

Brookfield Board of Education

Facilities Committee

Minutes - Wednesday, November 1, 2023

Members Present: Joy Greenstein, Bob Belden and Hala Hourani. Also present were Superintendent Dr. John Barile, Director of Business Operations Kasey Diotte, and Facilities Supervisor Dan Caldwell.

Call to order: Meeting called to order at 6:02PM by Mrs. Greenstein

Public Comment: None

Old Business

BHS Media Center A/C update: Mr. Caldwell has engaged Marx/Okubo to review the bid specifications. Mr. Caldwell expects to receive an estimate in the next couple of weeks.

Guidance Wing Roof Update: Mr. Caldwell reported that the contractor has begun installing the flashing on the roof and the project is expected to be completed within the week. Mr. Caldwell received two estimates for ceiling tiles: one quote was for materials only to purchase all of the ceiling tiles in the guidance wing (~\$17,000) and the other was for materials and labor to purchase and install all of the ceiling tiles in the guidance wing (~\$33,000). Ceiling tiles are included in the 2024-2025 capital request list.

Capital Project Update: Mr. Caldwell reported that the BHS locker room is nearing completion, with door hardware and lock cores still outstanding. Commissioning of the heating unit will take place on November 7th. United Alarm has been out to BHS and WMS to install the touchpad for the security door alarm. There are adjustments that are needed and Mr. Caldwell will schedule time with the building principals to show them how the system works.

Custodial Staffing Update: Many applications have been received for the open CLES night custodian position. Interviews will take place next week.

School Dude Reports: It was noted that the volume of requests through this application has decreased significantly since moving from HHES / CES to CLES.

New Business

Discussion of additional costs associated with WMS Wall Project and WMS Electrical Upgrade: Mrs. Diotte shared that there are two outstanding invoices related to the WMS Wall Project and WMS Electrical Upgrade. As these were capital projects, Mrs. Diotte recommended that the facilities committee request additional capital funding for these expenses to close out the projects. The committee requested additional information before making a decision.

Miscellaneous Discussion:

Mrs. Diotte provided an update related to changes in Food Service management.

Adjournment: 6:55PM

Respectfully submitted

Kasey Diotte
Director of Business Operations