



Timberlane Regional School District Minutes DRAFT

Type of Meeting	CIP
Date	5/12/2025
Facilitator	Chris Martin (executive director of operations and special projects)
Attendees	Brie Woodworth (Danville School Board), Nola Whitman (Danville rep for Brian Smith), Ken Henderson (technology administrator), Jack Sapia- Co-Chair (Atkinson School Board), John Downing (Sandown), Lauren Schlef (bud comm rep), Sue Sherman (Plaistow), Excused: Justin Krieger (SI), Brian Smith (Danville), Frank Janvrin (facilities manager), Mike Turell (Atkinson)
Agenda	Previously disseminated and posted online.
Notetaker	Brie Woodworth

Call to order at 6:19 PM
Approval of minutes from 10/15/2024 as corrected.
Motion Made by Jack Sapia to approve 10/15/25 minutes as clarified seconded by Sherman 7/0/1 (Nola Whitman)
Motion made by Jack Sapia to approve 4/14/25 minutes seconded by Sue Sherman. 8/0/0

TOPIC: Article by laws.	
Discussion:	Discussion of changing article 4 from \$30,000 to \$100,000; change 3 year to 5 year; Article 5 timeline rolling admission instead of May 1st due date, appendix A; article 2
<p>-Brie discussed maintenance being John Downing supports this to differentiate facilities and CIP. Nola Whitman is in support of the amount. Sue Sherman and Jack Sapia discuss items being lost between \$20,000-\$99,000. Discussion moved to schedule replacement plan for maintenance and items that need to be purchased at one time cost items. How would the district run with the adjustment, it would not have negative financial impact to change the number. Ken Hendersen speaks to technology plan.</p> <p>-Discussion of changing the 3 year life expectancy to 5 years to continue the difference from capital to facilities.</p> <p>-Discussion of rolling admission for CIP for submission to come in throughout the year. Clarification the intention is for CIP presentation and timeline for the same schedule, but the list can be updated throughout the year. Strike the May 1st due date for submissions in article 5.</p> <p>-appendix does not need to be included in the CIP.</p> <p>-Nola Whitman discussion of changing formation of committee and called out of order by Jack Sapia. Sue Sherman gives insight to make a citizen petition to the school board chair for changes to committee membership.</p>	



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<p>-Jack Sapia made recommendation to have school board member to make additions to the CIP as well as administrators. References SB members are well informed and understand the needs with the intention that CIP committee still has the right to refuse that request. Facilities and CIP as well as SB members are well informed to assist in process. John Downing wants clarification of why the SB needs to go through the CIP and not in the SB meeting. Ken Henderson would like the SB member to bring item to administration to be placed on the CIP. Brie Woodworth would like to allow the change to see what happen with requests.</p>	
Conclusions:	Recommendation of CIP committee will be in the CIP folder for better accessibility with CIP management
Action Items	Person Responsible / Deadline
<p>Motion made by Nola Whitman to change 30,000 to 100,000 and seconded by John Downing. 7/1(Sue Sherman)/0</p> <p>Motion made by Chris Martin and seconded by John Downing to increase life expectancy from 3 year to 5 years. 8/0/0</p> <p>Brie Woodworth make the motion to make rolling admission seconded by Jack Sapia. 7/0/1(Nola Whitman)</p> <p>Brie Woodworth motioned to strike the appendix A of members Jack Sapia seconded. 8/0/0.</p> <p>Jack Sapia motioned to add SB member to make requests 5/2(Ken Henderson, Chris Martin)/1(Nola Whitman)</p>	<p>Ken Henderson to update CIP document and website.</p>

TOPIC: capital request form of envelop	
Discussion:	Chris Martin discussed CIP request estimate for envelope of the TRHS to be placed on CIP.
<p>170,000-330,410 estimated cost of the envelop of the TRHS envelope based on November 2024 estimates. HS in 200 wing needs to have roof fixed which is on the next phase of the lease. Discussion is for roof being fixed before the envelope is changed. John Downing would like clarification of warranty of roof, most likely outdated from Chris Martin but would like facilities to research. Brie Woodworth would like clarification if the envelope could be done in phases. Jack Sapia and John Downing agree economy of scale and fluidity of material is better in one phase. The initial cost of material needs to be increased for the work. Sue Sherman states the proposals do not get voted on to be added to list. John Downing states the request vetting is done for accuracy of the request. Jack</p>	
Conclusions:	Envelop placed on CIP for FY 27
Action Items	Person Responsible / Deadline
<p>Jack Sapia made motion to change envelope cost to 390,000, seconded by Sue Sherman 7/0/1(Nola Whitman)</p>	<p>Ken Henderson to update CIP list.</p>



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Chris Martin made motion to place envelope of HS to FY 27, seconded by Brie Woodworth. 7/0/1 (Nola Whitman)	
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TOPIC: meeting schedule

Discussion:	Need another meeting.
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Jack Sapia would like a June meeting. Ken Henderson would recommend a second September meeting when budgets are out and more items are processed. September 29th, 2025 is the recommended date. Brie Woodworth would like the July meeting to be stricken for another meeting in the fall. June 16th instead of Aug 11th. September 29th additional meeting scheduled. October 20th for after the budget presentation before SB meeting if needed. John Downing would like a priority list for better dissemination of ideas

Conclusions:	Dates set for June 16th, Aug 11th, Sept 15th, Sept 29th, October 14* and October 20th and then previous displayed dates.
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Action Items	Person Responsible / Deadline
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Ken Henderson to update website dates.	Ken Henderson to update CIP dates on website
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Observers	NA
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Next Meeting	June 16th, 2025 1815 SAU boardroom
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Adjournment	Jack Sapia made a motion to adjourn. Brie Woodworth seconded the motion; the motion carried 8/0/0. Adjourned at 7:50pm.
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