

**Mansfield School Committee
Facilities Subcommittee
Minutes for October 31, 2019
Superintendent's Office**

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A meeting of the Mansfield School Committee Facilities Subcommittee was opened and called to order at 8:07am

SC Members Present: Jenn Walsh
Linda Fernando

Others Present: Ed Donoghue, Assistant Superintendent of Finance and Operations
Matt Jacques, Director of Facilities

New business:

We are in need of a policy limiting facility use during school hours. Signage was posted. People are walking their dogs on the property.

The lead tech at the HVAC vendor left. The town is going out to bid for their HVAC vendor and the district has to decide if we want to be part of that bid, but we really want our own person. Matt and Ed will take a look at the job description and repost. Matt will reach out to other districts to see what they have and think about a new job title.

The Raptor Visitor Management software has very detailed reporting available. From 9/1/19-10/2/19 there were 1,150 visitors to the schools, 345 contractors. At the High School 50 of those visitors went to classrooms, 163 to guidance and 32 to the nurse.

Between July 1st and September 1st 194 work orders were closed. Chromebooks provided the ability to add notes, close out orders and provide details about orders and what was done to rectify the situation,

Capital Projects-More concrete/paving work in the back of the High School has started. HVAC controllers/master control at the High School and some of QMS is obsolete, we need a new one. if there is a failure, there will be no heat
Over 5 years a master unit will be able to control all four schools.

Building Updates-All in good shape. The 80,000 Safer Schools grant updated doors-5 at the HS and 4 at QMS. All work will be complete by December 31st. The goal is to rekey HS and QMS with keyfobs, Keys will not be needed other than custodians and administration.

Upcoming Meeting Dates-
December 3rd, 8am
January 14th, 8am
Meeting adjourned-8:57am

Respectfully Submitted,
Jenn Walsh
School Committee