Meeting was held at the Wesley Elementary School. The meeting was called to order at 5:30 PM.

**Members Present:** Deborah Cain (Chairperson), Peter Staye, Marco Gaylord, Sean King, John Giuliano and Dan Penney

I. **Introductions**

II. **Tour of Wesley School**

The tour started with the committee seeing the new floor that installed in the main hallway near main office which was completed during the summer (2019) for a cost of $4,200.00. This project worked around the groups that were using the school during the summer and members were satisfied with the result.

One of the rooms that stood out were the kindergarten Circle of Friends area room which had some ceiling mold issues in the past but had been resolved. Committee was impressed by the way the teacher had her room decorated.

III. **Review of the October 16, 2019 Meeting Minutes**

Sean King made a motion to accept the minutes as presented, which was seconded by Deborah Cain. The motion passed unanimously and the minutes were accepted.

IV. **New Woodrow Wilson Middle School Update/Status Report**

Marco Gaylord stated the site work, steel and concrete contracts have been approved and work will begin as soon as administrative aspects of the contacts with O&G (Bonds, Insurance Certificates, CHRO Plans, etc.) have been completed. We expect work to start in December or January. One of the first pieces of work to be completed is additional parking in front of 311 Hunting Hill, and around 310 Hunting Hill. The next regular meeting of the Building Committee is Thursday, November 21, 2019. A special meeting is also scheduled for December 12, 2019 when O & G will present the guaranteed maximum price for the project. Mr. Gaylord has requested that the future meetings of the building committee not to be held on Thursdays.

Deborah Cain had asked for a project schedule when possible. The official project schedule is a process O&G will go through with its sub-contractors (referred to as a level 4 or 5 schedule) and will not be available for a couple months. A copy will be forwarded to the committee when it becomes available.
V. Miscellaneous

Mr. Staye presented the first quarter work order / productivity review with the committee which was discussed at length. Going forward, this report will be generated quarterly. Mr. King noted that the report references work done in city buildings by Facilities Department trades staff. Mr. Staye and Mr. Gaylord indicated that this was normal and is managed so that it does not interfere with work in the schools and generates no cost to MPS.

The next meeting will be December 18, 2019 at 5:30 PM at the Board of Ed Central Office, Conference Room “A” (#7).

The meeting adjourned at 7:02 PM.

Minutes recorded by Leslie A. Spatola

Leslie A. Spatola
Facilities Committee Recording Secretary