

**Brookfield Board of Education**  
**Facilities Committee**  
**Minutes - Wednesday, January 13, 2021**

**Members Present:** Joy Greenstein, Debbie Brooks, and Amy Foster. Also present were Business and Operations Director Ken Post, and Facilities Director Dan Caldwell

**Call to order:** Meeting called to order at 5:01 PM by Mrs. Greenstein

**Public Comment:** None

**Old Business**

**School Dude reports:** The committee reviewed the reports. Mr. Caldwell reported that with most staff working remotely, there were fewer work orders than usual generated.

**Custodial staffing update:** Mr. Caldwell reported to the committee that two positions remain vacant.

**WMS water update:** Mr. Caldwell reported that the BOE's water system operator is working with a consultant to develop a plan to address the issue of lead in the water. The plan is due to the state by February 18, 2021.

**New Business**

**Indoor Air Quality planning:** Mr. Caldwell provided the committee with a lot of information on indoor air quality and the EPA's guidelines. This information will be used by school based teams when the Tools for Schools program is re-started after staff return from working remotely.

**Miscellaneous Discussion:**

**Building walkthroughs:** Mr. Post reported that he walked though all of the school buildings today and yesterday to observe conditions. He reported that the schools all looked very clean and ready for re-opening on the 19th.

**Boys Locker room walkthrough:** Mr. Caldwell reported that there was a walkthrough at the BHS boys locker room with Tecton and Mr. Checco from the Municipal Building Committee.

**Facilities Budget:** The committee discussed questions about the Facilities budget.

**Personal appliances in school:** The committee discussed the possibility of removing personal appliances from the schools for purposes of saving energy and as part of a pest management program.

**NEASC report follow up:** Mrs. Greenstein asked Mr. Caldwell to provide the committee with an update on work done at the next committee meeting.

**HHES site walkthrough:** Mr. Caldwell report that there was a walkthrough at the HHES site with O&G Construction, Tecton Architects, and school administration to plan for the site work necessary to accommodate the construction site and the schools needs. Mr. Caldwell was also advised that we should be identifying anything in the school that we would want to salvage.

**Adjournment:** 6:01

Respectfully submitted

Kenneth J. Post  
Director of Business Operations