



**NEW HAVEN PUBLIC SCHOOLS**

School Building & Stewardship Committee Meeting  
July 8, 2021

*Other Materials*



**NEW HAVEN PUBLIC SCHOOLS**  
Connecticut

**Citywide School Building & Stewardship Committee**  
**Regular Meeting Minutes**  
Thursday, May 13, 2021 via Zoom

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**I. Call to Order:** The meeting called to order at 4:36 p.m. by Mr. Zinn.

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**Attendance:** Mr. Giovanni Zinn, Chair, Mr. Matthew Wilcox Vice-Chair, Alder Jody Ortiz, Mr. Michael Gormany, Dr. Paul Whyte, Ms. Aicha Woods.

**Staff:** Mr. Thomas Lamb, Mr. Joseph Barbarotta, Ms. Lauren Strillacci, Mr. Marc Potocsky.

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**II. Approval of Board Meeting Minutes 4.8.2021:** **On the Motion by Mr. Wilcox seconded by Mr. Gormany to approve the April 8, 2021 Minutes as presented.**  
**Mr. Zinn, Yes; Alder Ortiz, Yes; Mr. Wilcox, Yes; Mr. Gormany, Yes; Ms. Woods, Yes; Dr. Whyte, Yes.**

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**III. School HVAC Filters:** Mr. Lamb states that he has been working with Mr. Barbarotta in Facilities regarding the School HVAC Filters, and he has been reviewing the findings of the Fuss & O'Neill study to determine the capabilities of each HVAC system.

Mr. Barbarotta states that currently Facilities is on round two of the Filter changes, Merv-8 in the pre filters and Merv-13 in the final filters. By the end of May they plan to have, all the schools completed. At this time, we are working with the Superintendent to get board approval for a HVAC Custodial position, one of the responsibilities of that position is to ensure the checklist for HVAC is completed and enforced. The New COO requested photos accompany the checklist for verification of compliance.

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**IV. Long Term Facilities Study:** Mr. Lamb states that the Study was awarded to Svigal Assoc. the evaluation process for bids are complete, we are currently in the final approval processes to get it scheduled with the contractors to the architect when they're going to begin we're looking at about a six month process. Once I meet with Mr. Penn to finalize the deliverables within that, we will be able to have a better idea of what the schedule and detail of the studies will look like.



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Mr. Zinn asked if the Svigal would be able to attend a meeting and provide a kick off to the project. Mr. Lamb stated he would be requesting they provide a PowerPoint outlining the project timeline and some major milestones. They have worked with New Haven in the past, and have a good relationship with the District.

Mr. Zinn inquired on whom the Project Lead is for the project; Ms. Strillacci stated the individuals name is Julia McFadden.

**V. Commissioning Schedule Updates:**

Mr. Lamb states that Mr. Smith is currently away on vacation and is unavailable to present, but his report is available for review if needed but there are no significant updates at this time.

*See Page 4 of Other Materials*

**VI. Stewardship Report:**

*(Pg. 5-9- Other Materials)*

Mr. Barbarotta discusses the updates regarding the items for pool repairs at some of the schools. In regard to Martinez dehumidification system, currently awaiting engineer firm to draw up specifications. For the upcoming FY Cross and Conte will obtain new grout and tile, and some possible upgrades to the equipment.

Bids awarded and Contracts completed in April 2021 for the Boiler work at Fair Haven and Wexler Schools.

The Hot Water tanks need to be looked at by Mr. Zinn when he has time, to weigh in on what the best course of action is with some of the tanks. We are approaching the end of life with the units and are in need of replacement. This will be incorporated with the Svigal Long Term Facilities study that will be conducted.

The Edgewood playground, the city landscaper and city place have been weighing in on the playground, to see what needs to be replaced and obtaining estimates. There have been discussions of adding a Pavilion at the park, with City Plan kicking the proposal back, its been placed on hold and will need to be rethought out.

There have been discussions on how to go about setting up outside classrooms for outside learning.

We need to start discussing plans regarding Adult Education, the new own want us to pay for the repairs in the building, we need to think of how we can track the upgrades to the building. We should also start another Phase for the LED upgrades project.

*See Page 5-9 of Other Materials for full report.*



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**VII.**  
**Non-Priority Grant**  
(Sound School)

Ms. Strillacci states that the group reviewed the proposals and have selected a contractor. Mr. Penn will be submitting for the next available F&O meeting for approval and work will begin after the full board approves.

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**VIII.**  
**Alliance Grant**  
(Sound, Wexler, Fair Haven School)

Ms. Strillacci discusses the filtration system at sound school. A Sole Source letter has been received by Purchasing for the Vendor, PO is pending. Due to the distance its about 14 weeks because it comes from overseas and we are hoping to finish out and submit as soon as possible.

Mr. Wilcox asked if this will be continuing beyond this school year? Principal Potocsky (Sound School) states it will be done in two phases, the first phase is moving the filtration system from the second floor to the first floor. Phase two will be upgrading the existing filtration equipment, some of the items like the Drum filters will be coming from Germany and other items coming from Italy. He adds him and his staff are ready for this upgrade.

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**Adjournment:**

**On the Motion by Mr. Wilcox, seconded by Mr. Gormany, it was voted by roll call to adjourn at 5:06 p.m.**

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Respectfully Submitted,

*Salina Manning*

Salina Manning  
Executive Administrative Assistant



**NEW HAVEN PUBLIC SCHOOLS**  
Connecticut

**Citywide School Building & Stewardship Committee**  
**Regular Meeting Minutes**  
**Thursday, June 10, 2021 via Zoom**

**I. Call to Order:** The meeting called to order at 4:34 p.m. by Mr. Zinn.

**Attendance:** Mr. Giovanni Zinn, Chair, Mr. Matthew Wilcox Vice-Chair, Alder Jody Ortiz, Mr. Michael Gormany, Dr. Paul Whyte, Ms. Aicha Woods.

**Staff:** Mr. Thomas Lamb, Mr. Joseph Barbarotta, Ms. Lauren Strillacci, Mr. Marc Potocsky.

**II. Approval of Board Meeting Minutes 5.13.2021:** Will review and vote will be at the next meeting

**III. School HVAC Filters:** Mr. Lamb presented the updates to the Filter change process, which we will be implementing at NHPS facilities. Pre filters are Merv 8 and the final filters are Merv 13. The filter replacement schedule is every six months in each school. Inventory and purchasing processes are being evaluated.

Concerning the checks and balances of the process, photos of the filter will be required when changed which a supervisor must sign off. Facilities Leadership will implement random Inspections of the filters at the locations monthly.

**IV. Long Term Facilities Study:** Mr. Lamb states that he has been meeting with the Svigals team bi-weekly regarding the study to ensure the schedule and tasks are completed. The contract is on the verge of finalization, then we will be able to move forward with a kick off meeting that will outline project schedule and milestones.

**V. Commissioning Schedule Updates:** Gilbane will officially conclude their services to the District effective June 25<sup>th</sup> 2021. Mr. Lamb and Gilbane leadership have begun the process of transitioning responsibilities of the final state audit of open construction project files.

*See Slide 6 for additional information*



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**VI. Stewardship  
Report:**

Mr. Lamb discusses with the Committee an update regarding Energy Management and Sustainability. He went over the goals and the overall projections of the savings of Energy with the District. *See Slide 7-8 for additional details*

The pool issues at Career, Conte, Cross, Hillhouse and Martinez are discussed regarding the estimated cost of repairs and include updates for the ones that have been bid on for repair, to date. *See Slide 9-10 for additional details*

Fair haven and Wexler Grant are currently getting their Boilers replaced, the next round of boiler replacements will be for Hillhouse, Nathan Hale and Lincoln Bassett. *See Slide 11 for additional details*

Lincoln Bassett Hot water tank is leaking and failure is imminent. Bishop Woods tank has already failed and currently a small temporary tank is in place, and is in need of replacement very soon. *See Slide 12 for additional details*

Mr. Wilcox inquired if the Bassett school will be utilized this summer, if the failure is imminent. Mr. Lamb stated yes the majority of the schools will be utilized for a summer program, but staff are aware of the issue and its closely being monitored.

Mr. Zinn inquired if a document which outlines Svigals deliverables regarding the Long Term Facilities Study ahead of the next meeting. Mr. Lamb states that yes, he can put something together ahead of the next meeting.

Mr. Zinn takes this time to thank Mr. Thomas Smith of Gilbane for his years of service to the district and for congratulates him on his retirement.

Mr. Zinn inquires if there is an update regarding Sound School. Mr. Lamb states that there has been movement in getting the purchase orders in place for ordering the equipment necessary for the replacement of the filtration system; we should have that probably by the end of this week.

Mr. Lamb adds an update regarding the roof of Sound School with Silver Petrucelli; the contract will be drawn up and as soon as their contract is completed, we will be able to schedule them to start completing the scope of work. To then move forward, to put it out to bid for the roof replacement. Mr. Wilcox inquires on the timetable of the project; will it be ready for before school starts? Mr. Lamb answers that its dependent on the turn around from Silver Petrucelli with the drawings and scope, but will likely be ready in the fall.

Mr. Zinn states he would like to talk to Tom offline about an issue with the Fence at John C. Daniels School; the City Parks Dept. cannot get their mower in among other topics regarding the undesirable activity that is brought to the area.



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**Adjournment:**            **On the Motion by Mr. Zinn to adjourn at 5:21 p.m.**

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Respectfully Submitted,

*Salina Manning*

Salina Manning  
Executive Administrative Assistant

DRAFT



## NEW HAVEN PUBLIC SCHOOLS

**Thomas Lamb**  
*Chief Operating Officer*

Tel: 475-220-1590  
[Thomas.Lamb@new-haven.k12.ct.us](mailto:Thomas.Lamb@new-haven.k12.ct.us)

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### **MEMORANDUM**

**To:** Citywide Building and Stewardship Committee

**From:** Thomas Lamb, Chief Operating Officer

**Date:** July 7, 2021

**Re:** Work Order Process and Quality Control

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In my short time with New Haven Public Schools I have been evaluating the issues that negatively impact the operations of the district. The most immediate impact is the process and current practice of the Work Order Request system utilized throughout the district. The Facilities Management department currently manages how the status of work is communicated to those that need to know most. Several adjustments in the workflow and communication will be implemented to assist the facilities team, ensuring the building maintenance needs of the school district are being met and communicated as efficiently as possible.

Work Orders are the driving force behind any facilities department and the strength of the work order process; from how an issue is identified and reported all the way to how it is resolved is defined by the strength of the communication.

The workflow that identifies, completes, and communicates maintenance needs throughout the school district will be changed. The stronger this process the greater the district's ability to complete work more timely and to create a flow of communication with building managers, school leadership, and executive leadership that develops a greater confidence that work will be completed. The changes outlined below are scheduled to be fully implemented *on or before August 2, 2021*. This will provide time to have discussions with vendors and district staff on the importance of the new process and the importance of everyone contributing to its success.



## Leading From the Front

The facilities leadership team must lead with greater visibility and a more organized method for supporting maintenance operations throughout the district.

Facilities Management leadership each will be assigned a group of schools that align with the principal supervisors. This change will provide a more streamlined communication between school leadership and facilities management; when there are issues beyond the building managers ability or scope.

Additionally, they will provide support to these schools above and beyond the day to day operations of the building managers. In the absence of a project manager these facilities leaders will also provide management for small projects as well as their regular responsibilities to the district. Spreading these responsibilities evenly across the three members of facilities leadership team will improve the ability of the department to manage the more than 4,400,000 square feet across 43 Schools and 11 support buildings in the school district.

### Work orders submitted in the School Dude program will be processed as follows:

1. A member of Facilities Leadership will assign the work order to a school district trade staff person or to an approved vendor with a funded and signed contract based on the ability of trade staff to complete the work and the time line that the work must be completed.
2. When the work order is completed by the trade staff person or the vender assigned to the work order they will sign a paper copy of the work order verifying that the work has been completed and pass the signed work order to building manager.
3. The building manager will verify work has been done and sign the work order as well.
4. If the work is not able to be completed that day, the building manager will send a status of the work order to their Facilities Leader, the principal, and to the COO office to ensure that it is prioritized correctly and that appropriate resources are allotted to complete the work as quickly as possible.
5. Once the work is complete and the building manager has signed off on the paper work order, it will be brought to the school principal or representative to be signed that it has been resolved to the satisfaction of the school leadership.
6. All fully signed work orders will come back to the COO office for review.
7. A process of quality checks behind this will also be completed by Facilities Leadership.

A great challenge for Facilities Management is how to move from a reactive posture to a proactive posture in maintenance planning. The most effective way of making this transition is through exhaustive inspections and documentation of building projects utilizing a team approach.

## **Quality Control**

### Internal Audits

Facilities leadership will perform work order quality control audits on 10% of the completed work orders for each school from the previous month.

These audits will be completed and submitted to the Chief Operating Officer for review. Where trends are discovered a more aggressive look into the work at that school or district wide will be implemented.

### Follow up Meetings

The building manager and the facilities leader and the school principal will meet and discuss school conditions monthly.

The Facilities leadership team and the Chief Operating Officer will meet weekly to discuss open work orders and prioritizing district facilities resources to meet the changing maintenance needs of the district.



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## School Facilities Leadership Assignments

Mr. Joseph Barbarotta	Mr. Marvin Bivens	Mr. John Barbarotta
<b>Ms. Keisha Hannans</b>	<b>Dr. Paul Whyte</b>	<b>Ms. Viviana Conner</b>
Benjamin Jepson	Adult Education	Barnard
Besty Ross	COOP	Barack Obama
Bishop Woods	Nathan Hale	Beecher
Clinton Ave	High School in the Community	Brennan Rogers
Conte West Hills	Metropolitan Business Academy	Mauro Sheriden
East Rock	New Haven Academy	Truman
King-Robinson	Hill Regional Career	John C. Daniels
Columbus	Sound School	John S. Martinez
ESUMS	Wilbur Cross	Hill Central
Celetano	Ross-Woodward	Clemente
Fair Haven	Davis	Lincoln Bassett
Hillhouse High	Edgewood	Troup
Worthington Hooker	Elm City Montessori	Wexler Grant
Ms. Typhanie Jackson	Ms. Pamela Augustine-Jefferson	
Riverside	Dr. Mayo Center	



## BOARD OF EDUCATION PROPERTY INFO (Sq. Ft.)

#	School	Address	Bldg Type	S.F.	Year	Type
1	Barack H. Obama	69 Farmhand Ave	School	64,000	2020	New
2	Barnard Magnet School	170 Derby Avenue	School	90,000	2006	Reno
3	Bassett, Lincoln School	130 Bassett Street	School	94,749	2001	Reno
4	Beecher, L.W. School	100 Jewell Street	School	90,740	2006	Reno
5	Brennan, Katherine School	200 Wilmot Road	School	57,216	2001	Reno
6	Celentano Museum Academy	400 Canner Street	School	92,530	2005	New
7	Clemente, Roberto	360 Columbus Ave.	School	79,177	2010	New
8	Clinton Avenue School	293 Clinton Avenue	School	100,960	2005	Reno
9	Columbus, Christopher	255 Blatchley Avenue	School	74,600	2008	New
10	Conte, Harry	511 Chapel Street	School	110,000	2001	Reno
11	Cooperative Arts & Humanities	177 College St	School	145,000	2009	New
12	Cross, Wilbur High School	181 Mitchell Drive	School	258,300	2003	Reno
13	Daniels, John School	569 Congress Street	School	90,700	2006	New
14	Davis School	35 Davis Street	School	77,240	2011	New
15	East Rock Magnet School	133 Nash Street	School	77,598	2013	Reno
16	Edgewood Magnet School	737 Edgewood Avenue	School	47,688	1999	Reno
17	Engineering & Science University Magnet School	500 Boston Post Road West Haven	School	109,186	2015	New
18	Fair Haven School	164 Grand Avenue	School	180,362	2004	Reno
19	Dr. Mayo	185 Goffe Street	School	77,606	2015	New
20	Hale, Nathan School	480 Townsend Avenue	School	94,853	2003	Reno
21	High School in the Community	175 Water Street	School	72,000	1995	Original
22	Hill Central (New)	140 Dewitt Street	School	78,768	2012	New
23	Hill Regional Career High School	140 Legion Avenue	School	165,000	1998	New
24	Hillhouse, James High School	480 Sherman Parkway	School	216,000	2002	Reno
25	Hooker Elementary School	180 Canner Street	School	24,000	2006	Reno
26	Hooker, Worthington School	691 Whitney Avenue	School	61,003	2009	Reno
27	Jepson, Benjamin Magnet School	15 Lexington Avenue	School	90,200	2007	New
28	King/Robinson Magnet School	150 Fournier Street	School	105,900	2004	New
29	Martinez, John S. School	100 James Street	School	101,529	2004	New
30	Mauro, Sheridan School	191 Fountain Street	School	101,322	2009	New
31	Metro Business Academy	Water St	School	78,768	2010	New
32	New Haven Academy	444-448 Orange St	School	67,100	2015	New
33	Quinnipiac School	460 Lexington Avenue	School	31,000	1965	Original
34	Riverside	103 Hallock Avenue	School	30,400	2018	Original
35	Rogers, Clarence School	199 Wilmot Road	School	35,500	1999	Reno



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#	School	Address	Bldg Type	S.F.	Year	Type
36	Ross, Betsy Arts Magnet School	150 Kimberly Avenue	School	98,475	2002	New
37	Ross/Woodward School	185 Barnes Ave	School	108,000	2004	Reno
38	Sound School (Anderson Building)	South Water Street	School	3,926	1989	Original
39	Sound School (Aquaculture Center)	17 Sea Street	School	38,136	2001	New
40	Sound School (Emerson Building)	82 South Water Street	School	7,425	1989	Original
41	Sound School (McNeil Building)	60 South Water Street	School	3,839	1989	Original
42	Sound School (Thomas Building)	40 South Water Street	School	10,215	1989	Original
43	Troup Magnet Academy of Science	259 Edgewood Ave.	School	113,200	2008	Reno
44	Truman School	114 Truman Street	School	101,700	2004	Reno
45	West Rock Stream Academy	311 Valley Street	School	36,500	2009	Reno
46	Wexler/Grant Community School	55 Foote Street	School	91866	2000	Reno
47	Woods, Bishop	1481 Quinnipiac Avenue	School	72,240	2009	New
48	Central Kitchen Facility	131 Barnes Avenue	Outbuilding	36,600	2003	New
49	BRAMS Hall	150 Kimberly Ave	Outbuilding	3,990	2002	New
50	Field House (Hillhouse HS)	480 Sherman Parkway	Outbuilding	93,600	2002	New
51	Facilities Department / Warehouse	375 Quinnipiac Ave	Outbuilding	40,804	1912	Original
52	Strong School	130 Orchard Street	Outbuilding	47,703	1986	Original
53	Storage	21 Wooster Place	Outbuilding	8,790	2001	Original
54	Storage	69 Grand Ave.	Outbuilding	38,372	1915	Original
55	Board of Education Administration	54 Meadow Street	Outbuilding	110,000	1946	Original
56	Adult Education	580 Ella Grosso Boulevard	Outbuilding	21,794	2000	Original
57	Elm City Montessori	495 Blake Street	Outbuilding	71,142	1989	Original
58	The Shack	333 Valley Street	Outbuilding	7,009	1940	Original

47	School Sq Ft Total	3,956,517
11	Outbuilding Sq Ft Total	479,804
<b># of bldgs</b>	<b>Grand Total</b>	<b>4,436,321</b>

## BOARD OF EDUCATION - PROPERTY AGE

Legend	Add'l Information
>10 Years	7 Total properties - 12.1% of total of Buildings
10-14 Years	11 Total properties - 19% of total Buildings
15-20 Years	24 Total properties - 41.4% of total Buildings
21-109 Years	16 properties - 27.6% of total buildings.
Overall Findings	40 properties are 15 years old or older or 69.0% of total buildings or 3,061,061 square feet

School	Address	S.F.	Year	Type	Age
Barack H. Obama	69 Farmhand Ave	64,000	2020	New	1
Riverside	103 Hallock Avenue	30,400	2018	Original	3
Engineering & Science University Magnet School	500 Boston Post Road West Haven	109,186	2015	New	6
Dr. Mayo	185 Goffe Street	77,606	2015	New	6
New Haven Academy	444-448 Orange St	67,100	2015	New	6
East Rock Magnet School	133 Nash Street	77,598	2013	Reno	8
Hill Central (New)	140 Dewitt Street	78,768	2012	New	9
Davis School	35 Davis Street	77,240	2011	New	10
Clemente, Roberto	360 Columbus Ave.	79,177	2010	New	11
Metro Business Academy	Water St	78,768	2010	New	11
Cooperative Arts & Humanities	177 College St	145,000	2009	New	12
Hooker, Worthington School	691 Whitney Avenue	61,003	2009	Reno	12
Mauro, Sheridan School	191 Fountain Street	101,322	2009	New	12
West Rock Stream Academy	311 Valley Street	36,500	2009	Reno	12
Woods, Bishop	1481 Quinnipiac Avenue	72,240	2009	New	12
Columbus, Christopher	255 Blatchley Avenue	74,600	2008	New	13
Troup Magnet Academy of Science	259 Edgewood Ave.	113,200	2008	Reno	13
Jepson, Benjamin Magnet School	15 Lexington Avenue	90,200	2007	New	14
Barnard Magnet School	170 Derby Avenue	90,000	2006	Reno	15
Beecher, L.W. School	100 Jewell Street	90,740	2006	Reno	15
Daniels, John School	569 Congress Street	90,700	2006	New	15
Hooker Elementary School	180 Canner Street	24,000	2006	Reno	15
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Clinton Avenue School	293 Clinton Avenue	100,960	2005	Reno	16
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Hale, Nathan School	480 Townsend Avenue	94,853	2003	Reno	18
Central Kitchen Facility	131 Barnes Avenue	36,600	2003	New	18
Hillhouse, James High School	480 Sherman Parkway	216,000	2002	Reno	19
Ross, Betsy Arts Magnet School	150 Kimberly Avenue	98,475	2002	New	19
BRAMS Hall	150 Kimberly Ave	3,990	2002	New	19
Field House (Hillhouse HS)	480 Sherman Parkway	93,600	2002	New	19
Adult Education	580 Ella Grosso Boulevard	21,794	2000	Original	21
Bassett, Lincoln School	130 Bassett Street	94,749	2001	Reno	20
Brennan, Katherine School	200 Wilmot Road	57,216	2001	Reno	20
Conte, Harry	511 Chapel Street	110,000	2001	Reno	20
Sound School (Aquaculture Center)	17 Sea Street	38,136	2001	New	20
Storage	21 Wooster Place	8,790	2001	Original	20
Wexler/Grant Community School	55 Foote Street	91866	2000	Reno	21
Edgewood Magnet School	737 Edgewood Avenue	47,688	1999	Reno	22
Rogers, Clarence School	199 Wilmot Road	35,500	1999	Reno	22
Hill Regional Career High School	140 Legion Avenue	165,000	1998	New	23
High School in the Community	175 Water Street	72,000	1995	Original	26
Sound School (Anderson Building)	South Water Street	3,926	1989	Original	32
Sound School (Emerson Building)	82 South Water Street	7,425	1989	Original	32
Sound School (McNeil Building)	60 South Water Street	3,839	1989	Original	32
Sound School (Thomas Building)	40 South Water Street	10,215	1989	Original	32
Elm City Montessori	495 Blake Street	71,142	1989	Original	32
Strong School	130 Orchard Street	47,703	1986	Original	35
Quinnipiac School	460 Lexington Avenue	31,000	1965	Original	56
The Shack	333 Valley Street	7,009	1940	Original	81
Storage	69 Grand Ave.	38,372	1915	Original	106
Facilities Department / Warehouse	375 Quinnipiac	40,804	1912	Original	109
Board of Education Administration	54 Meadow St	110,000	1946	?	75