



Timberlane Regional School District Minutes

Type of Meeting	CIP
Date	8/12/2024
Facilitator	Justin Krieger-co chair (Superintendent)
Attendees	Jack Sapia- Co-Chair (Atkinson School Board), Nola Whitman(Danville Member-alternate),), Sue Sherman (Plaistow), Brie Woodworth (Danville School Board), John Downing (Sandown Rep), Chris Martin (Executive Director of Operations and Special Projects), Ken Henderson (technology administrator) Excused: Kristi Auclair (Bud Comm), Brian Smith (alternate present), Mike Turell (Plaistow rep)
Agenda	Previously disseminated and posted online. (see appendix)
Notetaker	Brie Woodworth

Call to order at 6:03 PM
Approval of minutes from 6/10/2024
Motion to <i>Approve</i> by: Brie Woodworth Seconded by: Sue Sherman
in favor; opposed; abstentions 4/0/4

TOPIC: Intro	
Discussion:	Meeting new people, Chris and Ken as other administrators. Introducing Chris Martin and Ken Henderson who will join the CIP committee.
Conclusions:	2 additional members of CIP
Action Items	Person Responsible / Deadline
NA	NA

TOPIC: Goals (see appendix)	
Discussion:	Brie Woodworth brought 6 goals to look at in addition to already set goals. Sue Sherman



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	<p>supports the 3rd statement “to foster interdisciplinary collaboration between different capital and/or facility departments for improved space utilization”, but feels others do not connect with CIP. Jack Sapia would like “coordination” between facility and CIP worded in there. John Downing supports recommending needs with coordination, but wants clarity about funds. Lease money is dissolved into facilities funds and John Downing would like clarity of which funds are being utilized. Jack Sapia disagrees stating anything can be with energy efficiency projects. Sue Sherman discusses CIP had difficulty with capital budget, the lease, and the operating budget which could be confusing when items change. John Downing references the emergency fund, but Sue Sherman and Jack Sapia state that is not our goal or mission. Justin Kreiger overviews adding a 4th goal to CIP goal statements. Brie Woodworth mentions transparency involved in goal statement to support John Downing. Chris Martin mentions efficiency about funds. Jack Sapia wants the master document to be more focused and shorter. Ken Henderson references not losing the larger document. Nola Whitman is upset that the draft goals were not present prior to the meeting. John Downing agrees it was confusing.</p>
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Brie Woodworth made motion to adopt a fourth goal to the CIP mission statement of “to foster interdisciplinary collaboration between different capital and/or facility departments for improved clarity”, Jack Sapia seconded motion.

Conclusions:	Ken Henderson to update the CIP goals in the CIP plan process document.
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Action Items	Person Responsible / Deadline
7/0/1	Ken Henderson/Sept 3, 2024

TOPIC: CIP schedule

Discussion:	<p>Justin Kreiger discusses the calendar and the layout of needs with schedule of rollout. Jack Sapia does not want warrant articles to be on CIP. Sue Sherman discusses the CIP does not determine that, school board does. Ken Henderson agrees school boards determine warrant article needs. Sue Sherman agrees schedule supports July beginning with October 12th is hard stop for projects. Justin Kreiger reminds Oct 7th is the calendar date currently. John Downing asks about deadline for requests. Ken Henderson states you work backwards from the October date of roughly April. John Downing is worried about preparation for informed decision. Sue Sherman has September date in mind for requests. Justin Kreiger states requests are always rolling admission and CIP determines the need. JohnDowning would prefer a deadline. Jack Sapia reminds priorities change. Nola Whitman questions the request draft, who submits them. Sue Sherman states facilities committee gives CIP projects that are requested and references mission statement of request being a running document.</p>
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- Justin Krieger made motion to not make any changes to section 5 of CIP process 23-28 document, seconded by Sue Sherman.



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Conclusions:	Section 5 “annual preparation, adoption, and review” is unchanged.
Action Items	Person Responsible / Deadline
6/0/2	JK and JS/ July meeting

TOPIC: Approved projects 24-25	
Discussion:	Discussion (see appendix) of current approval
<p>John Downing is concerned if the belfry grant is denied and how it would reflect in the budget. Sue Sherman references the phases on the belfry. John Downing would like the full project on the amount. Brie Woodworth states 1.5million estimated is closer to 1.8 million without the grant. Discussion ensues about priorities of the list and who should make it. Sue Sherman challenges expertise and wants facilities input, Jack Sapia challenges that we are appropriate to make suggestions. Justin Krieger references having needs met with budget. Nola Whitman references confusing master list. Sue Sherman states this list is the current CIP work.</p>	
Conclusions:	The project amounts are estimated until RFPs are finalized and grants are decided. Justin Krieger to update list of current jobs with amount column and total column to include in minutes.
Action Items	Person Responsible / Deadline
NA	Justin Krieger/next meeting

TOPIC: Calendar list (appendix)	
Discussion:	Justin has proposed meeting calendar.
<p>Jack Sapia would like a second October meeting. John Downing seconds the idea. October 14th would be as needed. Brie Woodworth would like a May meeting. Ken Henderson would like it later in May, the 19th. Brie does not think June is needed, but would like July. Justin agrees because of recommendation needs and the requests with July 14th. February and November would be as needed. Historically February was to update the list and November was not needed because the operating budget is already complete.</p>	
Conclusions:	Amend calendar and accept (see appendix) and post on TRSD website.
Action Items	Person Responsible / Deadline
Brie Woodworth moved, Jack seconded 8/0/0	Justin Krieger and Ken Henderson/immediate

TOPIC: CIP discussion list



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Discussion:	<ul style="list-style-type: none"> • The prioritizing of projects and the curation of master CIP project list.
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John Downing would like to make a motion to “return all requests for CIP projects to the requester older than fiscal year 23-25 to resubmit. Furthermore remove all projects from the CIP list from requestees that are no longer employees by TRSD”. Nola Whitman seconded the motion. Jack Sapia states that is not feasible and references the retention pond. Sue Sherman discusses the need to keep this list and states it is up to date. John Downing would like elimination of projects. Nola Whitman agrees with John Downing to update requests from the director of plant operations. Brie Woodworth references goals of the CIP and master list being a goal with historical reference of materials, even outdated ones. Nola Whitman references the outdated list and how the requests are not appropriate. Brie Woodworth would like an undated list, that is not part of the master list that is not priority. Jack Sapia wants clerical work to be done later and to do FY25-26 CIP projects at this time. John Downing wants prioritization by the director of plant operations. Brie Woodworth wants collaboration with the executive director of operations and special projects and the director of plant operations. Chris Martin wants to collaborate with the director of plant operations and the superintendent to prioritize the list and reaffirm needs. Jack Sapia would like formula replacement values to make spending consistent and not pay interest on lease to save money. Sue Sherman wants to know when the priority presentation will be. Justin Krieger would like Ken and Chris to look at the list first. John Downing has removed his motion.

Conclusions:	Update the existing master list for the next meeting including prioritizing needs.
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Action Items	Person Responsible / Deadline
John Downing removed motion	Chris Martin and Justin Krieger/next meeting

TOPIC: alternate communication

Discussion:	<ul style="list-style-type: none"> • Alternates need to be prepared for the need to fill an absence.
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Brie Woodworth made a motion to include alternates in the email communications. John Downing supported and Sue Sherman seconded.

Conclusions:	Ken Henderson was happy to include alternates into the email group.
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Action Items	Person Responsible / Deadline
8/0/0	Ken Henderson/immediately



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TOPIC: Other	
Discussion:	<ul style="list-style-type: none">• John discusses Building aid application from state AY24-25 that are annually .
207 million in need to NH for building. Chris Martin clarifies big dollars are needed for renovations and high need is the requirement for the application . Brie Woodworth would like to utilize that for Sandown North or TLC. John agrees, we should try.	
Conclusions:	Chris Martin will look into application process for next meeting.
Action Items	Person Responsible / Deadline
NA	Chris Martin/next meeting.

Observers	Multiple observers, will ask for sign in sheet next meeting
Next Meeting	September 9th, 2024 1800 SAU boardroom
Adjournment	Justin Krieger made a motion to adjourn. Brie Woodworth seconded the motion; the motion carried 8/0/0. Adjourned at 19:37.