



Office of Facilities
- Cultivating Brilliance in each Student

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Facilities Committee Meeting Minutes

Middletown Public Schools Facilities Committee Meeting

Wednesday, January 15th at 5:30 pm

Middletown Board of Education Building, 311 Hunting Hill Avenue
Conference room "B"

MINUTES

i. Call to Order by Madam Chairwoman Susan Owens at: 5:33pm

Members present: Marco Gaylord-Executive Director of Operations, Mr. Dan Penney, Madam Chairwoman Susan Owens, Deborah Klekowski-Board of Education Member, Joshua Burger-Facilities Support Specialist, Mr. Harold Panciera-community member, Mr. Geoff Belair, Miss Jennifer Cannata-Assistant Superintendent

ii. Review of and approval of the November 20th 2024 minutes

iii. Motion to approve minutes by Chairwoman Susan Owens

iv. Motion Seconded by: Deborah Klekowski to approve minutes. Motion passed unanimously by committee members present.

v. Maintenance Work Order Executive Summary

Marco outlined the updates and changes regarding the maintenance work order system. He emphasized the importance of weekly maintenance meetings to ensure ongoing communication and efficiency among the staff. Historical data was reviewed to assess past performance and identify areas for improvement. Changes to the communication flow concerning work orders were discussed, indicating a shift in how maintenance requests will be handled going forward. Marco also highlighted the need for safety perimeter checks and addressed recent heating issues affecting the buildings. He mentioned that he would be sharing individual data with the team in the future to facilitate better understanding and management of maintenance operations.

vi. Farm Hill Gym Floor Replacement

The recent upgrade of the gym floor at the school has been well-received by students and staff alike, thanks to a grant that facilitated the renovation during the Christmas break. The new floor features a rubber surface designed to mimic the appearance of wood, enhancing both the aesthetic and functional qualities of the gym environment.

vii. 2012 Maintenance Truck Replacement

Marco is actively seeking quotes for a used truck, collaborating with vendors listed on the state bid list. He is also coordinating efforts with the superintendent to ensure that the procurement process is efficient and meets operational needs. There is an existing truck in use, and there is optimism that it will last through the current season, underscoring the importance of timely acquisition of a replacement vehicle.

viii. Farm Hill Solar Project- Marco Gaylord *and*

ix. Snow School Roof Project – Marco Gaylord

The recent project meeting involved mandatory walk-throughs with nine vendors signing in. Silver Petrucelli was in attendance and proposed an addendum to include gutters in the project scope. Additionally, three vendors attended specifically for the solar project, with all bids required to be submitted by the upcoming Friday.

x. Moody School Courtyard Window Project – Marco Gaylord

This specific task has taken a considerable amount of time, was finally completed during the winter break.

xi. Moody School Urban Forestry / Micro forest – Marco Gaylord

Marco has initiated a project focused on the establishment of micro forests, which are small-scale forested areas designed for educational purposes. He has engaged in discussions about this initiative with the current principal to explore its potential. However, before the committee can reach a decision regarding the project, they have expressed the need for additional information. Consequently, they have invited Mr. Cronkite to attend the upcoming meeting to provide further insights.

xii. IAQ Grant HVAC Project – Marco Gaylord

The current status of this presentation being prepared by the O&G company for a building committee meeting scheduled for tomorrow night. The company is set to move forward with bidding on four distinct projects: Moody School, Snow School, Farm Hill School, and Bielefield School. However, the commencement of these projects is contingent upon the state releasing the next round of funding, which is still pending. The I.A.Q building assessments were due December 31st, 2024

xiii. MPS Boiler Maintenance Contract (S) – Marco Gaylord

There are two vendors for managing Beman and MHS, with a particular emphasis on one vendor, Action Air. This decision marks the first contract the organization has entered into in several years for this type of boiler system.

xiv. Keigwin Improvements update – Marco Gaylord

There has been a series of ongoing improvements and maintenance projects. Focusing on upgrades to flooring, HVAC systems, and other essential infrastructure. There are highlights on issues with the air conditioning units in the library and emphasizes collaboration with school administration, including walkthroughs with the principal of Macdonough School. Additionally, custodians have been actively cleaning the building, and a lease for storage space has been secured, projecting a move from Macdonough to Keigwin that may be possible by September 2025

xv. Summer 2025 projects update – Marco Gaylord

A roof project related to a snow school, a solar energy initiative at Farm Hill, and potential projects at Keigwin that depend on budget constraints. Additionally, there was a dialogue with the park and recreation department regarding the availability of schools this summer may not be available for use, suggesting a consideration for utilizing other facilities for community purposes this summer

xvi. Open Discussion

- xvii. **Adjournment: Motion** by Madam Chairwoman Susan Owens for adjournment at 6:26 pm. Motion seconded by Board of Education member Deborah Klekowski. Motion was unanimous by all members present.