



Timberlane Regional School District Minutes DRAFT

Type of Meeting	CIP
Date	4/14/2025
Facilitator	Chris Martin (executive director of operations and special projects)
Attendees	Brie Woodworth (Danville School Board), Mike Turell (Atkinson), Nola Whitman (Danville rep for Brian Smith), Ken Henderson (technology administrator), Jack Sapia- Co-Chair (Atkinson School Board), John Downing (Sandown; 1821), Lauren Schlef (bud comm rep), Sue Sherman (Plaistow-arrive 1634), Frank Janvrin (facilities manager) Excused: Justin Krieger (SI), Brian Smith (Danville),
Agenda	Previously disseminated and posted online. (see appendix)
Notetaker	Brie Woodworth

Call to order at 4:31 PM
Approval of minutes from 10/15/2024 tabled for next meeting when they will be disseminated before meeting.

TOPIC: CIP bylaws	
Discussion:	<p>Chris Martin will co-chair with Jack Sapia. CIP 2023-2028. Nola Whitman discussed positions in the CIP plan process that does not meet current practice and may need amendment or changes. Sue Sherman wants deep discussions with any changes. Jack Sapia states 4 SB reps (1 from each town) should be on the CIP committee so each town could have representation for the CIP investment for equal representation. Sue Sherman wants the SB to understand they have the ability to have rep, but does not have to have 4. Jack Spaia states 2 is more practical. Nola Whitman states discussion happened last year and only the cover page changed with no real changes with the limited time that is observed. Nola states Plaistow is well represented with budcom.</p> <p>Jack brings up the calendar for requests for CIP list. Jack would like more than administrators to submit requests with minimal dates. Brie Woodworth recommends a waitlist rolling admission with CIP to adopt the list at future meetings once approved by CIP. Article 5 of CIP plan refers to mid April for budgeting administrators that place items on list. Chris Martin would like all changes at next month. Sue Sherman does not feel anyone should be able to place a CIP item, but SB can make any decision for fund allocation at a SB meeting. John Downing would like proposed amendments to be brought before the CIP meeting to be discussed prior to the meeting.</p> <p>Jack clarifying members at large, are they continued each year or reassigned? Clarification that members are present on the committee until they resign and the selectman of towns locate the</p>



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	replacement member.	
Conclusions:	John Downing made a motion to make all proposal changes for the next meeting and seconded by Mike Terrell. 10/0/0	
Action Items	Person Responsible / Deadline	
May 5th is date for amendments to be sent to Chris Martin to disseminate agenda to CIP committee.	Chris Martin to email out on May 5th.	

TOPIC: schedule going forward		
Discussion:	CIP meeting today was reschedule from 430pm. Brie Woodworth and John Downing does not like 430pm. Mike Terrel supports 430. Lauren supports evening. Plan for 615pm on Monday for future calendar.	
Conclusions:	Next meeting May 12th 615pm	
Action Items	Person Responsible / Deadline	
Chris Martin will send out calendar for next year.	Ken Henderson to update website.	

TOPIC: CIP current list		
Discussion:	<p>Nola Whitman would like the CIP list to remove the technology budget because they are not CIP items. Can the colors carry through the row to better align the coding system. Sue Sherman states start of CIP had \$5,000 threshold to include in CIP. Discussion that CIP needs a higher threshold and budget should not be on the CIP. These amendments will come next meeting. Bathroom is 500,000, Danville Roof is \$600,000, and fence is \$200,000 for a CIP budget of 800,000. There is 500,000 lease overflow money. Chris Martin discusses options of what can be done. Jack Sapia is against design built by a contractor for bathroom adjustments and the architect needs to provide the plans and for price point differentials. The RFP would go out to general contractor since the multi faceted need of construction. Sue Sherman reinforces that we do not make a decision about those decisions and the SB is now needs to make the decisions, not CIP but CIP needs to make the next year. Nola Whitman would like to make a suggestion for priorities for the SB to make a decision. Nola also asks about RFP for Sandown TLC roof replacement for small area. Chris Martin clarifies that it is smaller than the CIP threshold and maintenance needs to be used to fix the problem. Jack Sapia states the current year depends on the current 25-26 budget decisions. Brie Woodworth would like CIP to have an opinion on the</p>	



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	<p>priority based on committee expertise. John Downing states it is beyond CIP now and we need to move forward.</p> <p>Jack Sapia wants to go through line by line to push items. Frank Janvrin clarifies that facilities and maintenance has not seen this list. Frank Janvrin would like time to review these projects as he is in a new role. Nola Whitman references the high school envelope and not being on this list. Chris Martin states the envelope is old and needs replacement but is not a priority at this time. Jack Sapia states the envelope leaks and needs replacement. Sue Sherman would like the envelope of building to be facilities item submission. Nola Whitman argues the envelope needs to be done after facilities meeting. Ken Henderson states May meeting is when reviews are in for the requests from CIP form to view new applications. Jack Sapia states 2019 architect and 2023 architect and siding company in 2024 and contractor over 1 year ago all stating envelope needs to be completed on HS. John Downing would like SB to direct facilities to apply CIP form. Chris Martin will be completing the CIP form for the HS envelope building.</p> <p>John Downing liked the presentation and images for CIP projects when deciding. Nola Whitman would like massive projects to be included on a website for information for the community members.</p>
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Conclusions:	<p>Sue Sherman motioned to direct the school board to prioritize 3 projects for CIP to apply needs to FY27. Chris Martin seconds the motion. 7/0/3 (abstained-Mike Terrell, Jack Sapia, Nola Whitman)</p> <p>Sue Sherman direct Ken to remove items 1-3 from CIP pertaining to technology Jack Seconded. 10/0/0</p> <p>John Downing made motion to include videos, PPT, and data for presentation on CIP projects for consideration when available. Nola Whitman Seconded. 10/0/0</p>
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Action Items	Person Responsible / Deadline
Chris Martin to request SB to prioritize CIP list with new budget.	Ken Henderson to update CIP list/May 12th

Observers	Liz Costa
Next Meeting	May 12th, 2025 1815 SAU boardroom
Adjournment	Jack Sapia made a motion to adjourn. Mike Terrell seconded the motion; the motion carried 10/0/0. Adjourned at 5:38pm.