

GROTON BOARD OF EDUCATION
FINANCE/FACILITIES COMMITTEE
SPECIAL MEETING MINUTES
FEBUARY 10, 2025 @ 5:00 P.M.
CENTRAL OFFICE, ROOM 11/HYBRID

Members Present: Dean Antipas, Jennifer White

Members Absent: Jay Weitlauf

Also Present: Susan Austin, Sam Kilpatrick, Beverly Washington

Chairman Antipas called the meeting to order at 5:00 p.m.

1. Review December 3, 2024 Meeting Minutes – The meeting minutes were reviewed and accepted.
2. Discussion re: the systems in place for handling/resolving problems and complaints that arise in school buildings (i.e., leaks, temperature, air quality, etc.) – Sam Kilpatrick stated that routine concerns at the buildings go to the head custodian of that building. The head custodian then forwards a work order request to either Sam, the maintenance supervisor, or the custodial supervisor to address; depending on the issue. The supervisor then assigns the appropriate personnel for action. If it's a temperature issue, i.e.; heat or air conditioning, the head custodian will call Sam or the maintenance supervisor and then follows up with a work order. Sometimes the principals will call Sam directly with their concern. Jennifer White asked if there was a normal turnaround time in place and if someone is notified that the matter has been resolved. Sam said he will need to run a report to determine the normal turnaround time and that the principals are notified when an issue has been resolved.

The meeting adjourned at 5:47 p.m.