

**TIMBERLANE REGIONAL SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
January 20, 2009**

**Present:** Lisa Withee, Chair, Kathie Dayotis, Lori Aubrey (8:40), Mike Hogan (8:55), Patrice Liff, George Stokinger, Nancy Hart, Jim Hughes, Don Woodworth (8:39), Michelle Auger, Chuck Coker, Bucky Tardif and Linda Heuer (8:30-9:14).

At the Superintendent's Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called the January 20, 2009 Timberlane Regional School District Facilities Committee meeting to order at 8:35 am.

**Minutes**

Mrs. Withee called for a motion to accept the October 28, 2008 Facilities Committee minutes.

***MOTION: Mrs. Liff motioned to approve the October 28, 2008 Facilities Committee meeting minutes as presented. Mrs. Auger seconded. With no further discussion the motion passed (Mr. Coker abstained).***

**2008-09 Open Project Update**

Mr. Hughes provided the following information relative to the 2008-09 Open Project list.

*Classroom locks:* It was Mr. Hughes' plan to install the new locks over the Christmas break; however the materials to do so did not arrive in time. It is his hope the project will begin in two weeks.

*PAC Lightning Protection:* Plans for lightening protection at the PAC are still scheduled for the spring of 2009.

*Sandown Central Roof:* Mr. Hughes stated that the roof area by the edge of the boiler room was repaired in November as scheduled.

*New Unbudgeted Items:* The following items were not included on the original project list, but will be addressed within the current budget while funds are available:

- a. Middle School Gym Roof Leak – Mr. Hughes noted this was not an actual leak, but will skirt the intake louvers which will minimize the effect to the system.
- b. Sandown North Cupola Leaks – Correction plans are the same as the middle school's gym roof leak.
- c. Pollard AP Office Carpet – This project has been completed.
- d. HS Septic System – Mr. Hughes indicated the plans and specs went out to bid to four vendors. The opening and awarding of those bids are scheduled for 10:00 am today. He further stated that in speaking briefly with two of the contractors, the bids are expected to come in substantially lower than expected – estimations are between \$150k and \$200k.

Mr. Stokinger stated that once the bidding process is complete he will communicate to the district principals the amount of funds to be released (monies set aside back in November). He expects to collect approximately one-quarter to one-half of what was set aside. He then cautioned that the remaining funds be reserved for the anticipated revenue shortfall from the state.

**Ice Storm Recap**

Mrs. Withee requested each building principal report on how their school faired during and after the December ice storm.

*Danville Elementary:* Mrs. Hart reported that Danville Elementary lost power for six days. She commended Mr. Hughes and his staff for being proactive in water drainage as surely those areas would have flooded during the storm. The building sustained no interior damage. Several trees and branches did fall throughout the property affecting the playground. Problems were encountered with the initial restoration of one phase of the three phase electrical system.

*Pollard School:* Mrs. Auger stated the grounds at Pollard sustained similar damage as Danville – trees and branches littered the property. She reported extensive problems with the telephone system where twice they

had to reprogram the entire system. There was no heat in the building on that Thursday and Friday (December 18 & 19) as the boilers were not operational. The power outage at Pollard lasted six and a half days.

Mr. Hughes indicated that the controller for the boilers failed and was replaced. He further stated that the lack of heat in the Danville gymnasium caused the stairs to cup which will require repair.

Mrs. Auger stated that the telephone system lacked a battery backup which caused the loss of the programmable information. Nancy Danahy is looking into a UPS (uninterrupted power source).

*High School:* Mr. Woodworth reported issues occurring two days prior to the Christmas break. The PAC sustained a pipe break which caused damage to the office area. They had trouble maintaining heat in the high school – some classrooms were as cold as 58 to 60 degrees; it was not a uniform service. Valve adjustments were made which resolved the problem. Though the building experienced a troublesome start, it is doing great right now.

Mr. Hughes stated that the high school is a three phase system and they experienced a single phase power outage. Due to the size of the building, they don't always know they have an issue with a particular classroom until that room is occupied.

Mrs. Withee noted that the temperature in the PAC during the holiday show was cold. Mr. Hughes explained that due to the neighborhood draw on natural gas, the gas pressure to the building was low which resulted in poor heating.

Mr. Woodworth then reported that the two community outreach days (December 18 & 19) were a great success. The other district schools came with boxes of activities and volunteers. They estimated 300 students attended each day. Café Services provided 600 meals and charged the district only \$800 (\$1.50 per meal). He stated he was very appreciative of their effort. The program was quite an accomplishment.

*Sandown North Elementary:* Mrs. Liff reported that Sandown North was the first school back up and running. The building and grounds did not sustain any damage. She attributed that to the land clearing when the school was constructed.

*Atkinson Academy:* Mrs. Dayotis reported that Atkinson Academy lost power from that Thursday (December 11<sup>th</sup>) to Tuesday (December 16<sup>th</sup>). There were leaks in some of the classrooms, but no damage other than the leak itself. The property is covered in tree limbs which will take quite an effort to clean up.

Mr. Hughes stated that a contractor will need to be brought in to clean up the branches at both Danville and Atkinson Academy. This will be done once the snow is gone. Mrs. Dayotis commended her custodial staff for their effort during and after the storm.

*Middle School:* Mr. Hogan reported no damage or issues at the middle school related to the ice storm.

Mr. Stokinger stated that he has opened a claim with Primex<sup>3</sup> regarding the storm damage and may also be eligible for disaster funds from FEMA. The claim includes property damage, food/produce loss and shelter reimbursement. He requested all principals submit relative invoices to him ASAP. (This also includes the list of staff members who participated in the community outreach program.)

Mr. Tardif indicated that he will be holding discussions with the Plaistow Emergency Management Center regarding the possibility of using the high school as a shelter. Mrs. Withee added that she attended a recent selectmen's meeting in Plaistow where the topic to use TRHS as a shelter was raised. She stated the school would need a generator. Mr. Hughes noted that the Plaistow town hall and police department borrowed a generator from the National Guard and that the town is looking into a grant to acquire their own. The town will include the high school in that grant.

Mrs. Hart reported on how difficult it was to contact town officials and staff members during and after the storm because of the number of people without power or telephone service. She noted how dependent the district has become on AlertNow but cautioned that a backup system needs to be in place. She went on to say that the daily meetings with town officials and district administrators were extremely beneficial in keeping information updated and implementing a school reopening plan.

Mrs. Dayotis and Mrs. Auger noted that they posted notices at other locations in town to communicate with the public. They too, acknowledged how helpful the daily meetings were.

## **Energy Usage**

Mr. Stokinger noted that at the last meeting there was discussion on computer shutdown settings as a means to conserve energy. He stated he took the liberty of inviting Linda Heuer to this meeting to provide more information.

Mrs. Heuer reported that the middle and high school computers are scripted to shut off monitors after 15 minutes of idle time and CPU's standby after two hours. The elementary computers are scripted shut off monitors after 15 minutes of idle and CPU's standby after three hours. The Waterford labs must be manually shut down. She went on to say that they have tried to write script to have the computers shut down at a certain time of day, but found this does not work in all locations. She indicated she would be happy to change the standby times if the committee wants her to.

She continued to say that she was also asked to speak on "phantom power" (the amount of energy used while computers are turned off but plugged in). She estimates that if all computers in the district were plugged in 24 hours per day, 365 days per year using only phantom power, the cost would run approximately \$2,100 for the year. This does not include the times when computers are actually unplugged over vacations and summer break. The effort in unplugging and plugging in the computers far outweighs the minimal cost savings.

Committee members agreed and suggested a reminder from principals be given to all staff members to shut off computers at the end of each day. It was noted that the district has hired 50 to 60 new staff members since the last directive to do so was given.

Mrs. Heuer noted that the new computers are set up for energy conservation and that laptops use far less power than desktop models. The new monitors are LED monitors which also use less power.

Mrs. Withee opined that she is in favor of changing the standby times to one hour versus the current two and three hour settings. Mrs. Heuer was thanked for her input and excused from the meeting.

## **Facilities Committee Goals**

Mrs. Withee noted that they ran out of time at the last meeting to discuss facilities committee goals as directed at the September 16<sup>th</sup> meeting. Members suggested the goals center around the following topics:

1. Energy usage/conservation & recycling
2. Supporting the Capital Improvements Plan as related to learning
3. Safety

Mr. Coker recommended assigning several committee members to undertake the task of producing a goals statement for consideration at the next meeting. Mr. Woodworth and Mr. Tardif volunteered to serve and further volunteered Mr. DiBartolomeo who was not present.

## **Principals' Report**

Mrs. Withee opened the meeting to Principals' Report allowing principals the opportunity to discuss concerns and/or report on their buildings.

*Danville Elementary:* Mrs. Hart reported she was having problems with the telephones (cutting out, disconnecting lines) though they are in better shape now. The problems were attributed to external issues where Patec and FairPoint have been out to the school three times for repair. A week ago the school experienced a "puff back", which blew furnace soot throughout the kitchen, the kitchen storage and the supply storage areas. Clean up was a huge undertaking.

Mr. Hughes explained that a puff back occurs when the outside boiler dampers malfunction creating the boiler to starve for air and because there is no draft, the soot blows everywhere. Though they had safeties in place to prevent this, they malfunctioned. Controlled Technologies was called in to repair the problem and ServPro was called in to clean up the mess.

Mrs. Hart added they were not able to use the kitchen for a week and Café Services shipped lunches from Sanborn. They offered bagged lunches and cold cereal for breakfast as the whole building was sealed off from the contaminated area. The health inspector has since signed off and the kitchen is very clean.

She went on to say that she is still dealing with inconsistent heat throughout the building though repairs are being made. Mr. Hughes noted many of the heating repairs are related to the power outage and ice storm – the phase three system power loss made for damage to the electrical current flow.

*Pollard School:* Mrs. Auger reported, she too, continually deals with heating problems but attributes much of these problems to the age of the building and pipes. The first grade wing is often cold (which is the newest part of the building) – the boiler has gone down quite a few times. The building has hot and cold areas.

Mr. Hughes stated the boilers are new but the piping is old – one pumper system is servicing the entire building.

Mrs. Auger noted the heating unit on the roof is making a lot of noise – sounds like it's going to explode and even shakes the building. This occurs on an intermittent basis. It is located directly above the ASD and fifth grade area. This happens every day and comes in ten second blasts.

On a brighter note, she reported a 24x26 foot pavilion has been constructed in the playground. The structure is big enough to accommodate four big tables to hold classes and use for field day activities. They will paint it in the spring.

Pollard has not been experiencing any vandalism recently. Cameras are set up and functioning to monitor the pavilion and playground area.

Mrs. Auger then expressed her concern over plowing and parking issues, where snow piles are not allowing for proper vehicle egress or enough space for all busses. She remarked on the icy conditions during the ice storm. It was noted that snow and ice removal are the town's responsibility. Concern was raised that if the district were to bring in a tractor to remove the piles, the town might be more inclined to do less.

*High School:* Mr. Woodworth noted how dangerous the snow piles at the high school have become. They interfere with site distance when exiting the high school campus. Mr. Hughes indicated he would contact Busby to have those piles removed. He then noted he has used 25 tons of salt so far this year and that the snow budget has been exhausted.

Mr. Tardif reported the trophy case at the high school has been constructed at one third the cost of the bids they received. Dave Nye built the case and the district offered some in-house work. The LED lighting system will eventually be tied into the building's lighting system.

Mr. Woodworth stated he was able to access funds to pad the entire mini gym surface making it much safer. The weight room has also been painted – paint expected to last one year.

*Middle School:* Mr. Hogan stated his issues are centered on the buildings as a whole. Jackets and backpacks donned by students overwhelm the hallways. Crowding is very problematic coupled with students not being able to go out for recess. He continues to experience cold and hot rooms throughout the school, even though this has been the best year yet in dealing with the problem.

He went on to say that he wants to create a basketball court outside as one means to remedy the students getting outside. This, along with a storage area for equipment is on his to-do list for next year regardless of long-term plans.

He has gone to great lengths to make 1100 students fit into the building; parents do complain and he needs to address this on an on-going basis. He has even staggered the grade bells by 40 seconds to help eliminate the hallway congestion.

Mr. Hughes reported that the middle school lost its water this morning due to a tripped breaker. The matter has since been addressed and water is up and running.

*Sandown North:* Mrs. Liff reported that the town is doing a great job in keeping the parking lot clear. The only issue of concern at Sandown North is the stage area. They still use it on a continual basis and it is still a safety issue – the community also uses it all the time. She is hopeful to get it fixed right away.

Mr. Hughes stated it is scheduled for repair in the next budget cycle. Mrs. Withee added that the stage will be addressed if the warrant article passes. Mr. Hughes stated he would get someone in to look at it again.

*Atkinson Academy:* Mrs. Dayotis reported she has no snow removal problems; the town is very responsive to the school's needs – as are the custodians.

She stated there is a leak in one of the classrooms that will need to be addressed once the snow is gone – that class has been moved to another room due to the teacher's concerns of possible mold build up. She does not believe there will be a mold problem as the area is treated with a mold preventative each day.

**Other Business**

Mr. Stokinger noted that the front parking lot at the high school was not plowed properly Monday evening due to cars being left overnight. It is his position that vehicles left overnight be towed at the owner's expense. It is unfair to maintenance to try and remove snow from the lots by having to go around vehicles. Mr. Woodworth agreed to look into the matter and get the word out that no overnight parking is allowed. It was also noted that when designing new schools, a snow removal design should be considered.

**Next Meeting Date**

Mrs. Withee called attention to the next committee meeting to be held on March 3<sup>rd</sup>.

With no further business, Mrs. Withee adjourned the meeting at 9:58 am.

Respectfully submitted,



Catherine Belcher  
Administrative Assistant

Minutes completed and on file January 21, 2009  
Minutes approved March 3, 2009.