

## **FACILITIES COMMITTEE MEETING**

### **MINUTES**

November 8, 2023

1:00 p.m.

Long Hill Administration

6254 Main Street

Trumbull, CT

#### In attendance:

Lisa Nuland, Chairman

Lucinda Timpanelli, Board Member

Christopher Bandecchi, Board Member – via zoom

#### Also in attendance:

Cindy Katske, Chief Administrative Officer

David Cote, Director of Operations – via zoom

The meeting was called to order at 1:03 p.m. It was moved (Timpanelli) seconded (Bandecchi) to approve the Minutes of the August 2, 2023 meeting. Vote: unanimous in favor.

Mr. Cote stated that Silktown Roofing is completing the architect's punch list for the Middlebrook Roof Project and following retainage billing, the project will be complete. He also conveyed that the grant commitment letter for the Booth Hill Roof Project was recently received. The architect is scheduling a Plan Completion review with DAS. Discussion ensued.

Regarding the Master Plan, Dave Cote stated that we are working with the architect on a conceptual design.

Mr. Cote indicated that the HVAC Improvement grant application will be filed by 12/31/23. He also provided an update on the Active/Pending Project List. Discussion ensued (attachment).

The next meeting is scheduled for February 7, 2024 at 1:00 p.m.

By unanimous consent, the meeting adjourned at 1:25 p.m.