

**Minutes  
Facilities Committee  
January 3, 2020**

Present:

Ruby Hedge, Committee Member

Tony Pesco, Committee Chair

Dr. William McKersie, Superintendent of Schools

Phil Cross, Director of Finance and Operations

Mike DelMastro, Director of Facilities

Guests:

David Coprio, Weston Building Committee

Richard Wolfe, Weston Building Committee

Victor Escandon, Weston Resident

The meeting was called to order by Mr. Pesco at 9:05 a.m.

The Committee discussed the following items regarding an update on the cleaning company:

- Mr. DelMastro reported that he met with the management team from the new cleaning company in December, and since then they have been making progress. They admitted that they underbid and undermanned the project, so they will add more cleaners with no cost to the District at this time. They also replaced some of the cleaners with more experienced ones. Mr. DelMastro will have another meeting with them in January.

The Committee discussed the following regarding an update on the intermediate school floor:

- Mr. DelMastro informed the Committee that he brought in two companies to review the flooring. They determined that there are several areas that do need to be replaced, which the District would be responsible for paying for. Regarding the damage that was done to the floor because of the cleaning company stripping the wax, he reported that he will have a repair cost for that within the next week, and will then speak to the District's Legal Counsel to determine how to best ensure that the cleaning company will cover the cost of these repairs. Ideally all work will be done over Spring break.

The Committee discussed the following regarding the Sustainability Committee requests:

- Mr. DelMastro reported that the Sustainability Committee would like to have a textile recycling bin installed on campus where used clothing, stuffed animals, etc. can be recycled. The District would receive five cents per pound/\$100 per ton of materials received, at no cost to the District. The bin would be emptied twice a month.

The Committee discussed the following regarding a FY21 update:

- Mr. DelMastro reported that within the next week supply houses and contractors would start coming in to review the capital projects that the District is responsible for in order to provide price quotes. He also reported that the architect the Town hired to review the high school roof came out to get a better look at what needs to be done to repair it, and he should be submitting a price quote by the middle of January. Mr. Wolf added that the Board of Finance has indicated that it would not be allocating funds to cover the cost of the high school roof repairs, nor for the other projects that the Building Committee was overseeing for the District. He also added that regarding the hot water heater replacement at the high school, the Building Committee's recommendation is to have an engineer come in to do a study of the heater first, in order to determine if it has to be replaced at this time.
- Mr. Cross reported that the streetlights on campus have been converted to LED and that the second solar farm that the District will be receiving some energy from has become operational.

The Committee discussed the following regarding inventory control:

- Mr. DelMastro shared with the Committee a list of all the grounds equipment owned by the District, and informed them that all the equipment is stored inside, behind locked doors, except for one larger vehicle, but the key for it is in a lockbox. All smaller maintenance equipment and tools are also securely locked. Inventory is checked on a monthly basis. Mr. DelMastro will report to the Committee each January that the inventory has been checked and all is accounted for.

The Committee discussed the following regarding a maintenance check list:

- Mr. DelMastro reported that currently one of the maintenance staff is responsible for checking all motors, pumps, etc., on a daily basis and perform any preventative maintenance requirements. He added that he is going to contact School Dude, the District's maintenance work order system, to see if there is a way to automate all preventative maintenance requirements into the system.

The Committee discussed the following regarding the December minutes:

- The Committee requested that an update to the December minutes be noted. In the December minutes, regarding the portion relating to the high school hot water heater replacement, the minutes report that a supply house will be brought in to review the scope of work. Since that meeting occurred, Mr. DelMastro has determined that it would be better to bring in an engineer to review the work and provide a more thorough analysis. The Committee will approve the minutes in February.

There being no further business to discuss, the Committee adjourned at 9:53 a.m.

Respectfully submitted,

Andrew Galli

Administrative Assistant to the Director of Finance and Operations