

# F.W. Parker Charter Essential School

## Minutes

### Facility Committee Meeting

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#### Date and Time

Wednesday September 7, 2022 at 4:00 PM

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#### Committee Members Present

B. Harrigan, J. Marshall, M. McKenna, M. Turnbull, P. MacDonald, T. Niemaszyk

#### Committee Members Absent

B. Bettencourt, J. Romeo

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#### I. Opening Items

##### A. Record Attendance and Guests

##### B. Call the Meeting to Order

M. McKenna called a meeting of the Facility Committee of F.W. Parker Charter Essential School to order on Wednesday Sep 7, 2022 at 4:04 PM.

##### C. Introductions

introductions to new member

##### D. Approve Minutes

P. MacDonald made a motion to approve the minutes from Facilities Committee on 10-26-21.

M. Turnbull seconded the motion.

The committee **VOTED** to approve the motion.

##### Roll Call

J. Romeo	Absent
B. Bettencourt	Absent
B. Harrigan	Abstain
T. Niemaszyk	Abstain
M. Turnbull	Aye

**Roll Call**

P. MacDonald Abstain  
M. McKenna Aye  
J. Marshall Aye

**II. Facility**

**A. Update on heating system upgrade**

System up and running. There was a need to update the controls a bit from when we originally finished to assure the system is working properly.

**B. Sidewalk project**

Michelle presented a draft of the RFP for the design work for the sidewalk project. The committee gave feedback on the RFP. Suggested including identifying the landscape architect as the lead and adding structural engineers as a needed skill. Committee suggested a 4 week timeline to submit proposals. Committee will supply feedback on firms they would suggest by Monday.

**III. Closing Items**

**A. Next meeting time**

Committee will meet October 24 Monday at 4:30 PM.

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:11 PM.

Respectfully Submitted,  
M. McKenna