

**Minutes
Facilities Committee
November 1, 2019**

Present:

Ellen Uzenoff, Committee Chair
Ruby Hedge, Committee Member
Tony Pesco, Committee Member
Dr. William McKersie, Superintendent of Schools
Mike DelMastro, Director of Facilities

Absent:

Phil Cross, Director of Finance and Operations

Guests:

Richard Wolfe, Weston Building Committee

The meeting was called to order by Ms. Uzenoff at 9:00 a.m.

The Committee discussed the following items regarding a capital FY21 Update:

- Mr. Wolfe informed the Committee that the Town's Building Committee has selected the FY21 capital projects that they will spearhead. They are the replacement of the East House steam traps and heat controls, the installation of an HVAC rooftop unit to replace unit ventilators and corridor ventilation in C-wing at the high school, replacement of the D-wing unit ventilators at the high school, and renovation of the pool locker rooms and bathrooms in the middle school. He added that the Town Administrator will be speaking to three mechanical engineers to discuss the projects.
- Regarding these projects, the Committee agreed that the Town's Building Committee should clarify, in writing, which portions of the projects the District is responsible for, such as asbestos testing. The working relationship between the District and the Town's Building Committee needs to be solidified over the next couple of weeks.
- Mr. Wolfe reported that he, Mr. DelMastro, the Town Administrator, and other members of the Town's Building Committee recently took a survey of the concrete and brick work at roof level on the high school, and reported that some of the concrete is spalling – water is entering the concrete and causing the surface to peel and flake off. There are some areas where there is enough of this going on to be concerned. Additionally, there are some areas where the sealant between the brickwork and concrete

is dry and not preventing water from entering the building, where it may be remaining in the wall. They also found some bulging concrete where water may be entering. The Town Administrator has asked an engineer to put together a proposal for these repairs. Dr. McKersie added that while the Board of Education has already approved the Capital projects for FY21, depending upon the findings of the engineer, these high school repairs may become a priority.

The Committee discussed the following regarding Revson and the middle school field:

- Mr. DelMastro reported that the repairs to Revson field are nearly complete. The last shipment of materials has arrived but the recent rain has prevented the contractor from finishing the project. He expects the project to be completed in the next couple of weeks. The repairs to the middle school field have been completed and the fencing around the repaired area is set to be removed.

The Committee discussed the following regarding the Sustainability Committee:

- Mr. DelMastro informed the Committee that the District's Sustainability Committee met for the first time and they will be looking deeper at recycling and how it is currently being handled by the District. Mr. DelMastro will contact City Carting, the District's waste management contractor, as well as Affineco, the District's cleaning company, and find out how they handle recycling.

The Committee discussed the following regarding a hiring update in the Facilities Department:

- Mr. DelMastro reported that there were a total of three open positions in the Facilities Department. They have filled one, the plumbing position, and are still looking to fill two more, a general maintenance mechanic with a knowledge of HVAC systems, and a custodial position. They have narrowed down the search for the maintenance mechanic. He added that regarding the cleaning company, after some staffing and scheduling changes on their end, they do seem to be improving.

The Committee discussed the following regarding risk management and security infrastructure:

- Dr. McKersie reported that the District is still working on an inventory management plan and will have an update in December. Regarding fuel inventory management, the new system is in place and is working well. In regards to the District's security infrastructure, he reported that legally any discussion surrounding security needs to be done in executive session, and suggested possibly having an update at an upcoming Board of Education meeting.

The Committee discussed the following regarding the October minutes:

- The Committee approved the October minutes.

There being no further business to discuss, the Committee adjourned at 10:20 a.m.

Respectfully submitted,

Andrew Galli

Administrative Assistant to the Director of Finance and Operations