



## Timberlane Regional School District Minutes DRAFT

Type of Meeting	CIP
Date	6/16/2025
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), Mike Turell (Atkinson) Excused: Brian Smith (Danville), Frank Janvrin (facilities manager),
Agenda	Previously disseminated and posted online.
Notetaker	Brie Woodworth

Call to order at 6:18 PM
Motion made by Mike Turell to approve 5/14/25 minutes seconded by Jack Sapia. 9/0/0

<b>TOPIC:</b> CIP process revision suggestions	
Discussion:	CIP suggestions from Nola Whitman, see appendix
<p>Discussion on inclusion of “ strategic plan” that is not currently meeting, but CIP still follows the strategic plan. “Two SLT members” was removed as this does not exist in the current structure.</p> <p>Discussion if “vehicle” needs to be on the budget list for examples. John Downing brought up the previous truck purchase and the tractor purchase of roughly 52,000 and 90,000 pricing. Nola Whitman would like vehicles to be removed because it is not a CIP. Sue Sherman would like it left for improvements. John Downing would like vehicles reflected in the budget of the requesting department.</p> <p>Discussion on the ongoing classification of projects vs one time expenditures. A one time expenditure should be in another budget. Nola Whitman would like major ticket items to be addressed and small one time expenditures to be in specific department budgets. Sue Sherman offers historic knowledge that continued projects would be in the CIP to maintain budget amounts.</p>	
Conclusions:	CIP Process completed.
Action Items	Person Responsible / Deadline
<p>Brie Woodworth made motion to keep “vehicle” on the CIP list and Sue Sherman seconded. 6/3/0</p> <p>Nola Whitman makes a motion to amend the vehicle to include “over \$100K” seconded by John Downing. 2/7/0</p>	<p>Ken Henderson to make updates to CIP plan and post to website.</p> <p>Jack Sapia to bring edits forward to SB.</p>



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<p>Brie Woodworth made motion to strike information technology example, seconded by Mike Turel. 8/1/0          John Downing made motion to accept CIP plan as amended and Nola Whitman Seconded 9/0/0.</p>	
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<b>TOPIC:</b> Current CIP list priorities
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<b>Discussion:</b>	Chris Martin would like everyone to open the discussion with priorities so that we can highlight knowledge needs.
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Jack Sapia would like to eliminate items off the list first. Plan to see if items can be archived first.

Item 1-New baseball files at HS Chris Martin confirms baseball field would be over 100,000. Do not archive.

2 -FB lights Nola Whitman request archive and Brie Woodworth seconded. Jack Sapia would like year 2031. 2/6/1 Jack Sapia Make motion to move FB lights to 2031 column, Chris Martin seconded. 8/1/0

4-Solar panels Brie woodworth motioned to archive, Chris Martin seconded. 9/0/0.

6-SN Expansion plan. Sue Sherman makes motion to move to 2028 column seconded by Jack Sapia. 6/1/2

7-additional storage space John Downing makes motion to keep in FY 27 seconded by Sue Sherman. 8/0/1

9-danville window and wall replacement Sue Sherman makes motion to move to 2028 column Mike Turell seconded 9/0/0.

10-HS/MS new fields and renovation. Brie Woodworth makes motion to keep in column 2027 and Sue Sherman seconded 9/0/0.

12-MS restroom renovation. Sue Sherman makes motion to move to FY 29, 30, 31 Mike Turell Seconded 9/0/0.

13-SN sprinkler system. Brie Woodworth makes motion to leave in FY 27, John Downing seconded. 8/0/1

14-Atkinson flooring. Sue Sherman makes motion to leave in FY 27 seconded by Brie Woodworth. 8/1/0

15-New vanities/fixtures in pollard. Sue Sherman made motion seconded by Mike Turell 8/0/1

38-SAU architectural archived 9/0/0

40-HS envelope. Jack Sapia would like to leave. Brie Woodworth motioned to leave in FY 27 seconded by Sue Sherman 9/0/0

28-John Downing would like pulled into this column FY27for PAC orchestra pit to have safe entrance and exit. Clarified by Chris Martin 28 is Pollard

Ken Henderson will keep lower than 100,000 cost items to reprice as we approach that year.

Exercise completed of priority of remaining projects.

<b>Conclusions:</b>	Updated list was approx \$3.2 million of items to decrease to \$1.3 million.
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Action Items	Person Responsible / Deadline
<p>John Downing makes a motion to archive voted on items with rationale for removal into a sub excel sheet seconded by Mike Turell. 8/1/0            Sue Sherman made motion to bring MS baseball field back to facilities for more information Nola Whitman seconded. 9/0/0</p>	<p>Ken Henderson to update CIP list.            Chris Martin to look into FY27 items.</p>



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<b>TOPIC:</b> other business	
Discussion:	NA
Conclusions:	
Action Items	Person Responsible / Deadline

Observers	NA
Next Meeting	August 11th, 2025 1815 SAU boardroom
Adjournment	Jack Sapia made a motion to adjourn. Chris Martin seconded the motion; the motion carried 9/0/0. Adjourned at 7:55pm.