

**Mansfield School Committee  
Facilities Subcommittee  
Minutes for May 13, 2021**

A meeting of the Mansfield School Committee Facilities subcommittee was opened and called to order at 8:03 am.

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

**Approval of Minutes**

Minutes approved from 3/25/21 facilities subcommittee meeting (2-0)

**New Business**

- Work Order Update
  - Change of season result of additional heat/HVAC related calls (10/day). Still bringing in a lot of fresh air so rooms are cooler in the morning
  - Special request work orders (i.e. election day last Tuesday); last week in May, beginning of June will be busy with graduation activities
  - Approximately 7 work order requests on a regular basis
- Custodial Update
  - New custodian starting May 17<sup>th</sup>, comes from Taunton Parks & Rec
  - Looking at summer help – college student already on board
  - Over the summer work to identify someone for the open day position
  - A bit short handed; will be taxing during senior week – events are not 8 continuous hours of work (set up/break down) so able to utilize existing staff in various ways
- New Project Update
  - Security check-in station at QMS: glass has arrived; will install after school hours. Door access is set the way planned. Visitor entrance set – signage will be installed. Security “box” was changed to the larger option. Rest of schools are on track according to timeline. Noticing lead time has increased; material costs have increased.
  - Paver and concrete work: sidewalks at HS bus loop. Involving Mark Cook from the Town to leverage his relationship with contractors. Will be completed over the summer.
  - Sent project request (top 3) to teachers. Due back on 5/28. Will discuss with school principals to set expectations.
  - All decals on floors/walls will need to be taken up before cleaning can begin. May limit the number of floors which can be stripped and rewaxed. Will determine over the summer how many stickers will be replaced (based on CDC/DESE guidelines).
  - Over April vacation:
    - 94 windows at JJ still needed new latches/closures; utilized capital project funds. Some at Robinson were finished
    - Exterior locks updated at Rob/JJ. Changed to a unique key to ensure old keys were no longer able to be used

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- PPE Update
  - Obtained a list from the state on supplies they're giving away. Submitted a request and received almost \$9300 worth of supplies (everyday masks, etc.) Moving into next year, we'll need to determine a strategy and revisit how much PPE is needed in each room.
- Other
  - Policy
    - KF Community Use of School Facilities – first sentence: from MPS existing policy; 2<sup>nd</sup> sentence used wording from MASC policy; removed 3<sup>rd</sup> sentence. Maintained the rest. Separated out the list of priorities: other community activities and parks/playgrounds. Adjust to school, town meetings/elections, town park/rec activities, other groups not affiliated with town. **Matt to send revisions for approval next meeting**
    - Other policies this committee reviewed over the past year are ready for SC approval
  - Matt presenting at Budget Subcommittee tonight his on philosophy / strategy on looking at and prioritizing projects
  - Will go over current SOI list and provide an update at the next SC meeting

**Next meeting date: July 1, 2021**

Meeting adjourned: 8:50 am