

**Mansfield School Committee
Facilities Subcommittee
Minutes for January 21, 2021**

A meeting of the Mansfield School Committee Facilities subcommittee was opened and called to order at 4:32pm.

Attendees: Lauren Scher, Linda Fernando, Matt Jacques, Ed Donoghue

Approval of Minutes

Minutes approved from 12/10/20 facilities subcommittee meeting (2-0)

New Business

- Work Order Update
 - Averaging 6-8 WO/day between facilities and HVAC
 - Drastically reduced temperature related calls so can focus on preventative maintenance.
 - Large cost savings with Paul and Russ on staff rather than having to reach out to outside vendors.
 - Managing ad hoc requests which helps build relationships.
 - Work orders filled within 24-48 hours.
- Custodial Update
 - Met w staff yesterday; no issues.
 - They are able to keep up with the safety protocols.
 - Extra cleaning in bathrooms on Wednesdays going well.
 - Day hires have been great; had some college students fill in during the break and adequate number of substitute custodians available, including one recently recruited.
- New Project Update
 - Roof survey – Robinson; awaiting results and will present findings.
 - Includes infrared scan and full evaluation, including collection of core samples.
 - Check-in stations
 - Recently held another joint meeting w Chief of Police, Chief of Fire, Schools and Public Safety.
 - Designs finalized and moving into next phase – presenting to Town Manager (bids have been received, thus it will then go to contract and finalize)
 - Goal is to complete QMS during April vacation.
 - Other three schools will be completed over summer (goal finish by Aug 2021)
 - Window repair (hard to open, won't stay open, snap closed)
 - Using a company for Rob and JJ that was previously used with RG.
 - Aim to complete during Feb vacation.
 - Cost will be approximately \$210/window and will come in under budget from what was originally planned for just JJ.
 - Last capital project inherited from past team.

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- The window for MSBA application submissions should be opening soon and we will likely submit for both the boilers and the Robinson roof, and would need to prioritize in the application.

- PPE Update
 - Continue to receive orders daily, especially wipes.
 - Have plenty of supplies on hand and just received orders of the large buckets of 800-count wipes that they can distribute.
 - Partnering w students to get the wipes buckets refilled w/in schools.
 - Have been getting orders to change out filters in classroom air purifiers.
 - On schedule to change building-level filters regularly. Going through unit ventilator and rooftop filters at all the schools. Great vendor relations ensure that there's always an adequate supply.

- Policy Review
 - EBAB Pest Management
 - Reviewed; no changes.
 - FA Facilities Development Goals
 - Reviewed; no changes.

- Other
 - QMS gym floor was finished and looks amazing with new branding. Have gotten positive feedback.
 - Review of HVAC will be complete in a couple of weeks.

Next meeting date: February 25, 2021 at 4:30pm

Meeting adjourned: 5:12pm

Respectfully submitted,
Linda Fernando
School Committee