

**Manchester Board of Education  
Building and Sites Committee Meeting Minutes  
Lincoln Center - Virtual  
November 9, 2020**

Committee Member Attendees: Chris Pattacini, Peter Meggers, Scott Hughes and Campfield Heinrich

Other Attendees: Matt Geary, Superintendent of Schools; Karen Clancy, Director of Finance & Management & Lindsey Boutilier, Director of Operations & Athletics

**Buildings & Grounds - Department Structure**

Reviewed the revised department structure with the committee. The department structure consists of three (3) Buildings & Grounds Supervisors, each assigned equal responsibilities for designated school buildings.

**Update on Cleaning of Buildings in Response to Pandemic**

The Daily Cleaning Checklist was shared and reviewed with the committee. Safety of our students and staff are top priority and vigilant cleaning is critical. The checklist is utilized by all Buildings & Grounds staff in their daily work to ensure proper sanitization and disinfection of schools, classrooms, hallways, bathrooms and offices.

**Status of General Improvements to Alliance Districts' School Buildings Grant**

Reviewed the list of projects that were submitted and approved by the Office of School Construction Grants & Review. The grant amount of \$1,079,152 was awarded to MPS for capital projects at Manchester High School and Illing Middle School.

**Manchester High School Roof Project**

Provided an update on the replacement of large areas of old roofing at Manchester High School. This will be addressed by the town through an application to the Office of School Construction Grants & Review for a roof replacement project.

**Communications Department - Relocation to Washington**

Three employees from the Office of Attendance & Communications will be relocated to a space in Washington School.

**Manchester Middle Academy - Relocation**

Manchester Middle Academy will be relocating at the end of the current school year. The committee discussed possible spaces for this relocation.

Respectfully Submitted,

*Karen L. Clancy*

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Director of Finance & Management