

**New Milford Board of Education  
Facilities Sub-Committee Meeting Minutes  
November 12, 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<br>Mrs. Wendy Faulenbach<br>Mr. Brian McCauley |
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| Absent: | Mr. Eric Hansell |
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| Also Present: | Dr. Janet Parlato, Superintendent of Schools<br>Ms. Holly Hollander, Assistant Superintendent of Schools<br>Mr. Matthew Cunningham, Director of Facilities<br>Mr. Anthony Giovannone, Director of Finance |
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| 1. |    | <b>Call to Order</b><br>The New Milford Board of Education Facilities Sub-Committee meeting was called to order at 6:30pm by Mr. Tom O'Brien, Chairperson.  | <b>Call to Order</b>                          |
| 2. |    | <b>Public Comment</b><br>There was none.  | <b>Public Comment</b>                         |
| 3. |    | <b>Items for Information</b>  | <b>3. Items for Information</b>               |
|    | A. | <b>RFP NMHS Tennis Courts Design/Build</b><br><br>Mr. Cunningham stated they conducted a site visit yesterday and several vendors came. The bids will open December 19th. It is currently posted on CT Source. Mr. O'Brien asked if there was a drainage problem. Mr. Cunningham stated he was not sure if drainage was a problem so much as once the asphalt has been compromised the capillary action will pick up any water beneath it. There is no evidence that the outside curtain drain or the drain that runs underneath has been compromised. If during the remediation process we come across that something has been compromised, we'll need to know the pricing beforehand. | <b>A. RFP NMHS Tennis Courts Design/Build</b> |
|    | B. | <b>RFP Central Offices A&amp;E</b><br><br>Mr. Cunningham stated there was a site visit done and the project will need to be broken into 3 phases. The first phase is the comprehensive  | <b>B. RFP Central Offices A&amp;E</b>         |

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|  | <p>design. The second phase is the construction. The third phase would be based upon the overall design plan. Hopefully construction will begin this summer. The bids are opening December 12th.</p> <p><b>C. RFP NES Hydrants Engineering</b></p> <p>Mr. Cunningham stated the hydrants have been in place since 1982 and the Fire Marshal recently asked for a more contemporary hydrant. Mr. Cunningham stated he put together an RFP for engineering services to better understand cost. The concern is the current set up is not pressurized. Water would have to go through a pump truck. The RFP should help give guidance on what the work would consist of.</p> <p>Mrs. Faulenbach asked if this was just for Northville. Mr. Cunningham stated yes, currently there's a fire pond but it does not create enough pressure. Mrs. Faulenbach asked if all the school buildings had hydrants. Mr. Cunningham stated that Hill and Plain does not, but there's a hydrant right across the street. The other schools have private hydrants. Schaghticoke Middle School's hydrant is pressurized. Mrs. Faulenbach asked if this was violating any state statute. Mr. Cunningham stated it was not, and it's not uncommon for rural areas to have a fire pond. It's not necessarily a code compliance issue.</p> <p>Mrs. Faulenbach asked if the town would be looking at their fire hydrants as well, since it's requested by the town. Mr. Cunningham stated he was not sure. Mrs. Faulenbach asked if the district checks the hydrants regularly. Mr. Cunningham stated yes, they are checked annually.</p> <p>Mr. O'Brien asked how Schaghticoke's hydrant is pressurized. Mr. Cunningham stated that when they did construction in the 90's they added it in. For Northville, the construction would include having to tap into the 12 inch water main in the street. There were renovations at Northville in the 90's and that element of the project never came to</p> | <p><b>C. RFP NES Hydrants Engineering</b></p> |
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|  | <p>fruition. To verify this, an underground survey was done and there is no hookup to the main street.</p> <p>Mrs. Faulenbach stated every step taken should be memorialized, including where the money will be coming from. Mr. Cunningham stated that he cannot speak to that at the moment. There was no cost to get the RFP's.</p> <p>Mrs. Faulenbach stated that she believes this is a town situation and not a Board situation. We're going into budget season and this is not a budgeted item. Mr. Cunningham stated, if the numbers come back and they are beyond what we can cover then it becomes a 2026 project. If it needs to be done in a more expeditious manner, it may need to be a joint effort. Dr. Parlato pointed out that there is no deficiency and the district is not out of compliance. Mr. Cunningham, stated that was correct, it is known that the set up has been this way since 1982. The hydrants themselves are operational. Mrs. Faulenbach stated moving into next year, sitting down with the town to go over items like this is important. It keeps everyone collaborating, especially with things like the tennis courts and fire hydrants. The whole town is facing this. Mr. O'Brien stated that this is not an issue that anyone needs to worry about. Mr. Cunningham stated that was correct. It was more the Fire Marshal making sure the local fire services know there is a lack of pressure and the middle school is an option since it does have pressure. Also, at Hill and Plain, the hydrant is across the street and under the purview of Aquarion.</p> |  |
|  | <p><b>D. RFP NMHS Culinary A&amp;E</b></p> <p>Mr. Cunningham stated they had a site visit with over half a dozen vendors. The bid would open up December 12th. This would be just opening up a construction plan. Mr. O'Brien asked if a possible space in the building had been identified. Mr. Cunningham stated that they think they found a space but need to make sure they have enough</p>  | <p><b>D. RFP NMHS Culinary A&amp;E</b></p> |

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|  | <p>space for instructional and cooking, as well as proximity to utilities. There's an electrical demand, drainage, grease interceptors, fire suppression, and such. It's hard to find a space that covers all those needs. Mrs. Faulenbach asked if the district would have to change the structure of their CIRMA policy if they start offering something such as a cooking class to students. Mr. Giovannone stated no. Dr. Parlato stated in her previous district they started a culinary program and did not have to change anything with their policy. It's more a conversation with the Fire Marshal. Depending on air flow there are certain types of cooking you can and cannot do.</p> <p>Mr. O'Brien asked how quickly the program could get up and running. Mr. Cunningham stated construction could be expensive. There are fixtures and other items to be purchased. It probably means bringing in a 3rd party to speak to the equipment. The process is very similar to the construction in a house. Once you know the size of your appliances, then you can understand where the cabinets can go and size.</p> <p>Mr. O'Brien asked how the curriculum would come together. Ms. Hollander stated it would most likely be proposed in the fall and written over the winter. Dr. Parlato stated it would also be important to speak to what we might imagine this space to be, it's exciting to explore the possibilities. Other districts that offer a culinary program state it is always oversubscribed. Mrs. Faulenbach stated the financial piece is important too. Mr. McCauley stated Shepaug just won 2nd place in the country at FFA in culinary.</p> |                           |
| <p><b>E. NES Roof</b></p> <p>Mr. Cunningham stated they had a meeting with the Mayor and Chairperson of MBC. They reviewed the 6 options. It is now under the purview of MBC to make a decision and depending on that decision it will require the district to submit for a grant or not. Mr. O'Brien stated, in previous discussions, the Mayor had</p> |  | <p><b>E. NES Roof</b></p> |

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|  | <p>been leaning towards recovering the roof without pursuing the state grant. Yesterday, the chair of MBC read through all 6 options, and in his opinion was to go with one of the state grant options. Mrs. Faulenbach asked if the board had a preference. Mr. O'Brien stated that they originally favored the standing seam roof, but had no objection to the more cost-effective asphalt shingle option, given the age of the building. Mrs. Faulenbach stated that MBC will make a recommendation, on record. That decision will be sent on to Town Council to identify a funding source for that project. Dr. Parlato stated the funding source exists, it is listed as Roofing Projects. Town Council will have to put in a resolution that it is for the Northville roof, because that has to be turned into the Department of Administrative Services (DAS). Mrs. Faulenbach stated, so the bonding has already been set aside and to move forward the funding source needs to be clarified and needs to be captured so there's a clear mechanism. This is also needed for reimbursement. Mrs. Faulenbach stated she is pleased to see that we have a plan and it will be vetted and documented so it is clear who is doing what.</p> <p>Dr. Parlato stated she will send an email summarizing everything to Mr. Beebe, Mr. Cunningham, the Mayor and others. Mr. O'Brien noted if the state grant option is the one chosen, it falls on the district.</p> <p>Mrs. Faulenbach asked what the time frame would be. Mr. Cunningham stated it would be ideal to have it done over the summer. There are no deficiencies but the roof is at the end of life. The grant portal is only open at the beginning of each month and there is still the process of awarding to an architect and developing a scope of work. It's a large project that includes hurdles associated with pre construction reviews. Also, there are only a handful of companies that are capable of doing this. Mrs. Faulenbach asked if the funds were earmarked. Mr. Giovannone stated it is earmarked</p> |  |
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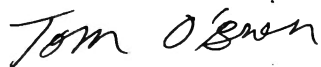
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|  | <p>for “Roofs” in general, so it will need to be carved out for Northville specifically. Mr. Cunningham stated the state looks for your local funding source the date that it was approved and that date dictates your reimbursement rate. So if this money was approved two years ago, the state may require the minutes from that meeting, then town clerks stamped results of the budget process and that budget vote, and that may be the inception of the local funding source date. The reimbursement rate will be as of that day. Mrs. Faulenbach stated if the line item reads just “roofing” the state will want it to be more specific. Mr. Cunningham agreed and stated they asked the town to be more specific for Northville. The application process will slow down without specifics. It also has cost estimates associated with that and that is necessary when you upload information to the portal. The state wants to make sure the cost estimates line up with the money allocated for the project. Mrs. Faulenbach stated if the district is doing the paperwork for the reimbursement, it would be helpful to know when it was identified, how it was identified, and what has been carved out from that. It would be a shame to have us come all this way and we get held up. Mr. O’Brien stated he believed that process was clearly understood among everyone in yesterday’s meeting. Mrs. Faulenbach stated, moving forward, we need to understand the funding identification, how much, where, when and what to have that ready. Mr. Cunningham stated he will reach out to the state to ensure it is known what is needed</p> <p>Mr. O’Brien asked if the RFP will go out after the grant paperwork is submitted. Mr. Cunningham stated at that point MBC will have to decide how they will do the A&amp;E. It would be advantageous to utilize a firm that is familiar with the grant process. They will help shepherd us through all this, the more schooled they are, the more they can assist with all the necessary documentation. Mr. O’Brien asked if MBC will be sending the RFP. Mr. Cunningham stated when the high school roof was done, that was the process. MBC did the RFP for the high school and then did a change order to</p> |  |
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|    |  | hire Silver Petrucelli as the architect for hire. In the end this is still a town funded project. Mr. Cunningham stated he would be happy to develop the scope for the A&E and RFP, but it would be on the town to hire and acquire those services. The district paid for the roof study. Mrs. Faulenbach stated that was a valuable thing to do to get the project started. |  |
| 4. |  | <b>Public Comment</b><br>None  | <b>Public Comment</b>  |
| 5. |  | <b>Adjourn</b><br><i>Mrs. Faulenbach moved to adjourn the meeting at 7:07 pm, seconded by Mr. McCauley and passed unanimously.</i>   | <b>Adjourn</b><br><i>Motion made and passed unanimously to adjourn the meeting at 7:07 pm.</i> |

Respectfully submitted:



Tom O'Brien  
Chairman, Facilities Subcommittee