

**Brookfield Board of Education**  
**Facilities Committee**  
**Minutes - Wednesday, July 15, 2020**

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

**Call to order:** Meeting called to order at 5:31PM by Mrs. Greenstein

**Public Comment:** None

**Old Business**

**Capital Improvement Plan:** Steve Botelho from Garland Roofing provided the committee with history of the phases of roof replacements in the past at Brookfield High School. He recommended that the replacement of the roof over the guidance area be added to the capital plan to be replaced next year. The committee discussed the facilities issues identified in the NEASC report and prioritizing the projects on the plan. The committee will continue to discuss the capital plan at its next meeting.

**Project Updates:** Mr. Caldwell updated the committee on the paving projects at WMS and BHS, the WMS fire pump generator, and the BHS HVAC controls projects as well as several roof repair and maintenance items. The committee also discussed the possibility of an energy project.

**Custodian Staffing Update:** Mr. Caldwell updated the committee on the status of the Head Custodian positions at WMS and BHS..

**New Business**

**School reopening:** Mr. Post and Mr. Caldwell reviewed the facilities needs for reopening school including cleaning protocols and ventilation.

**Miscellaneous Discussion:**

None

**Adjournment:** 6:41

Respectfully submitted

Kenneth J. Post  
Director of Business Operations