

**Brookfield Board of Education**  
**Facilities Committee – Special Meeting**  
**Minutes - Wednesday, July 19, 2023**

**Members Present:** Joy Greenstein, Bob Belden, and Sharon Butow. Also present were Superintendent Dr. John Barile, Director of Business Operations Ken Post, and Facilities Director Dan Caldwell. Also present was Sam Schmitz and Sam Kemp from Marx/Okubo

**Call to order:** Meeting called to order at 5:36PM by Mrs. Greenstein

**Public Comment:** None

**Old Business**

**Building condition study:** Mr. Kemp and Mr. Schmitz from Marx/Okubo presented their draft BHS and WMS building condition study report to the Committee. They reported that the schools are generally in good condition but there are projects that need to be done. They identified roofs, windows, and piping as the most urgent needs. They also recommended that we continue to pursue a connection to the Aquarian water supply and abandon the well at WMS. The Committee discussed Marx/Okubo's cost estimate methods and contingencies. The Committee asked Mr. Post and Mr. Caldwell to review the report and separate maintenance projects from capital projects.

**BHS Guidance wing roof and maintenance vehicle update:** Mr. Caldwell reported that the maintenance vehicle has been completed with the utility body and lift gate. He also reported that the roof project is going to take place in early September.

**Capital Project Update:** Mr. Caldwell reported that the BHS HVAC project is nearly complete and they are working on the final punch list of items to be addressed. He also reported that the scope of the project did not allow us to connect to all of our HVAC units, and recommends that future projects include funding for those connections. Mr. Caldwell also reported that the BHS locker room drywall is complete, and the project is scheduled to be completed by mid-August. Mr. Caldwell reported that the turf field and track project will be complete in October. Mr. Belden asked that he and Mr. Post follow up with the high school administration about their contingency plans. Mr. Post also updated the committee on the status of the security projects.

**BHS Media Center A/C update:** Mr. Caldwell reported that the engineer and contractor were working to value engineer the project to get it closer to the approved budget, but were unable to. Mr. Belden suggested checking with the Town Controller about the availability of additional ARPA funds to complete the project.

**New Business:**

None.

**Miscellaneous Discussion:**

None.

**Adjournment:** 6:54PM

Respectfully submitted

Kenneth J. Post  
Director of Business Operations