

Brookfield Board of Education
Facilities Committee
Minutes - Regular Meeting, Wednesday, December 5, 2018

Members Present: Eve Sturdevant, Debbie Brooks, and Joy Greenstein. Also present were Superintendent Dr. John Barile, Business and Operations Director Ken Post, and Facilities Director Dan Caldwell.

Call to order: Meeting called to order at 6:03PM by Mrs. Sturdevant.

Public Comment: None

Old Business

BHS HVAC Update: Mr. Caldwell reported that he has received one bid and is expecting another by the end of the week.

School Dude: The committee reviewed the school dude work order report. Mr. Caldwell reported that the majority of work orders continue to be for unit ventilators now that we are in heating season.

High School Generator Update: Mr. Caldwell reported that the purchase order has been issued. He also reported that there is a 22 week lead time and approximately 4 week installation.

High School Press Box Update: Mr. Caldwell reported that the permanent power supply would be done the next day. He also reported that there is a small punch list that should be completed within the next two weeks to close out the project.

High School Boys Locker Room Update: Mrs. Sturdevant reported that a committee including the Principal, Athletic Director, coaches, and a student toured the locker room to see the conditions and provide ideas for the design and renovation.

Maintenance Mechanic Update: Mr. Post reported that there is a finalist who is considering the position.

10 Year Capital Plan: Mr. Post reported that he condensed the Tecton capital plans into one document and provided copies to the committee members. The members will review the plan and send questions to Mr. Post in advance of the next Board of Education meeting.

New Business

Hillyard: Mr. Caldwell reported that he and Mr. Post met with representative of Hillyard, a company that sells custodial supplies and provides a service to evaluate cleaning operations and offer recommendations on automation, training, and techniques. The Committee requested to have Hillyard attend the next Facilities Committee meeting.

Miscellaneous Discussion: Mr. Caldwell reported that he met with the visiting NEASC committee regarding the high school building condition.

Adjournment: 6:42PM

Respectfully submitted

Kenneth J. Post
Director of Business Operations