



Timberlane Regional School District Minutes

Type of Meeting	CIP
Date	6/10/2024
Facilitator	Justin Krieger-co chair (Superintendent)
Attendees	Jack Sapia- Co-Chair (Atkinson School Board), Brian Smith (Danville Member at Large), Mike Turell (Atkinson Member at Large), Sue Sherman (Plaistow), Brie Woodworth (Danville School Board) Not in Attendance: Kristi Auclair (Bud Comm), Cindy Bucu (Sandown)
Agenda	Previously disseminated and posted online.
Notetaker	Brie Woodworth

Call to order at 6:08 PM
Approval of minutes from NA
Motion to <i>Approve</i> by: NA Seconded by: NA
in favor; opposed; abstentions NA

TOPIC: Intro	
Discussion:	Meeting is set up more of a workshop with discussion for new candidates.
Conclusions:	
Action Items	Person Responsible / Deadline

TOPIC: Mission, Goals, Plan	
Discussion:	Sue Sherman discussed past goals and why they increased the \$30,000 figure from originally \$10,000. Jack Sapia discussed raising the threshold to decrease the overall list to be manageable



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	and focus on CIP projects. Sue Sherman disagrees and would like to keep the \$30,000 threshold. Justin Krieger plans to keep tabs on projects with a \$50,000 threshold in the future. Brie Woodworth would like a goal of collaboration with facilities.	
Conclusions:	Brie Woodworth and Sue Sherman to author the goals for the next meeting in collaboration with facilities.	
Action Items		Person Responsible / Deadline
		BW and SS/ July meeting

TOPIC: CIP handbook		
Discussion:	Sue Sherman discusses the timeline of #5 in the handbook and changing the dates from vague language to specific. Historically, April was the transition month after the budget from the March vote. Work increased in August with an October goal to coincide with the budget process. Jack Sapia wonders if there should be a cut off for requests. Brie Woodworth discussed the timing of May for principals and the turnover that may occur afterwards requesting a June or July date. Jack Sapia discussed if there is a way to eliminate things from the list that do not address immediate needs. Sue Sherman is against this. Sue Sherman states October 12th is the deadline to present to the Budget Committee and TRSB. Brie Woodworth states more than monthly meetings are needed in the fall and Jack agrees.	
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Conclusions:	Justin Krieger to revise the calendar and bring back next meeting with co-chair Jack Sapia	
Action Items		Person Responsible / Deadline
		JK and JS/ July meeting

TOPIC: Balance 23-24 and 24-25		
Discussion:	Capital line is \$1.8 million each year with ~200,000 to cover emergencies. There is roughly \$600,000 in excess this year. There is \$1.8 million for the 24-25 year. Jack Sapia understands RFPs cannot be completed in this fiscal year due to a 14 day process. Sue Sherman is frustrated with the process of how CIP was brought to TRSB this past year. Jack Sapia would like a timeline of multiple projects for the board to RFP in March. Brie Woodworth would like options for the School Board to select from. Sue Sherman states unforeseen emergencies should not be CIP as we have other funds for that. Brian Smith questioned if there is in fact a separate fund for	



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	<p>emergencies; Justin Kreiger clarified other funds need to be exhausted before emergency funds are used. Jack Sapia brings back to critical needs of the district. Justin Krieger wants better communication with TRSB with a structure. Brie Woodworth discussed the form brought to TRSB as a sample to bring to CIP.</p> <p>25-26 FY conversation with defer Atkinson HVAC (\$2 million, out of lease), Atkinson belfrey (\$700,000- ½ LCHIPS), and CMU repairs (\$350,000).</p> <p>Jack Sapia discusses sand blasting of walls in HS with roof failure and not wall issues; it is superficial. Danville Elementary had the worst condition. Would like CMU repairs pushed back out from FY 25-26; he believes it is a roof issue. Mike Turell agrees it seems to be a roof issue and that needs to be fixed first. Justin Krieger reminds we will be presenting FY 25-26 for TRSB. Sue Sherman discusses offering warrant articles for higher projects but the concern of it not being done. Jack Sapia questions if CIP does warrant articles and Sue Sherman states yes.</p>
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Conclusions:	Agenda on next meeting
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Action Items	Person Responsible / Deadline

TOPIC: CIP list	
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Discussion:	List for CIP projects
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<p>Justin Krieger would like a caretaker, master, and procedure for list updates and care for the totality 5 year plan. With a change in structure beginning, what is the process for addition and acceptance or rationale. Jack Sapia discusses removal of items. Mike Turell and Sue Sherman state everything stays on the list until TRSB takes it off or it's been completed. Brie Woodworth discusses the removal of items with a process of CIP voting removal. Sue Sherman feels it should not be removed or the CIP decision. Mike Turell believes it needs to be brought back to requesters. Jack Sapia would like it to be brought back to the individual who wrote it.</p>	
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Conclusions:	
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Action Items	Person Responsible / Deadline

TOPIC: 24-25 Recommendations	
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Discussion:	<ul style="list-style-type: none"> 24-25 Justin Krieger to move with recommendations as stated from TRSB as they are already contracted currently. See attached sheet.
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TOPIC: Board committee reports	
Discussion:	<ul style="list-style-type: none">• Brie Woodworth would like the CIP recommendations to be brought forward with authorization signatures when presented for TRSB.• June 20th report out TRSB on CIP progress.
Conclusions:	
Action Items	Person Responsible / Deadline

TOPIC: Other	
Discussion:	<ul style="list-style-type: none">• Sue Sherman felt defeated after last year and Mike Turell was confused. Sue Sherman states projects were manipulated into different aspects with CIP, facilities, and the lease. Jack Sapia states windows were emergent and the living document changes as needs do.
Conclusions:	
Action Items	Person Responsible / Deadline

Observers	Marianne Springer, Sheila Lowes (recording), 2 additional people
Resource Persons	
Adjournment	Mike Turell made a motion to adjourn. Sue Sherman seconded the motion; the motion carried 5/0/0. Adjourned at 19:19.

Meeting minutes approved August 12, 2024.