

TIMBERLANE REGIONAL SCHOOL DISTRICT

CAPITAL IMPROVEMENT PLAN COMMITTEE MINUTES

Meeting date: May 6, 2015

SAU board room 7 p.m.

Present: John Sherman, Kim Farah, George Stokinger, Earl Metzler, Sue Sherman, Dennis Heffernan, Ellen Beckwith, Debra Armfield, Donna Green.

Arrived late: Cindy Buco (approx. 7:10), Jack Sapia, (approx. 7:30), Rob Collins (approx 7:50 pm)

In the audience: Peter Bealo

Sue Sherman conducted the meeting which began shortly after 7:00 pm.

Status of Committee

General discussion about the status of the CIP Committee raised by Mrs. Green. Is it an advisory committee? If so, then it can appoint its own chairman and its own members without school board approval, but it would not be permanent. If it is a standing committee of the school board, then Policy BDE must be changed to include the CIP as a permanent standing committee. Policy FB also would need to be changed since that policy instructs “the administration prepare a six-year Capital Improvement Plan and update and extend it every two years.”

The consensus of those present was that the school board intended for the CIP Committee to be a permanent standing committee. By consensus the committee requested that the status of the committee be clarified by the school board and the policy committee in whatever order is required.

Chairman and Members

Mrs. Green argued that because Policy BDE does not list the CIP Committee as a standing committee of the board, then the CIP Committee is currently an advisory committee and as such could designate its own chairman and appoint its own members. She also expressed dissatisfaction with Mr. Collins' leadership of the committee to date as evidenced by the long delay between the organizational meeting and the first full meeting of the committee.

MOTION: Mrs. Green motioned to make Kim Farah chairman of the CIP Committee.

Dr. Farah seconded for discussion, but declined the position.

Motion failed by a vote of 1-6-2

MOTION: Mrs. Green motioned to make the facilities manager, Mr. Hughes, an ex-officio member of the CIP Committee.

Motion failed for want of a second.

MOTION: Mrs. Green motioned to recommend to the school board that Mr. Hughes be made an ex officio member of the CIP Committee.

Motion passed: 5-3-2

CIP Committee's mission statement

MOTION: Mr. Sherman motioned to adopt the following as the committee's mission statement:

The mission of the Timberlane Regional School Board Capital Improvement Plan (CIP) Committee is to develop and continuously update the district's CIP in order to forecast the district's capital needs over a 10-plus year period.

Motion passed unanimously.

Definition of a Capital Improvement

Mr. Sherman then introduced discussion about the dollar and life expectancy of an expenditure in order for it to be considered a capital expense of interest to the CIP Committee. He suggested \$10,000 and a five-year life expectancy. Mrs. Green suggested \$10,000 with a three year life expectancy. Discussion to be continued.

Next Meeting and Date

Dr. Farah expressed the need to establish a process for gathering information. General agreement that the next meeting would address goals and process.

Date of next meeting was set tentatively for Wed., May 27, with Mr. Collins to subsequently confirm once everyone checked their personal availability.

Prepared by Donna Green
Based on notes