

**Timberlane Regional School District
CIP Meeting Minutes
July 28, 2016**

Mrs. Sherman called the meeting to order at 6:08PM.

In Attendance: J. Sherman, S. Sherman, D. Green, D. Heffernan, K. Farah, D. Gerns, G. Stokinger, K. Henderson and G. Dowd. S. Dube and C. Bucu joined the meeting at 7:00pm. J. Sapia was excused. J. Hammond was absent. Mr. Henderson was excused from the meeting after BIT request discussion.

Also in attendance were High School Principal, Mr. D. Woodworth and Facilities Director, Mr. J. Hughes.

Review Minutes of Previous Meeting:

Motion to Approve the Minutes of the June 29, 2016 Meeting, made by Mr. Sherman and was seconded. Discussion followed regarding changes with Mrs. Green and Dr. Farah requesting corrections, which Mr. Sherman accepted as part of his Motion. **Called Vote to Approve the Minutes of the June 29 2016 Meeting:** **Passed 6-0-3 with Mr. Stokinger, Mr. Gerns and Mr. Henderson abstaining.**

Review High School Requests with Mr. Woodworth and Mr. Hughes:

FACB:

- **0003 – H/S Front Office / Storage Space Architectural Planning** – Mr. Woodworth discussed the nature of the revised request to focus on having resources dedicated toward designing the project and requested to move the \$100,000 dedicated toward planning into Year 1. Mr. Woodworth cited issues of student privacy and confidentiality and proximity of the previous Dean’s office for Attendance being so far away, and having the principal and his secretary not in proximity to each other. Confidentiality issues and operational needs were identified. Dr. Farah indicated that in the absence of a strategic plan, she could not support this request. Mr. Heffernan noted that without a current strategic plan in place, it seemed unlikely there would be any construction in the next four to five years. Dr. Farah asked if any of the funding requested addressed classroom utilization. Mr. Woodworth stated that he saw this request as doable, where other areas of the school may be repurposed where this administrative space would likely always be administrative space. Mrs. Sherman noted once architectural renderings were complete, we would have a better idea on cost and timing. Dr. Farah is in favor of including more funding for more comprehensive planning, such as a study of the school as a whole. FACB 0011 is the request where the funding would be for actual construction.
 - **Motion to Accept the Revised FACB-0003 and FACB-0004 & FACB-0011 as presented.** The Motion moves \$100,000 to Year 1 in revised FACB-0003 and accepts FACB-0004 & FACB-0011 as presented. Motion made by Mr. Sherman, seconded by Dr. Farah. Mrs. Green noted she could not support the Motion, but would rather see funds spent in a way which correlates more directly to the students. She was also concerned this would be difficult to sell to the residents of Sandown. Mr. Gerns questioned how the administration became so disparately placed in the building. Mr. Woodworth noted when he arrived in 1980 there were approximately 750 students. We have grown since then and mandated services have also increased and administration has been placed where they can. Mr. Heffernan asked how much more it would be for a more comprehensive study - what would \$200,000 provide for architectural study for the building as a whole? Mrs. Green asked why this needed to go into the plan at all. Why not

reject it and ask that a Strategic Plan be initiated and then have necessary funding requested. Dr. Farah noted the stakeholders were present, Mr. Woodworth and Mr. Hughes. She would rather have the request changed to have building utilization study even if it were \$300,000.

Called Vote on Motion to Accept FACB-0003 as Revised, FACB-0004 & FACB-0011. Passed: 6-4, with Dr. Farah, Mr. Heffernan, Mrs. Green and Mr. Sherman against.

BIT:

- General discussion on overall requests, Mrs. Sherman provided an update on her work and where the Technology Plan is at. Mr. Henderson would be presenting in the next month. Mrs. Green requested software and a hardware inventory be part of that plan.

FACB cont'd:

- 0013 – H/S M/S PAC Connector – This is a revised request. Mr. Woodworth discussed the nature of the revised request. A connector was part of the original plan for the Performing Arts Center (PAC). As it stands now, students go outside to the PAC from the High School, requiring doors to be unlocked between classes. The slips, trips, falls, lack of generally appropriate attire, and maintenance issues with snow and mud being tracked in are also issues. As revised, \$60,000 is in Year 2 for architectural planning and development, and \$400,000 is in Year 3 to create a covered, secure walkway. Dr. Farah questioned the need for a full connector. Mr. Hughes noted there is one primary entryway into the back of the PAC. Mr. Hughes noted on his aerial photo, where he planned to have double doors generally. Mrs. Green noted for Mrs. Bucu and Mrs. Dube there was a previous request which was approved involving architectural fees in Year 1, there is the present request, and there may be a further request involving architectural planning. This emphasizes the need for a building utilization plan. Dr. Farah suggested including the funding for this request and the FACB-0003 in Year 1 as a more comprehensive approach.
 - **Motion to Change and Accept FACB-0013, Moving Funding of \$60,000 to Year 1, and \$400,000 in Year 3.** The \$60,000 would be architectural and design funding. Made by Mr. Sherman, second by Mr. Stokinger. Discussion. None. **Called Vote on Motion:** Passed 9-1, with Mr. Heffernan against.
- 0005 – Renovate Athletic Wing – Mrs. Green felt this was connected to FACB-0012 (Field House). Without a Strategic Plan, she would not move the request, but accept where it is.
 - **Motion to Accept FACB-0005.** The request leaves \$200,000 in Year 3, and \$5,800,000 in Year 4. Made by Mr. Sherman, second by Dr. Farah. Discussion. Mrs. Green noted a Strategic Plan would be called for with design plans in the first year of work on the project. **Called Vote on Motion to Accept FACB-0005.** Passed unanimously. SEE FURTHER VOTE BELOW.
- 0006 – Replace High School Courtyard Window Systems – Mr. Hughes noted the windows were original, leaks cannot be fixed and towels are used to prevent water damage. Mr. Hughes discussed the energy inefficiency. “Kalwall systems” are present and they were great for 1960’s. He is recommending 2-3 double hung windows per classrooms and replace the “kalwall systems” with regular traditional walls and windows for classrooms. Dr. Farah suggested breaking the request into 2 years, perhaps \$250,000 per year. Mr. Sherman asked what the best breakdown would be and Mr. Hughes confirmed fairly equal per year costs if broken down into 4 years.
 - **Motion to Change and Accept Revised Request FACB-0013 for Funding of \$134,000 in Years 1, 2, 3, & 4.** Made by Mr. Sherman, second by Mrs. Green. Discussion. **Called Vote on Motion.** Passed unanimously.

- 0007 – High School Building Management System - \$20,000 in Year 3. Mr. Hughes discussed the inefficiency of having the current pneumatic system in place, including an inconsistency of heat, etc., and management control. Mr. Stokinger noted the systems’ gates ‘fail open’ so heat is coming though on failures, causing people to open windows.
 - **Motion to Approve FACB-0007 and Move \$27,000 in Year 1.** Made by Mr. Sherman, second by Dr. Farah. Discussion. Dr. Farah questioned how much oil or gas is being used due to the inefficiency. Mr. Hughes indicated it was not simple to quantify and he would have to sit down and calculate based on heated space in the building. Mrs. Dube asked how long the project would take. Mr. Hughes noted it was a couple week summer project. Direct Digital control company would install and they are great to work with. Mrs. Bucu asked when we would project renovations to the building? She is concerned about the building eventually being reworked. Mrs. Dube suggested moving to Year 2, then gauge the progress and scope of work couple be evaluated. Mrs. Green did not feel this would improve the air quality, while this would make it easier to administer, it probably would not help the air quality. Dr. Farah noted that with this type of system, the remote notification and action can save resources of the district. Dr. Farah agrees with Mrs. Green that air quality would not be improved. **Called Vote.** Passed 8-1-1, with Mrs. Green against, and Mrs. Bucu abstaining.
- 0008 – High School 200 Wing Roofing – Projected for Year 6. Mrs. Sherman suggested leaving where it is as a placeholder.
 - **Motion to Accept as presented.** Made by Mr. Sherman, second by Dr. Farah. **Called Vote on Motion.** Passed 10-0-0 unanimously.
- 0009 – Replace High School Air Handler – Currently in Year 4. Mr. Hughes estimated they are original to the building and are probably 60 years old. They are noisy and his team does their best to maintain.
 - **Motion to Accept FACB-0009.** Made by Mr. Sherman, second by Mr. Heffernan. **Vote Called.** Passed unanimously.
- 0010 – High School Generator – Funding in Year 4. Mrs. Green noted the High School has done OK without it, and she feels this should go to Warrant and should not be on CIP at all.
 - **Motion to Accept FACB-0010 with Funding in Year 4.** Made by Mr. Sherman, second by Mr. Gerns. Discussion. Mrs. Bucu asked how often power went down? Mr. Hughes discussed power outages and the impact of how long it takes to bring building technology and facilities back online from a power outage. Mr. Hughes noted only Danville Elementary and SAU have generators. **Called Vote.** Passed 9-1, with Mrs. Green against.
- 0012 – Repurpose Athletic Wing into Instructional Space – Mrs. Sherman noted this tied loosely to FACB-0005. Mr. Sherman suggested leaving where it is until there is a strategic plan in place.
 - **Motion to Accept FACB-0012.** Made by Mr. Sherman, second by Dr. Farah. Discussion. Mr. Stokinger noted that accepting FACB-0012 would be contradictory to accepting FACB-0005, renovating the athletic wing. This is tied to FACB-0002 – Field house, if the field house is approved, this would make sense. If a field house is not approved, then FACB-0005, renovating the athletic wing would make sense. Mr. Sherman withdrew his motion.
 - Continuing discussion on bond amounts and the effect of better interest rates and timing.
- 0002 – Field House – Discussion on the downstream effects on current athletic wing and its potential repurposing.
 - **Motion to Accept FACB-0002.** Made by Mr. Sherman, second by Mr. Heffernan. Discussion. **Vote Called.** Passed unanimously.
- 0005 – Renovate Athletic Wing -

- **Motion to Move FACB-0005 out a year each, \$200,000 in Year 4, \$5.8M in Year 5.** Made by Mr. Sherman, second by Mrs. Green. **Vote Called.** Passed unanimously.
- 0012 – Repurpose Athletic Wing into Instructional Space –
 - **Motion to Accept FACB-0012 and Move the Amounts to Years 5 and 6.** Made by Mr. Sherman, second by Mr. Heffernan. Discussion. Noted FACB-0002 and 0005 are tied to this request. **Vote called.** Passed unanimously.
- 0014 – High School Kitchen, Loading Dock Expansion – Mr. Hughes has supplemented the information previously provided to the Board. Mrs. Sherman reviewed the request and asked what the impact would be if block scheduling were implemented. Mr. Woodworth noted block scheduling would cause more demand on the cafeteria. The cafeteria was previously expanded toward the parking lot. Mr. Sherman asked how critical this work is. Mr. Woodworth stated the cafeteria would be crowded and it should be larger.
 - **Motion to Accept FACB-0014 to push out one year to years 3, 4 & 5.** Made by Mr. Sherman, second by Dr. Farah. Discussion. None. **Called Vote.** Passed unanimously.
- 0015 – PAC Acoustical Panels – Mr. Hughes noted decibel levels at 105 decibels during rehearsals. His staff is required to wear ear protection at 80 decibels. Mr. Stokinger confirmed the effect of rehearsals. Mr. Sherman suggested this be moved to Year 1.
 - **Motion to Accept FACB-0015 and Move to Year 1.** Made by Mr. Sherman, seconded by Mr. Heffernan. Discussion. Mrs. Green was concerned about the basis of the \$40,000 listed. Mr. Hughes include background. **Called Vote.** Passed. 7-2, Mrs. Green and Mrs. Sherman against. Dr. Farah was excused from the remainder of the meeting.
- 0016 – PAC Remove and Replace Outside Walls – Mr. Hughes stated cementitious board was originally used for budget reasons. This is not a good application in New England. He has worked to attend to the siding as is, but it needs proper exterior walls.
 - **Motion to Accept FACB-0016.** Made by Mrs. Dube, second by Mr. Heffernan. Discussion. None. **Called Vote.** Passed Unanimously.

The Committee reviewed other Year 1 requests involving Mr. Hughes. Several requests were involved and nothing further has been submitted by Mr. Hughes. Mr. Hughes' input will be needed and Mr. Stokinger will be needed to discuss any Year 1 requests.

- 0030 – AA Building Management System – Mr. Hughes requested it be changed to Pollard instead, he will be doing the work this budget year and this should be changed to Pollard.

ATK-0001:

- 0001 – Atkinson Academy Playground Equipment – Mr. Stokinger stated that as he asked for backup, Mrs. Dayotis came back with the current gross project cost of \$62,000, net \$37,000, with \$15,000 in Year 1 and \$22,000 in Year 2. Mrs. Green questioned whether it had been decided whether there was a decision by the School Board and Budget Committee for funding playground projects. Accepting this request could be a slippery slope if the School Committee and Budget Committees are not in agreement for funding with the current proposal. Mrs. Dube did not find the playground cost to be outrageous.
 - **Motion to Accept ATK-0001 with Net Number of \$37,276* in Year 2.** Discussion surrounding net vs. gross budgeted. Made by Mr. Sherman, second by Mr. Heffernan. Discussion. There was discussion on whether the District should be paying the whole things or not. Mrs. Dube would like this to be brought up to the School Board for clarification. **Motion withdrawn by Mr. Sherman.**

- **Motion to Accept Revised ATK-0001.** Made by Mr. Sherman, second by Mrs. Dube. Discussion. Mrs. Bucu noted she would not be in favor of moving the request for amounts more than what has been provided to other schools. Mrs. Sherman noted this could be revisited. Mr. Stokinger noted the Sandown Central playground equipment. **Called Vote.** Vote Failed. 4-4 with Mrs. Sherman, Mrs. Green, Mrs. Bucu and Mr. Heffernan against.
- **Motion to Accept Original ATK-0001.** Made by Mrs. Green, second by Mr. Heffernan. Discussion. This is a placeholder. Mrs. Dube noted that if Pollard received \$13,500 for playground equipment, Atkinson should be closer to \$15,000. Mr. Sherman noted he supported the revised request, but he would support \$12,000 based on the fact that was what submitted by the deadline for submission, and the backup was requested for the \$12,000 and instead a whole revised request was submitted. **Called Vote.** Passed unanimously.

Schedule. The Schedule has been submitted, some changes have been made. The Committee reviewed the schedule and noted the February 2, 2017 should be February 1, 2017 to make it a Wednesday. Start times are scheduled for 6pm, perhaps a 7pm start time would be considered after the summer.

Change of All Requests to a Single Location. Mr. Sherman suggested with several requests which cover multiple locations, that they be broken out where possible. This can be addressed next meeting.

Addressing the “DIS” Location. Are there any current district requests which are meant to be a specific location? Vehicles and technology are the primary DIS requests.

Terminology. The Committee discussed and noted the use of the term “Planning number” is a more generally accepted term rather than “Cost is justified”.

Other Business.

Mrs. Green would like to see a hardware and software inventory as part of the final Technology Plan Committee’s final report. Discussion among the committee noted it was not in the purview of this committee to make that directive.

Motion to request Mr. Henderson provide a hardware and software inventory as part of his Technology Plan. Made by Mrs. Green, second by Mrs. Dube. **Called Vote.** Failed 3-6 with Mrs. Green, Mrs. Bucu and Mrs. Dube in favor.

Future Meetings. Mrs. Sherman will review stakeholders appropriate for the next meeting and will request they attend. Next meeting is Wednesday, August 17, 2016 at 6PM.

Adjournment. Meeting adjourned at 9:08pm.