OCTOBER 23, 2025 SPECIAL PLANTS AND FACILITIES COMMITTEE MEETING

CALL TO ORDER

Mr. Foley: Called meeting to order at 5:52.

OPENING CEREMONIES

Pledge of Allegiance

ROLL CALL

Mr. Foley: Melissa Mongillo; Karla Malerba; Dan Foley. We have a quorum.

Also Present:

Dr. Matthew Conway, Superintendent of Schools.

PUBLIC PORTION

Mr. Foley: Public portion, anyone from the public wishes to speak. Anyone from the public. Anyone from the public. Hearing no one, public portion is closed.

APPROVAL OF MINUTES

Motion that the Plants and Facilities approve the minutes from the September 18, 2025 meeting. Passed with a motion made by Ms. Karla Malerba and a second by Ms. Melissa Mongillo.

Dan Foley	**Yes**
Karla Malerba	**Yes**
Melissa Mongillo	**Yes**

Ms. Malerba: Making motion.

Ms. Mongillo: Second.

Mr. Foley: Motion passes.

FOOD PANTRY UPDATE

Luke: I'm here again to talk about the food pantries I'm building. An hour and a half ago we were working on Bradley's pantry. As of right now the three pantries are fully constructed. All I need to do is have the plexiglass windows on the front, paint them, put shingles on the roof.

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By Marc J. Garofalo, MPA, MCC, MCTC at 10:33 am, Apr 15, 2026

I'm hoping to complete the pantries by the end of this month. It may go into the beginning of November. It's been a little difficult to balance work, my scouting events and school started. We're really excited. We've done a lot of work to make it happen. We're pretty proud of what we have so far.

Ms. Malerba: I actually saw you guys this afternoon when I was driving home.

Luke: We had to put on the siding and the roof for the Bradley.

Mr. Foley: Is there anything the Board can do to help you out.

Luke: It' s just trying to find time after school, get a group of people to come together and help me with certain things. We just have to get the plexiglass and framing. We have to paint them, the longer task to try to make everything look good. And then putting the shingles on the roof. That's easy as well.

Mr. Foley: I commend you young man. I know you are working at the restaurant also.

Luke: Yeah, I appreciate it. I'm working there tomorrow night, Saturday night and Sunday. They're pretty generous with the amount of time I took off.

Dr. Conway: Painting.

Luke: We plan on painting it. I bought outdoor paint. I'll do my research on that.

Mr. Foley: Contractor said a year, year and a half.

Dr. Conway: Yes.

Mr. Foley: Thank you.

Ms. Mongillo: Hi Luke, great job. What are your plans for grand opening of these, any?

Luke: I haven't really thought of that. The only long-term aspect I thought about is how they're going to operate just generally during school hours and out of school hours. As well as for my National Honor Society for service project this year. I'd like to have food drives throughout the year. Incorporate both the Middle School and High School and also Irving and Bradley, a community-wide event. As for a grand opening, I haven't really thought of that.

Ms. Mongillo: I'd love for you to get this the attention it deserves. So, put some thought on it. Use the resources you have around you and let's get you on Channel 8.

Luke: I appreciate that. I'm looking forward to it. I know a lot of people like the idea. One of the parents of the scouts, his mother and his grandmother both came up to me and said thank you for doing it for Derby. I appreciate that.

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Ms. Mongillo: I would love for you and your group to get the attention you deserve.

Luke: Of course. Yeah, I definitely appreciate that. I'll sit on it and think about it.

Ms. Mongillo: Congrats. Thank you.

Mr. Foley: Karla, any questions.

Ms. Malerba: I think it's a great idea and will definitely be utilized. No questions.

Mr. Foley: Thank you, Luke.

FACILITIES DEPARTMENT REPORT

Mr. Hoffman: Bradley School, updating the Committee on the heating system.

Irving School, updating the Committee on the plumbing repairs. Replaced the steel.

Mr. Foley: I would wait for that steel, copper. It doesn't make sense.

Mr. Hoffman: It doesn't. But we replaced copper.

Derby Middle School, chiller going pretty well. We're still running it about 3 hours a day during the afternoon, the turbines.

Mr. Foley: Are we regulating the rooms on the top floor. Are they being regulated now or are we still receiving complaints about that.

Mr. Hoffman: Everything right now is being regulated.

Mr. Foley: This was the chiller that had it.

Mr. Hoffman: No, this is the temp chiller.

Mr. Foley: Okay.

Mr. Hoffman: DMS, middle school. They're working on it. 10/27 they'll be here to install it. We had a semi-annual fire drill inspection on the 13th. No issues reported. Over at the high school, in 104, blower motor went on that unit. A new blower motor is about $1,300. Cost about $1,400 to replace new units.

Mr. Foley: What does that motor do?

Mr. Hoffman: That motor just heats one room in the high school. It's not room 104 anymore. Its G06 had bigger issues.

Mr. Foley: G06 is in the basement, isn't it?

Mr. Hoffman: Yeah.

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Mr. Foley: We don't use that?

Mr. Hoffman: No. Main entrance doors over by the fishbowl. Replaced wiring. We had an issue where they were buzzing. Now they are operating independently. District wide fire marshal inspection. The violations are completed. We had the reinspection. The only things not completed are the fire doors at the high school. Going to cost roughly $16,000. Our facilities management system, SMX, is up and running.

Mr. Foley: Did the swing come in at the Bradley School Playground?

Mr. Hoffman: Yes. The other part is coming in in two weeks.

Mr. Foley: I had it down that it was on the 29th of September.

Mr. Hoffman: Yes, that part did come in. We're still waiting on zip line and swing.

Mr. Foley: Thank you very much for your report. It was very comprehensive.

PLANTS AND FACILITIES FINANCIAL REPORT

Mr. Trainor: We're in a pretty good place. We've got a balance of 188,000. Still a few months left of this year. A couple things to note Bradley paid off this year. The City sent us the funds. Budgeted lines went over budget. And that's the third section of maintenance at Bradley. It looks like about 15,000 over. I just have to move the money over. I have not gotten to that yet.

Other big one repairs of the building at DMS, and this is all around the chiller system. Aside from that, the big issues last year were electricity because of that chiller. The electricity section is at the bottom of the first page. As where we are right now we are encumbered fully for all of those lines, so that final column on the right, you'll see all the zeroes. So, we are fully encumbered. And we're trending right now to be able to liquidate some of those encumbrances at the end of the year. We are watching this very closely so that we don't get into what happened last year with the electricity being so far over budget. So, that's kind of where we're at. Jim and his team have been phenomenal as always. He's keeping me up on what they need. What they're doing as opposed to outsourcing. So we are really, we hit the ground running this year. And really looking forward to see where we come out.

Mr. Foley: Robbie, are we locked in on oil delivery prices.

Mr. Hoffman: We don't use oil.

Mr. Foley: That's right, we're on natural gas.

Mr. Trainor: Yes, we are not on oil.

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Mr. Foley: Okay. How about natural gas.

Mr. Trainor: That's the second from the bottom that section. It looks like Central Office is forecasted, encumbered being a little over budget. But in that third column, since the beginning of the year, we've only paid $43 to natural gas to Central Office. So, my guess is we're over encumbered.

Mr. Foley: Okay. Ladies, any questions, Karla, Melissa.

Ms. Mongillo: I don't have anything. Thank you.

Mr. Foley: Karla.

Ms. Malerba: When you say ADA swings. Is that like a handicap kind of thing.

Mr. Hoffman: Yes, that's a handicap swing.

Ms. Malerba: Very good. No questions.

Mr. Foley: Robbie, thank you.

Mr. Trainor: Thank you.

DISCUSSION ON SIGNS REMOVED FROM THE FOOTBALL COMPLEX

Mr. Foley: This was brought up to me at our coffee get together every week. Some gentleman wanted to know where the signs are. And I said I'd bring it up at this meeting. Doctor, can you give me any information on that?

Dr. Conway: Right now, it's just identifying the funding. I think it was around $13,000 grand. City was going back to the State to double-check for any funding left in that account according to Mr. Hall. The State had to double-check and it did not appear to be funds left. Then it would be a matter of going to the BOAT Committee to request funding and the Board of Alderman to request funding was all for the project. Even Joan had to pitch in some additional funds, close to $450,000. The State funds is all used up.

Mr. Foley: What signs were they talking about? I don't know what signs they were referring to.

Dr. Conway: The sign by the snack bars, the sign by the press box, lower left side of the field. Actually, there might have been two of them by the press box and then the DeFilippo field. Some of them were in place originally built that was removed during construction and stored. We have Signs Unlimited.

Mr. Foley: So, at this point it's up in the air, correct?

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Dr. Conway: Correct. Brian will double check. Request funding from BOAT and Board of Alderman.

Mr. Foley: But some of the signs were still there.

Dr. Conway: Some signs placed part of the baseball field project, part of that project.

Mr. Foley: Okay. Any questions.

Ms. Mongillo: Were the old signs just disposed of or did something happen?

Dr. Conway: Not quite sure what happened.

Mr. Foley: Okay. Anyone have anything else to say.

ADJOURN

Motion that the Plants and Facilities adjourn its meeting. Passed with a motion made by Ms. Melissa Mongillo and a second by Ms. Karla Malerba.

Dan Foley	**Yes**
Melissa Mongillo	**Yes**
Karla Malerba	**Yes**

Ms. Mongillo: Making motion.

Ms. Malerba: Second.

Mr. Foley: We are adjourned at 6:20.

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Marianne Samokar,

Recording Secretary

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Packaged Terminal Air Conditioner: 487 sq ft – 584 sq ft, 14,600 BtuH, 208/230V AC, 6-30P

Item # 846WZ9

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Qty 24

Your Price

$1,657.27 / each

Total **$39,774.48**

Availability

Ships from supplier. Expected to arrive by end of **May, 2026**.

This item requires special shipping, additional charges may apply.

Remove

Save for Later



HOTPOINT

Wall Sleeve: Wall Sleeve, Packaged Terminal Air Conditioner, 16 in x 42 in x 13 3/4 in

Item # 892L91

Qty 24

Your Price

$141.15 / each

Total **$3,387.60**

HDSUPPLY

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Account
Derby Board of Ed
35 fifth st
Derby, CT 06418

Jim Hoffman
Account # 0018521795

Quote Summary (2 items) - Est. Total $37,443.71
Subtotal: $35,208.00
Shipping: $0.00
Tax: $2,235.71
Fees: $0.00

Promotions

Price Quote
DHS Heat/AC

ID
DQ236354875

Status
Active

Last Updated
April 9,2026

Created By
Jim Hoffman

Created On
April 9,2026

PO Number

Category Spend

HVAC	$35,208.00

	Description	Qty	Price
	Seasons Standard 42 In. PTAC Universal Terminal Wall Sleeve **PART** 203860 Delivery Date: 4/10/26	24	$2,520.00 ($105.00 Each)

The quantity requested is not currently available. Back ordered quantities are identified with the expected delivery dates.

	Description	Qty	Price
	Amana 15,000 Btu 230v 30a Heat Pump High Efficiency Ptac (Thermostat Required) **PART** 223481 Delivery Date: 4/10/26	24	$32,688.00 ($1,362.00 Each)

In Stock: 12 items — **Estimated Delivery:** 4/10/26
Backorder: 12 items — **Estimated Delivery:** 5/5/26

Subtotal - $35,208.00
Shipping - $0.00
Tax - $2,235.71
Fees - $0.00
Quote Summary (2 items) - Est. Total $37,443.71