the results of a Programming Study conducted by Silver Petrucelli & Associates for the development of a future stand alone Central office building. That page is included with this report.

**New Milford BOE Offices
SPACE PROGRAM**

19-Oct-23

SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS		
	No.	NSF	Total NSF
Superintendent's Suite			
Superintendent's Office (Desk, Credenza, Single Shelving Unit)	1	200	200
Toilet Room	1	50	50
Waiting	4	50	200
Open Office - Administrative Assistant (2 staff)	1	300	300
Conference Room	1	250	250
File Room (Active - 6 files)	1	175	175
File Room (cold storage - 6 files)	1	175	175
Subtotal			1,350
Assistant Superintendent's Suite			
Assistant Superintendent's Office (Desk, Credenza, Conference Room)	1	380	380
Director of Curriculum (Desk, credenza, guest chairs, 2 file cabinets)	1	180	180
Waiting	4	50	200
Open Office - Administrative Assistant (1 staff member, 2 shelving units)	1	150	150
File Room (cold storage - 10 files)	1	200	200
Subtotal			1,110
Fiscal Services			
Finance Director (Desk, credenza, table w/ 2 guest chairs, 2 file cabinets, 1 shelving unit, wall mount TV)	1	220	220
Open Office (3 staff)	1	450	450
File Room (Active - 12 files)	1	250	250
File Room (cold storage - 6 files)	1	175	175
Subtotal			1,095
Accounting Offices			
Accounting Manager (Desk, credenza, table w/ 2 guest chairs, 2 file cabinets, 1 shelving unit, wall mount TV)	1	220	220
Open Office (3 staff)	1	450	450
File Room (Active - 12 files)	1	250	250
File Room (cold storage - 6 files)	1	175	175
Subtotal			1,095

**New Milford BOE Offices
SPACE PROGRAM**

19-Oct-23

SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS		
	No.	NSF	Total NSF
Special Education			
Director's Office (Desk, Credenza, Conference Table (6), 2 file cabinets)	1	380	380
Inclusion Director (Desk, Credenza, 2 guest chairs, 2 file cabinets)	1	180	180
Waiting	2	50	100
Open Office - Administrative Assistants (3 staff)	1	450	450
File Room (Active -16 files)	1	275	275
File Room (cold storage - 30 files)	1	500	500
Subtotal			1,885
Human Resources			
Director's Office (Desk, Credenza, small table w/ 2 guest chairs)	1	220	220
Waiting	2	75	150
Open Office - Administrative Assistant (3 staff)	1	450	450
Conference Room (8)	1	250	250
File Room (active - 15 files)	1	275	275
File Room (cold storage - 20 files)	1	450	450
Subtotal			1,795
Technology			
Director's Office (Desk, credenza, table w/ 2 guest chairs, 2 file cabinets)	1	220	220
Open Office - Administrative Assistant (3 staff)	1	450	450
IT Workroom (6 tables)	1	350	350
Storage (Active - 3 files, 8 commercial shelving units)	1	250	250
Storage (cold storage -4 commercial shelving units)	1	175	175
Subtotal			1,445
Staff Support Areas			
Toilet Rooms	4	60	240
Break Room	1	300	300
Reception Area	1	150	150
Mail Room	1	200	200
Server Closet	1	100	100
Conference Room	1	450	450
Meeting Room (max. 48 People)	1	1200	1200

**New Milford BOE Offices
SPACE PROGRAM**

19-Oct-23

SPACE COMPONENT	APPROX. SQUARE FOOTAGE NEEDS		
	No.	NSF	Total NSF
Learning Center	1	900	900
Subtotal			3,540
Total Area			13,315
Circulation and Structure		35%	4,660
Total Net square footage			17,975



SILVER PETRUCELLI + ASSOCIATES

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