

**CIP Meeting Minutes
August 17, 2016**

Mrs. Sherman called the meeting to order at 6:10PM.

In Attendance: J. Sherman, S. Sherman, D. Green, D. Heffernan, K. Farah, D. Gerns, N. Louiselle (standing in for Mr. Stokinger), and G. Dowd. J. Sapia & C. Bucu joined the meeting. J. Hammond arrived at 7:00pm.

S. Dube was absent. K. Henderson and G. Stokinger were excused.

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, seconded by Mr. Gerns. Discussion followed regarding changes Mrs. Green and Mr. Heffernan proposed, discussion was had among the committee relative to ensuring votes are properly recorded. Mr. Sherman accepted these as part of his Motion. **Called Vote to Approve the Minutes of the June 29 2016 Meeting:** Passed 8-0-2 with Mr. Sapia and Mrs. Louiselle abstaining.

Discussion of Atkinson Representative: Mrs. Sherman noted that Atkinson Selectman will be publishing a request for interested parties to fill in.

Addition of Middle School Roofs:

Mr. Hughes indicated two additional requests have been re-submitted; the requests were previously submitted, but he noted they did not appear on the list and they have been re-submitted.

Request 1 – FACB-0057 –Middle School Roof (Year 5). The proposed roofs are adhered rubber roofs. Repairs can be completed on deteriorated sections until the plan can be implemented for a roof replacement.

- **Motion to Accept FACB-0057 to add to CIP.** Made by Mr. Sherman, second by Mr. Heffernan. Mrs. Green questioned whether Eagle Eye was an estimator or a roofing installer. Mr. Hughes stated Eagle Eye was more of the outside resource used for roofing contractors. Mrs. Green noted there was no estimate included with the request. Mr. Hughes noted this was a budget number. Dr. Farah noted this was based on an aerial view of the roof and the estimate was based on this. **Called Vote by Mrs. Sherman.** Passed 9-1, with Mrs. Green opposed.

Request 2 – FACB-0058 –Middle School Section P (Music Wing) Roof (Year 1). This type of roofing system would offer an increased warranty. The roof suffered a failure in February, 2016 at a cost of approximately \$4,000. The committee discussed what impact of pushing this off to Year 2 and it could be viable. This is a 30 year old roof at this point.

- **Motion to Accept FACB-0058 to add to CIP, but to move the \$100,000 to Year 2.** Made by Mr. Sherman, second by Mr. Heffneran. Mrs. Green noted there was no firm estimate. Called Vote. Passed unanimously.

Review Years 1 & 2 CIP Requests with Mr. Hughes:

FACS-0008 - PAC/MS Paving -

- FACS-0008 – PAC/MS Paving – Mr. Hughes placed a higher priority on this pavement project than the MS roofing projects.
 - **Motion to Accept FACS-0008 as presented.** Made by Mr. Sherman, second by Mr. Heffernan. Mr. Green noted the committee would be approving the request without more backup, such as cost per sq. yard. **Called Vote by Mrs. Sherman.** Passed 8-1-1, with Mrs. Green opposed and Mr. Sapia abstaining.
- FACS-0004 – HS/MS New Fields – Mr. Hughes indicated this was a planning number for surveyors and engineers. Mr. Sapia desired more planning prior to the planning proposed. Mr. Hughes indicated that would be the job of the engineers. Mrs. Sherman noted this would be for multiple fields purposes. Dr. Farah preferred to see this pushed out at least 1 year or 2 years pending guidance from a strategic plan.
 - **Motion Accept FACS-0004, but amend the request to start in Year 3.** Made by Dr. Farah, second by Mrs. Green. Mr. Sapia noted there are a lot of teams looking for field space at this time; pushing the request out waiting on a Strategic Plan. Mrs. Sherman noted this request can be brought ahead in the plan if it makes sense to do so in a year. **Vote Called by Mrs. Sherman.** Motion passed 9-2, with Mr. Heffernan and Mrs. Green opposed.
- SNC-0001 – SC Phone System – Mr. Stokinger would be required for additional information.
 - **Motion to Accept SC-0001 as Presented.** Made by Mr. Sherman, then withdrawn.
- FAC-0001 – Repl. 2003 Truck – This request was previously discussed. The Grounds Dept. drives the vehicle.
 - Motion to approve FAC-0001 as presented. Made by Mr. Sherman, second by Mr. Sapia. Mrs. Green noted the CIP Committee should explore options (leasing vs. purchase) prior to approving the motion as presented. **Vote called by Mrs. Sherman.** Motion passed, 9-1-1, with Mrs. Green opposed and Mrs. Hammond abstaining.
 - Mr. Sapia questioned the leasing aspect as well.
- FACB-0017 – MS Locker Repl. 1200 Wing Phase 3 – Mrs. Sherman spoke with Mr. Hogan. These are original lockers to the original building. The lockers which are usable are used, but there are a number which are not usable. Mr. Hughes noted we have students doubled up on lockers. Mrs. Sherman noted the lockers would be double lockers, one over the other. She also noted security issues were also raised with the current situation of sharing lockers. Mrs. Green asked if the lockers were portable. Mr. Hughes stated they could be moved.
 - **Motion to Accept FACB-0017.** Motion by Mr. Sherman, second by Mr. Gerns. **Vote called.** Passed unanimously.
- FACB-0023 – Install Motors for Basketball Hoops – Mrs. Sherman noted the High School already has this type of system. Under the current scenario, it takes approximately ½ hour to retract or take down the basketball hoops. \$7,600 plus electrical was a more firm estimate. Mr. Hughes felt \$10K would be a good number.
 - **Motion to Adjust to \$10K and remain in Year 1.** Made by Mr. Sapia made, second by Mr. Sherman. **Vote called.** Passed 10-1, with Mrs. Green opposed.
- FACB 0030 – PS Upgrade Bldg Mgt System – Mr. Hughes confirmed SC was the only remaining building after this project.
 - **Motion to Accept FACB-0010.** Made by Mr. Heffernan, second by Mr. Sherman. **Vote called.** Passed unanimously.
- FACB-0049 – SC OT/PT ADA Exit Ramp. Mr. Hughes described the project, the need and the location.

- **Motion to Approve FACB-0049.** Made by Mr. Sherman, second by Mrs. Louiselle. Mr. Hughes stated the concrete would be 1" per 1', this may be 25'. Mrs. Green asked why this could not be constructed from wood? Mr. Hughes noted concrete was preferred for snow removal and durability. Mrs. Green asked if there would be railings and Mr. Hughes confirmed. **Vote called to Approve FACB-0049 as presented. Passed unanimously.**
- **FAC-0002 – New Maintenance Van.** Mr. Hughes stated this was for the HVAC technician with 150K miles, he puts the most in-district mileage. This is an additional vehicle.
 - **Motion to accept FAC-002.** Made by Mr. Sherman, second by Mr. Gerns. **Vote called. Passed Unanimously.**
- **FACB-0024 – Automatic Bleachers at MS.** High school already has this already. Mr. Hughes described the project. Mrs. Sherman noted there was a time consideration to custodial staff extending and retracting the bleachers. Mrs. Green questions whether this was more of a wish than a need. Mr. Gerns asked if there was a liability issue. Mr. Woodworth noted there could be maintenance considerations since people are needed on both sides of the bleachers when retracting or extending and the bleachers tend to become uneven. Mr. Heffernan noted the issue seemed to be during the morning, when there is an assembly and the gym is needed for phys ed. Mr. Hughes noted the automated bleachers at the High School allowed just the custodial staff to control them, which limited wear and tear from improper use and limited safety risks of having other staff, students or parents.
 - **Motion to accept FACB-0024 for \$18,800 in Year 1.** Made by Mr. Sherman, second by Mr. Heffernan. Committee discussion surrounded whether this was an endorsement of the project for the budget committee. **Vote called on Motion to Accept FACB-0024. Motion passed 6-5, with Mrs. Buco, Mrs. Green, Mrs. Hammond, Mr. Dowd and Dr. Farah against.**
- **FACB-0034 – DAN Replace Windows Custodial & Music Area.** Mr. Hughes stated he wished to withdrawn.
 - **Motion to withdraw made by Mr. Sherman, second by Mr. Gerns. Vote called. Passed unanimously.**
- **FACB-0050 – SC – Install observational windows.** One-way windows for High School student observation of students as part of child development curriculum. Mrs. Green would like additional justification. Mr. Hughes stated there was concrete cutting, moving of electrical, etc. beyond the installation of the windows themselves. Discussion surrounded the need for outside observation to minimize disturbance during observation. The question was whether this was for High School observations as part of high school child development curriculum or whether this was observation by professionals. This will be a follow up item.
- **FACS-0013 – Danville Upper Parking Lot Lighting.** The work could be done in house.
 - **Motion to Accept in FACS-0013 as Presented.** Made by Mr. Sherman, second by Mr. Sapia. Mrs. Green noted the cost was \$1,800 per light pole. Mr. Hughes noted that if there was additional funds, he would replace exterior wall lighting as well. **Vote called. Passed 10-0-1 with Mrs. Green abstaining.**
- **FACS-0000 – Main campus access road.** Mr. Dowd noted this was a prudent placeholder, perhaps assign some dollar figure in Year 3 to be handled in conjunction with the MS/HS FACS-0004 New Field Request.
 - **Motion to Accept FACS with \$10,000 in Year 3.** made by Mrs. Sherman, second by Mrs. Green. **Vote called. Passed unanimously.**

General discussion ensued by the Committee on how and when to bring the recommendations to the Budget Committee.

- FACB-0001 – HS – Create additional storage space. Mr. Woodworth described the needs of the athletic department, where the storage would be. Mr. Hughes stated he was considering incorporating into a new weight room and utilizing the old weight room for athletic storage. There would be storage on the back side of that wall. Mr. Woodworth noted the storage area was about the same size of the SAU boardroom, it is cluttered, equipment is in the way and there could be safety issues. Wrestling mats and track equipment have had to be stored in boiler rooms. Equipment is also stored in the unisex locker room and girls' locker room. Mrs. Green noted the entire condition of the wing was not good. The facilities for sports were designed at the time to match our needs. Consideration should be given to matching our offerings to our capabilities.
 - **Motion to Move \$100K to Year 3.** Made by Dr. Farah, second by Mr. Dowd. The thought would be tie into Year 3 with the strategic plan. Mr. Sapia stated short term fixes were not going to work. **Vote called.** Motion passed 9-2, with Mr. Sapia and Mrs. Hammond against.
- FACS-0012 – Develop SN Parking. Mr. Hughes already developed a plan and installed reclaimed asphalt. He would like to move this out
 - **Motion to accept FACS-0012 and move to Year 4 at \$60,000.** Made by Mr. Heffernan, second Mr. Sapia. **Vote called.** Passed unanimously.
- FACS-0014 – Repave Driveway behind Pollard. Mr. Hughes noted the driveway is in rough shape. It was only installed as a first coat 15 years ago and never had a top coat. He is concerned this driveway will not last much longer. Mrs. Sherman noted students do walk over that section of driveway. Discussion surrounded what would be better, asphalt or crushed stone/recycled asphalt and the impact on Town fire safety requirements, durability and maintenance.
 - **Motion to Approve FACS-0014.** Made by Mr. Sherman, second by Mr. Gerns. **Vote called.** Passed 8-2 with Mrs. Hammond and Mrs. Green against.
- FACB0028 – AA Replace Ballast Roof with Rubber Roof. Mr. Hughes clarified that this roof is getting to the end of its life.
 - **Motion to approve FACB-0028 as presented.** **Vote called.** Passed unanimously.
- FACS-0011 – Pave Drop-Off Loop SN. This is heavily travelled, 15 year-old road. This could be pushed out. Mrs. Green noted there are several plans for additions at the school.
 - **Motion to approve FACS-0011 and move out to Year 4.** Made by Mr. Sherman, second by Dr. Farah. Mrs. Green noted there were two additions being proposed. **Vote called.** Passed unanimously.
- FACB-0026 – MS Folding Walls. Mrs. Sherman spoke with Mr. Hogan. Educational needs are changing. He would like to take out three existing drywall walls to allow all 90 student teams to meet. Mrs. Green asked if similar walls were present at the high school. Mr. Hughes confirmed those walls have been removed. Mr. Hughes noted Mr. Hogan is creative with space and noted this meeting area concept is how education is working. Mrs. Green noted there is a noise factor. This could also be a fad and we'll end up replacing the walls with fixed walls at some point.
 - **Motion to approve FACB-0026.** Made by Mr. Sherman, second by Mr. Gerns. **Vote called.** Passed 7-3-1, with Mrs. Green, Ms. Louiselle and Dr. Farah against, Mr. Dowd abstained.
- FACB-0046 – SC Replace Art Cabinets and Sinks. Approximately 20 cabinets and better sinks. Mrs. Green noted this was a significant cost per square foot.
 - **Motion to accept FACB-0046 as presented.** Made by Mr. Sherman, second by Mr. Gerns. **Motion to Amend made to lower to \$20,000.** Motion made by Mrs. Green, second by Mrs. Buco. **Vote called on Motion to Amend.** Motion to Amend failed 2-8 with Mrs. Green and Mrs.

- Buco for. **Vote called on Motion to accept FACB-0046 as presented.** Passed 7-1-2, Mrs. Green against, Mrs. Buco and Mr. Dowd abstaining.
- **FACS-0009 – AA Remove & Grade Pavement (Remove curbing).** This is an ongoing effort by Mr. Hughes to remove curbing as a matter of safety.
 - **Motion to Accept FACS-0009.** Made by Mr. Sherman, second by Mr. Heffernan. Middle School and PAC will be the only buildings to remain with this type of curbing. Questions were raised re: no barrier to stop cars. **Vote called.** Passed 8-2, with Mrs. Green and Mrs. Hammond against, Dr. Farah abstained.
 - **FACB-0040 – Remove and Replace Circulation Pumps.** There is an energy and efficiency savings. Mr. Hughes described the logistics. This has been completed in other buildings.
 - **Move to Accept FACB-0040.** Made by Mr. Sherman, second by Mr. Heffernan. Mrs. Green questioned how long it would take to recover the cost. Mr. Hughes estimated approximately 1.5 years. Dr. Farah noted she would move it to Year 1. Motion withdrawn.
 - **Motion to Accept FACB-0040 and move to Year 1.** Made by Mr. Hughes, second by Dr. Farah. Mrs. Green was wondering why this would be a Year 2 project initially? Mr. Hughes stated he tries to be realistic. **Vote called.** Passed unanimously.
 - **FACB-0048 – SC Restroom Renovations.** Mr. Rolf requested restrooms appropriate to their age.
 - **Motion to Accept FACB-0048.** Made by Mr. Sherman, second by Mr. Heffernan. Mrs. Green inquired how many restrooms were impacted? Mr. Hughes stated 13 restrooms. Some classrooms have bathrooms. Mrs. Green asked Mr. Hughes how many toilets. Mr. Hughes stated he did not conduct a toilet count. **Vote called.** Passed unanimously.
 - **FACB-0025 – MS Enlarge Meeting Area (off Café).** Mrs. Sherman noted there is a café annex. There is another section of the café off to the right. This connects to the teachers' room. Mr. Hogan would also like to have a door so that wrestling mats could be brought directly over for wrestling practice. This would allow multipurpose use of the space.
 - **Motion to Accept FACB-0025 for \$30,000, but moving to Year 1.** Made by Mr. Sherman, second by Mr. Sapia. **Vote called.** Motion passed 9-2, with Mrs. Green and Dr. Farah against.
 - **FACB-0018 – MS - Locker Repl. 1500 Wing - Phase 4.**
 - **Motion to accept.** Made by Mr. Sherman, second by Mr. Sapia. **Vote called.** Passed unanimously.
 - **FACB-0047 – MS Bldg Mgt System.**
 - **Motion made to Accept.** Made by Mr. Sherman, second by Mr. Heffernan. **Vote called.** Passed unanimously.
 - **FACB-0005 – MS Ride-On Burnisher.**
 - **Motion to Accept.** Made by Mr. Sherman, second by Mrs. Sherman. Mrs. Green asked how old was the current machine and what would happen to the old one? Mr. Hughes stated he was not familiar with it. Mrs. Green was wondering why we would buy and not lease. She also noted she has looked online and the costs were higher than what has been requested. The committee agreed this would be marked to be addressed with Mr. Stokinger. **No vote called.**
 - **SNN-0001 – SN Additional Playground Equipment.** Mrs. Sherman stated she requested more information and it was already in the request.
 - **Motion to Accept.** Made by Mr. Sherman, second by Mr. Heffernan. **Vote called.** Passed unanimously.

Future Meeting Dates/Times.

The committee agreed the next meeting, on August 31, 2016 at the SAU Boardroom, would be at **7pm.**

Other Business.

None.

Adjournment. Meeting adjourned at 9:19pm.