

**SPECIAL MEETING**  
**Killingly Board of Education's**  
**FACILITIES COMMITTEE**  
**Wednesday, March 1, 2023**  
**4:45 PM**  
**Central Office, 79 Westfield Avenue**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENT-** *Members of the public are encouraged to share their thoughts with the Board of Education and are invited to do so during this segment of the meeting. When appropriate to do so, members of the Board and the administration may respond to comments. However, in consideration of those in attendance and in an effort to proceed in a timely manner, follow-up discussion may need to take place outside of the meeting setting.*
4. **REVIEW & APPROVAL OF OCTOBER 12, 2022 FACILITIES MEETING MINUTES**
5. **REVIEW AND POSSIBLE RECOMMENDATION OF CAPITAL IMPROVEMENT PLAN 2023-2028**
6. **REVIEW AND POSSIBLE RECOMMENDATION OF FACILITIES USE POLICIES AND REGULATIONS**
7. **ADJOURNMENT**

**SPECIAL MEETING  
Killingly Board of Education's**

**FACILITIES COMMITTEE  
Wednesday, October 12, 2022  
6:00 PM**

**Killingly Town Hall, 172 Main Street  
2nd Floor, Town Hall Community Mtg. Room**

**MINUTES**

**PRESENT:** Jason Muscara, Norm Ferron, Kyle Napierata.  
Absent: Chris Viens.  
Superintendent Robert Angeli and Mike Vassar, O & M Supervisor

1. **CALL TO ORDER**-The meeting was called to order at 6:03 p.m.
2. **ROLL CALL**-see above
3. **PUBLIC COMMENT**- No comments
4. **REVIEW & APPROVAL OF JUNE 16, 2022 FACILITIES MEETING MINUTES**

**MOTION:** by Jason Muscara, seconded by Norm Ferron to approve 6/16/22 Facilities Committee meeting minutes.  
**Unanimously**

5. **UPDATE REGARDING THE PROGRESS OF CENTRAL OFFICE AND INTERMEDIATE SCHOOL ELEVATOR PROJECTS**  
The committee members discussed progress on ongoing elevator projects at the Westfield Avenue building and Killingly Intermediate School. Additional funds are needed to complete the projects due to increased cost of labor (rebid with prevailing wages) and materials.
6. **DISCUSSION AND POSSIBLE RECOMMENDATION OF REDISTRIBUTION OF NON-LAPSING FUNDS FOR ELEVATOR PROJECTS AT KIS AND 79 WESTFIELD AVE.**

**MOTION:** by Jason Muscara, seconded by Norm Ferron to recommend to the full board additional funding, up to \$25,000 from the Non-Lapsing Account for the two elevator projects.  
**Unanimously**

7. **ADJOURNMENT**  
**MOTION:** by Kyle Napierata, seconded by Jason Muscara to adjourn at 6:18 p.m.  
**Unanimously**

## **Town of Killingly / BOE Capital Improvement Plan by Building 2023-2024 through 2027-2028**

### **Overview:**

The following pages prioritize the building and district level projects by distributing the project over a five-year span. Additionally, the BOE Facilities Sub-Committee, in partnership with the Superintendent and the Operations and Maintenance Supervisor, provided recommendations identifying anticipated completion dates for each project. The following assumptions were made in providing the estimated cost for each project:

- Potential State reimbursement is not reflected for any of the costs listed.
- Financing costs for bonded projects are not included in any of the costs.
- All anticipated costs are in today's dollars.
- All anticipated projects will be evaluated annually and revisions will be made in order to accommodate changes in facility conditions, changes in existing programs, the addition of new programs, enrollment changes and new regulatory/code requirements of overall district needs.

The following considerations were taken into account when identifying each project:

- What building projects are required by code or for significant safety/health reasons?
- How will the project significantly improve the delivery of education or school programs?
- How will the project increase operational efficiencies?
- What projects are essential replacements/upgrades of building systems or sites?

Central Office - Westfield Ave.		Year of Anticipated Implementation & Estimated Cost				
#	Project	2023-2024	2024-2025	2025-2026	2026-27	2027-28
1	^Electrical Upgrades-Hallways			\$150,000*		
2	Travel Lane			\$100,000*		
3	^HVAC Renovation				\$560,000*	

\*Estimates with an asterisk are not reflective of a quote.

**^Renovation of Community Center**

It is unknown at this time how much of projects 1 and 3 will be included under the scope of renovations for the Community Center.

**1. Electrical Upgrades/Hallways**

New electrical panels from the main switch room to hallways are needed to distribute power evenly. Currently, power is being re-routed from various floor levels, which is not in line with best practice.

**2. Travel Lane**

Replace travel lane between Westfield Avenue and Killingly Memorial School to accommodate daily vehicular traffic.

**3. HVAC Renovation**

Air is constantly being exhausted from the old high school. This building depends totally on the air drawn in through the doors and windows for its make-up air. Indoor air quality and efficiencies would be greatly improved with the installation of pre-heated roof top air handlers.

Killingly High School		Year of Anticipated Implementation & Estimated Cost				
#	Project	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	Replace Greenhouse Roof	\$51,076				
2	Exterior Building for Maintenance Dept.		\$600,000*			
3	KHS Additional Parking			\$346,000*		
4	Renovate Lower Sports Fields (Phase I)				\$160,000*	
5	Renovate Lower Sports Fields (Phase II)					\$160,000*

\*Estimates with an asterisk are not reflective of a quote.

1. **Replace Greenhouse Roof**  
 The greenhouse roof has developed several leaks which can no longer be repaired.
  
2. **Exterior Building for Maintenance Dept.**  
 Needed to consolidate storage needs and have a place to work on equipment. Protect equipment from the weather. Price is an estimate and includes concrete pad, doors for an 80x100 storage building.
  
3. **Additional Parking Adjacent to Athletic Fields**  
 This project will create an access road to the lower playing fields, create an additional 100+ parking spaces, and provide handicap access to the lower fields (Parking project - \$346K). The additional parking will support various events held at the school.
  
- 4/5 **Renovate Lower Sports Fields (Phases I & II)**  
 The grass on the lower sports fields is in very poor condition. Sports teams feel that they cannot play competitively on these surfaces. This would require at least 3 inches of topsoil spread on the field surface, all irrigation fixtures raised to the new height, and reseeding. After that has been completed the field should not be used for 18 months in order for the new grass to get established.

Killingly Intermediate School		Year of Anticipated Implementation & Estimated Cost				
#	Project	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	Install New Doors, Update Entryways, and Redesign Office Space		\$1,500,000*			
2	HVAC Renovation			\$2,000,000*		
3	Redesign & Repave Driveway & Parking Lot			\$2,000,000*		
4	Full Roof Replacement/Insulate Roof				TBD	

\*Estimates with an asterisk are not reflective of a quote.

1. **Install New Doors, Update Entryway, and Redesign Office**  
 Replace all exterior doors and frames. Redesign from entryway and office space to improve security efforts. Concept plans have been developed by Silver/Petrucci & Associates. It is estimated to cost \$550K to replace the doors and frames at each entryway. The cost to renovate the main office and install a secure entryway is about \$750K.
  
2. **HVAC Renovation**  
 The installation of a new condensing boiler, (3) new hot water pumps, (12) new VFD's for main hot water pumps and booster pumps, replacing unit ventilators as needed and upgrading the existing automation system with a new digital open protocol BACnet controllers with a front end and adding unit ventilators on to the system for whole building controllability. The project would include air conditioning for classrooms.
  
3. **Redesign & Repave Driveway & Parking lot**  
 The parking lot needs to be resurfaced. The base under the asphalt was improperly installed and does not support heavy weight and volume of daily traffic. The asphalt sidewalks are deteriorating due to the inadequate subsurface and should be replaced with concrete. The sidewalk along the entrance to the school was built below grade of the driveway and should be raised and proper drainage installed. Design and create a new bus exit.
  
4. **Full Roof Replacement/Insulate Roof**  
 Many sections of the KIS building have no insulation resulting in significant inefficiencies and loss of energy. The condition of the roof is deteriorating due to age and environmental exposure. Shingles are becoming dislodged. Sections of the roof leak. Roof insulation is failing.

Killingly Memorial School		Year of Anticipated Implementation & Estimated Cost				
#	Project	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	Electrical Service Upgrades			TBD		
2	ADA Upgrades Phase II				TBD	

*The KMS Portable Classroom Removal Project has changed to Renovate-as-New. The above identified projects will be included in the Renovate-as-New project.*

1. **Electrical Service Upgrade**  
 When this building was first put into service the electrical needs were minimal. An upgrade is required to keep up with modern electrical needs.
  
2. **ADA Upgrades Phase II**  
 This project has been brought to the Permanent Building Commission and plans have been designed. Phase II will provide accessibility to all programs and resolve several ADA compliance issues. Phase II will adhere to all Federal and State ADA requirements.

Killingly Central School		Year of Anticipated Implementation & Estimated Cost				
#	Project	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	Commission a functional study		\$50,000*			
2	Driveway and Parking Lot Repaving		\$175,000*			
3	ADA Upgrades Phase II				\$2,000,000*	
4	HVAC Renovation		TBD			

*\*Estimates with an asterisk are not reflective of a quote.*

1. **Commission a functional study for KCS**  
 A commissioned functional study should consider renovating the building as new.
2. **Driveway and Parking Lot Repaving**  
 The driveways and parking lots are degraded and need to be redesigned and paved.
3. **ADA Upgrades Phase II**  
 This project has been brought to the Permanent Building Commission and plans have been designed. Phase II will provide accessibility to all programs and resolve several ADA compliance issues. Phase II will adhere to all Federal and State ADA requirements.
4. **HVAC Renovation**  
 The installation of a new condensing boiler, (3) new hot water pumps, (12) new VFD's for main hot water pumps and booster pumps, replacing unit ventilators as needed and upgrading the existing automation system with a new digital open protocol BACnet controllers with a front end and adding unit ventilators on to the system for whole building controllability. The project would include air conditioning for classrooms.



Goodyear Early Childhood Center		Year of Anticipated Implementation & Estimated Cost				
#	Project	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	Commission a functional study		\$50,000*			
2	Boiler and Pump System Replacement			\$146,315		
3	Driveway and Parking Lot Repaving	\$95,000				
4	Roof Repair/Replacement			TBD		

\*Estimates with an asterisk are not reflective of a quote.

1. **Commission a functional study**  
 A commissioned functional study should consider renovating the building as new, installation of new classrooms to accommodate preschool classes.
2. **Boiler and Pump System Replacement**  
 Remove and dispose of existing (1) boiler system and replace with (2) high-efficiency condensing gas boilers. Remove and replace (2) main pumps with (2) new high-efficiency pumps with variable speed drives as well as (2) circulator pumps with (2) “smart” circulator pumps. Modify boiler pad, piping and venting as needed.
3. **Driveway and Parking Lot Repaving**  
 The driveways and parking lots are degraded and need to be repaved.
4. **Roof Repair/Replace Roof Section**  
 The roof over the western addition has developed leaks. This roof was not included in the 2017 roof replacement project.

## **Community Relations**

### **Use of School Facilities**

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature, Boy Scouts and other designated youth groups which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted under law.

In order to maximize student learning and community use of facilities, the Superintendent, in cooperation with representatives of the public library and recreation department of the community shall on a regular basis conduct an instructional time and facility usage assessment.

#### **Types of activities which will not be permitted;**

1. Any purpose in conflict with the mission or goals of the school district.
2. Activities which are unlawful.
3. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education. (option: "except as permitted by the Superintendent.")
4. Any activity which may be injurious to the buildings, grounds or equipment of the schools.

Consistent with this policy the Superintendent shall approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools.

Legal Reference:

Connecticut General Statutes

[10-239](#) Use of school facilities for other purposes.

PA 97-290 An Act Enhancing Educational Choices and Opportunities

**Policy adopted: June 4, 2014**

KILLINGLY PUBLIC SCHOOLS

Killingly, CT 06239

## **Business & Non-Instructional Operations**

### **Community Use of Facilities**

The Board of Education requires that all school buildings are owned by the Town of Killingly and should be operated so as to encourage their use by appropriate outside groups. Such use shall be approved by the Superintendent or his designee when such use is determined to be of significant community value.

Use of school facilities shall be permitted in the following priority:

- A. Public Emergency
- B. Town or Board of Education Meetings
- C. School Functions
- D. Local Community Organizations - Free Use
- E. Local Community Organizations - Rental Use
- F. Private or Outside Organizations

The Board does not encourage the use of school facilities for private/for-profit activities. The Superintendent is expected not to permit such activities except when a clear public interest is to be served.

The Board directs that Administrative Regulations be established to implement this policy.

Legal Reference: Connecticut General Statutes

[10-239](#) Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

**Policy adopted: June 10, 1999**

## **Business & Non-Instructional Operations**

### **Community Use of Facilities**

**GENERAL:** Use of school facilities will be permitted for community organizations for worthwhile purposes when such use will not interfere with the school program.

**APPLICATION:** Application for the use of the school facilities shall be made in writing to the appropriate principal and should be made at least twenty-one (21) days in advance. Applicants for the use of school facilities must abide by all Board of Education regulations for the use of the school. The principal shall maintain a calendar of activities. The principal shall discuss any questions related to approval prior to submitting the application to the Superintendent. Consideration shall be given to special maintenance of the schools in scheduling activities during holiday and vacation periods.

**APPROVAL OF APPLICATION:** The Superintendent or designee is authorized to approve use of school facilities and terminate such approval, if he/she deems this action necessary.

**RENTAL FEES:** There will be no rental fees charged for the use of the building to groups holding educational, civic, or recreational meetings and other uses pertaining directly to the welfare of the community.

There will be no rental fees charged where admission fees are charged when the proceeds are to be expended for an educational, civic, or charitable purpose. Such activities must have a local Killingly connection.

There shall be rental fees charged for building uses not outlined above except as determined by the Superintendent of Schools.

**OTHER CHARGES:** Organizations using the building will be required to pay for custodial coverage if needed outside of regular custodial hours or if special custodial coverage is necessary. Organizations using the kitchen will be required to pay one or more members of the regular cafeteria staff if such personnel are needed. Police and fire coverage, if required, shall be paid by the organization.

In addition to any rental fees charged, a service fee will be charged wherever the Killingly High School or Killingly Intermediate School auditorium are used. The purpose of this fee is to offset special costs associated with running these facilities. The charge, to be determined by the Superintendent of Schools, will be used to offset the costs of special lighting and sound equipment and for wear and tear to the auditorium facilities. Organizations using either of the auditoriums may be required to pay the cost of the student or staff lighting technician.

Decisions about whether or not custodial, cafeteria, technical, police or fire coverage are required, the amount to be charged, and arrangements for such coverage shall be the responsibility of the building principal, Supervisor of Operations and Maintenance, or, if necessary, the Superintendent of Schools.

### **School Responsibilities**

1. The official calendar for use of each school's facilities will be maintained in the Principal's office.
2. Once a facility has been assigned to a school or community group, only the Principal or Superintendent may make an exception to the scheduled use.
3. The school will make every effort to be certain that any facility offered for use to the community is clean, appropriately arranged, and heated or air conditioned if necessary.

## **Regulations For The Use of School Facilities**

1. The organization using the facility must agree to assume financial responsibility for all damage, destruction, or loss of school property occurring while the building is being used by them including providing a certificate of insurance if requested. Facilities used shall be left as found.
2. The organization using the facility must agree to provide a certificate of insurance naming the Killingly Board of Education, the Town of Killingly, its agents and servants as additional insured. The face amount of the insurance policy shall be not less than \$1,000,000.
3. The organization using the facility must agree to be responsible for the conduct of all persons in attendance at the activity. Adequate adult supervision shall be provided for all minor groups.
4. No organization may use the building beyond 12:00 midnight except by special arrangement.
5. Persons attending any functions must confine themselves to the areas assigned for their use.
6. Smoking is prohibited in school buildings.
7. Sale, use or possession of alcoholic beverages or illegal substances are prohibited inside the school building or on school property.
8. Rental fees will be determined periodically by the Board of Education.

For activities requiring rehearsal time, one free rehearsal per event will be permitted without additional cost.

**Regulation approved: June 10, 1999**

# KILLINGLY PUBLIC SCHOOLS' FACILITY REQUEST FORM

Rv: 6/21

Please Apply for Building Use 3-4 weeks before event.

79 Westfield Ave., P.O Box 210 Killingly, CT 06239 Tel. # 860 779-6600 Fax.# 860 779-3798 www.killinglyschools.org

Name of Applicant: \_\_\_\_\_ Tel.# \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing/Billing Address: \_\_\_\_\_

Contact tel.# during event: \_\_\_\_\_ email: \_\_\_\_\_

*A current Certificate of Insurance (COI) is required to be on file at Central Office before final approval is granted.  
 "Killingly Board of Education, and Town of Killingly and their Agents and Servants" must be typed  
 as additional Certificate Holders on the Insurance certificate.*

Building Requested: \_\_\_\_\_

Specific Area Needed: \_\_\_\_\_

Kitchen Staff Needed: Yes / No IT Support Needed for entire event: Yes / No IT Support Needed for set up only: Yes / No

**Internal Event Requires Applicant to Submit IT Ticket: IT Ticket Submitted \_\_\_\_\_ Yes**

Estimated # of Attendees (Required): \_\_\_\_\_

Day of Week & Dates needed: \_\_\_\_\_

Earliest time of access for preparation: \_\_\_\_\_ Time Event Starts: \_\_\_\_\_ Exit Time: \_\_\_\_\_

*Describe the event and any special needs/set-up:*

  
  
  
  
  
  
  
  
  
  

Applicant's Signature (front & back): \_\_\_\_\_ Date: \_\_\_\_\_

**BELOW FOR CENTRAL OFFICE USE ONLY- Estimated Facility Fees**

CO: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Food Services (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

IT (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

O&M Director: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

# Of Custodians Needed Per Day: \_\_\_\_\_

Café or I.T Technician Needed: \_\_\_\_\_

	\$	
Estimated Fee	\$	

**FACILITY USE FEES ARE AVAILABLE UPON REQUEST AND ONLINE : Custodial Rates: Monday-Saturday: \$60.00 per hour** of occupancy, includes 1 custodian. **Sunday: \$80.00 per hour** of occupancy, includes 1 custodian. **\*Additional custodians @ 40.00 per/hour or additional set-up and clean-up fees may incur at the discretion of the Superintendent based upon the event description and attendance.** If you have any questions, please call (860) 779-6600

As the authorized agency of the organization, I assume responsibility and liability for personnel services and facility use charges assessed by the Killingly Public Schools and any unanticipated cost resulting from the use of such facilities and personnel services due to vandalism, mischievousness, misconduct, disobedience and other reasons. Further, I agree to provide the services of other persons, i.e., fire, police, and supervisors as required, and to enforce the statute of "NO SMOKING" in school buildings. I understand and will enforce the policy that alcohol, malt beverages and controlled substances are absolutely forbidden in and on any school property.

NO SMOKING ON SCHOOL PROPERTY  
NO ALCOHOL ON SCHOOL PROPERTY

PARKING IN DESIGNATED PARKING LOTS ONLY, No parking on sidewalks or on grass

**FOOD AND DRINKS ALLOWED**

**IN CAFETERIA ONLY**

**IF ANY OF THE CONDITIONS ARE NOT FOLLOWED, USE OF FACILITIES MAY BE REVOKED IMMEDIATELY.**

Organizations granted approval to use school facilities must:

1. **Employ personnel assigned by school officials and police and fire departments when required.**
2. **Pay for services by check within 30 days of received invoice. Checks payable to: "Killingly Public Schools"**

**\*APPLICANT PLEASE READ AND SIGN\***

TOWN OF KILLINGLY - KILLINGLY BOARD OF EDUCATION HOLD HARMLESS AGREEMENT

As the(state position in organization)\_\_\_\_\_ of

\_\_\_\_\_, I have the specific authority to sign this form and the agency I represent hereby agrees to be bound by the conditions stated in this form.

As agent for the above-named organization, I hereby assume full responsibility for any unanticipated costs, claims or demands resulting or arising from our use of such facilities due to any cause whatsoever and the organization named above does hereby specifically agree to hold the Town of Killingly and the Killingly Board of Education harmless on any claims or demands arising from such use, and further specifically agrees to name the Town of Killingly and the Killingly Board of Education as additional insured on any liability policy covering such activity. The Killingly Board of Education specifically reserves the right to require Certificates of Insurance prior to the issuance of any permit.

It is specifically agreed that any claims or demands made by any person on school property or grounds as a result of the activity at the named organization, whether as an invitee or otherwise, shall specifically be covered by any liability insurance policy and specifically be subject to the requirements of the Town of Killingly – Killingly Board of Education Hold Harmless Agreement.

A notice of cancellation must be received at least **72 hours (3 days)** prior to the event. Such cancellation may be waived by mutual consent.

**\*Signature of Applicant:**\_\_\_\_\_ **Date:**\_\_\_\_\_

Additional Space for Event Information:

O&M USE ONLY		
Distribution to:	Custodian	Date
	Maintainer	Date