

**Brookfield Board of Education
Facilities Committee – Special Meeting
Minutes - Wednesday, February 7, 2024**

Members Present: Robert Fischetto, Stephanie Sikora, Sarah Devine. Also present were Director of Business Operations Kasey Diotte and Facilities Director Dan Caldwell.

Call to order: Meeting called to order at 6:32PM by Mrs. Diotte

Public Comment: None

New Business

Election of Facilities Subcommittee Chair: Stephanie Sikora nominated Robert Fischetto. There were no other nominations. Mrs. Sikora moved and Mrs. Devine seconded that Mr. Fischetto be appointed chair of the facilities subcommittee. The motion passed unanimously.

Capital Project Update: The guidance wing roof was recently closed out at the high school. The electrical service upgrade at the middle school is on hold until funding is available for a breaker for this project that was originally spec'd incorrectly. Based on a quote from August 2023, the additional cost is \$7,069.05. Mrs. Diotte was informed that the capital project has run out of funds, therefore a request will need to be made to the Town to fund this from another project.

Mrs. Sikora moved and Mr. Fischetto seconded that the facilities committee bring a recommendation to the Board of Education to request additional funding from the Town in an amount not to exceed \$7,500 to complete the electrical upgrade at Whisconier Middle School. The motion passed unanimously.

BHS A/C project proposal: Mr. Caldwell reviewed a proposal from Marx|Okubo to develop design plans to complete the A/C project that has been put on hold for 2 years. The expectation is that the project can be engineered in a way that will not require additional structural work which has caused the overall cost of the project to double. The committee asked Mr. Caldwell to confirm with Marx|Okubo that they would be able to engage in Phase 1 and 3 of the project (design plan and project management); the committee felt that the bid selection process can be overseen internally. Upon confirmation that the firm is willing to engage at this level, the committee is in support of moving forward with this proposal.

Old Business:

Presentation / Discussion of 24-25 Capital Requests and 10-year DRAFT Capital Plan Mrs. Diotte provided background on the building conditions study as well as the 10-year capital plan and 2024-2025 capital requests.

WMS girls' locker room condition Mr. Caldwell provided an update on the condition of the girls locker room at WMS. There are several items that will eventually need to be addressed, such as the tile floor and sink. Mr. Caldwell shared that this space is not used as a traditional locker room. The committee discussed the needs of the space in relation to the various capital needs across the district.

School Dude reports Mr. Caldwell shared the school dude reports with the committee and explained the process of how facility requests/repairs are managed.

Miscellaneous Discussion:

None.

Adjournment: 7:29PM

Respectfully submitted

Robert Fischetto
Chair, BOE Facilities Subcommittee