

**TIMBERLANE REGIONAL SCHOOL DISTRICT
FACILITIES COMMITTEE MEETING MINUTES**

March 3, 2009

Present: Lisa Withee, Chair, Kathie Dayotis, Lori Aubrey, George Stokinger, Nancy Hart, Jim Hughes, Edwina Lovett, Jo-Ann Georgian, Michelle Auger, Bucky Tardif, Angelo Fantasia, Tony DiBartolomeo, Doug Rolph, and Don Woodworth (8:40).

At the Superintendent's Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called the March 3, 2009 Timberlane Regional School District Facilities Committee meeting to order at 8:34 am.

Minutes

Mrs. Withee called for a motion to accept the January 20, 2009 Facilities Committee minutes.

MOTION: Mrs. Georgian motioned to approve the January 20, 2009 Facilities Committee meeting minutes as presented. Mrs. Auger seconded. With no further discussion the motion passed unanimously.

2008-09 Open Project Update

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

Classroom locks: The process to update classroom locks began one month ago. Lock replacement at Sandown North is complete, Danville Elementary is 80% complete and the materials for Pollard are on order. Although the targeted number of master keys per building is one, this may not be possible due to the age of some of the locking systems.

It was noted that communication was lacking between building principals and the facilities director relative to the actual lock replacement plan for each building. Decisions were being made without input from principals. Mr. Stokinger stressed that issues must be addressed during the process and not after the projects are complete. It is imperative principals understand the locking system in their buildings in the event of a lockdown.

Mrs. Withee concurred and recommended the principals be notified when maintenance is in the building and ready to begin a project – not after the work is completed.

Mrs. Auger stated she was not informed of the entire lock replacement plan and when she finally was, it was not at all what she wanted or expected. She then sat down with Mr. Smart and came up with a viable one-key master key plan.

Mr. Hughes agreed to sit down with each principal prior to the start of a project to go over details.

Mr. Stokinger clarified that it is not necessary for maintenance to sit down with principals regarding every work order, but all major projects do require a deeper level of communication. The classroom lock project is a major project that was budgeted a year and a half ago; it requires planning and discussion to get it done correctly.

Mrs. Georgian reported she is happy with the one-key locking system in her building. Mr. Smart did a great job; the project was completed in a timely manner and the system works well.

Mr. Hughes noted that if a student should lock himself inside a classroom, the door can be unlocked from the outside. Doors between adjoining classrooms cannot be locked due to fire codes. The sequence for lock updates is as follows: Sandown North, Danville, Pollard, Atkinson, Sandown Central, Middle and High schools.

PAC Lightning Protection: Mr. Hughes reported he contacted an electrical engineer about installing lightning protection for the PAC. The initial plans would have included protection beginning at the pole and transformer to which he has since learned is not economically feasible. He will move forward to protect the control room circuit using a UPS backup – not a typical UPS but a larger unit mounted at the circuit box. His focus will be on protecting the hardwired items (sound and lighting). This will cover all of the sophisticated lighting.

Mr. DiBartolomeo noted earlier problems with the screen motor and dimmers on the lighting tower, then noted he is in full agreement with Mr. Hughes' protection plan. Mr. Hughes indicated a timeline for this project has not yet been determined.

High School Septic System: Mr. Hughes reported a new septic system at the high school has been installed; three leach fields are in and they are now working on the electrical panel which should be installed and online by the evening. State inspection is done. Once the snow melts, Busby will be back to clean up the mess and do some work on the fields.

Mr. Fantasia inquired about the athletic fields and whether or not they would be ready for spring use. Mr. Hughes responded that until all the snow is gone, he cannot do anything with them. He is looking at getting a quote to have all the fields skinned, and then present to the School Board for approval. The failed septic system has posed a unique opportunity to close the affected ball field down for rejuvenation.

Sprinklers: Mr. Hughes reported a section of ceiling in the PAC was replaced and reinsulated as a result of the sprinkler system break in January. The painting contractor will be by tomorrow to complete the project.

The Pollard sprinklers will be addressed this summer.

HS Science Lab Hallway: Mr. Stokinger reported an ongoing issue where the Formica-type product lining the hallway walls by the science labs has been replaced once already and the new product is peeling off the sheetrock again. This project is still open with an \$8,000 balance. New material has been ordered and will be re-installed a third time – this time the sheetrock has been removed and the wall built out. They are hopeful this will remedy the situation.

It was noted that new Windham High School was done with this material all throughout the school. It is a new material to the market that requires proper application.

Ice Storm Follow Up: Mr. Stokinger reported most of the ice storm costs have been submitted to FEMA or the insurance company. It is expected nearly all losses will be reimbursed. He then reminded principals that clean up costs (once snow is gone) can also be submitted.

Atkinson Academy Pump Leak: Mr. Hughes reported that on Monday, February 23rd, the pump in the 1803 building let go causing a flood (6-8 inches deep) of hot boiler water in the basement. Both he and Kevin Bartose pumped out the basement and repaired the problem. ServPro was called in to clean up and set up dehumidification. For this very reason as well as fire code limitations, Mr. Hughes does not allow school supply storage in mechanical areas. No major damage reported.

Facilities Committee Goals

Charged with producing committee goals along with Mr. Bartolomeo and Mr. Woodworth, Mr. Tardif presented three committee goals in draft form for committee consideration:

1. To develop a comprehensive and updated Capital Improvement Plan
 - a. The District will provide a proper educational environment to meet the needs and demands of a quality, twenty-first century educational facility.
 - b. The District will comply and adhere to all current ADA codes and practices.
 - c. The District will properly maintain and update existing structures and systems.
 - d. The District will develop and implement a comprehensive long term facilities plan to address current and future needs.
2. The District will explore ways to further conserve and use alternative forms of energy
 - a. Conservation would include such programs to reduce energy consumption in areas of walls insulation, window replacement, and other techniques that reduce energy consumption.
 - b. Alternative forms of energy such as solar and wind turbines would be explored.
3. Security – involving communication, intercom system, security cameras and emergency evacuations.

Mr. Woodworth stated that the Committee's involvement for goal #1 would be more in line with implementation as well as the understanding it is an ongoing pursuit to achieve these goals.

Mrs. Withee acceded that the Committee's focus would be on items in alignment with the CIP as items 1 a-d are already included in the current CIP - the Committee will not develop the CIP but can assist in its development and implementation.

Mr. Stokinger noted that the Superintendent and he met with the Plaistow Board of Selectmen to present the CIP for the next five years.

Mr. Woodworth stated the Committee should review the CIP on an annual basis and work to allocate the resources necessary. The Committee should also be vocal in pursuit of the CIP goals.

Mr. Stokinger agreed and recapped the Committee's responsibility regarding the CIP would be implementation and communication.

Mr. DiBartolomeo added the Committee would hold a secondary role after the primary development of the CIP in the areas of safety and maintenance.

He went on to say that goal #2 resulted from an idea raised at an earlier meeting to incorporate the exploration and encouragement of alternative energy resources in the District. Mrs. Aubrey noted that the Somerville School District operates a wind turbine. The initial purchase was four to five million dollars, but they've experienced a savings of \$450k in its first year.

Mr. DiBartolomeo stated that on his last European trip he saw wind turbines everywhere – this Committee should strive to follow President Obama's objective to use alternative energies. He then suggested a subcommittee be formed to oversee the goal of exploring new alternative energy solutions as well as incorporating this into age-appropriate curriculum.

Mrs. Lovett agreed the District could do more to "go green." Mr. DiBartolomeo added that the Europeans are light years ahead of the United States in recycling - this Committee should get on board and take the lead. Educating children of this will produce future energy conservation.

Mrs. Withee noted the existence of an energy subcommittee to the School Board and that this should be mentioned in the goal as well as the fact that some energy conservation efforts are underway and will continue. She then directed goals #1 & 2 be refined.

Discussion over whether or not a third goal (safety) should be part of the Facilities Committee's goals, as there already was a District safety committee, resulted in the committee agreeing a third goal be added addressing the implementation and monitoring of District safety.

Mrs. Withee directed the goals team (DiBartolomeo, Tardif and Woodworth) make appropriate changes to the proposed goals and email copies to Committee members one week in advance of the April meeting for adoption consideration.

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 met with town personnel regarding snow removal resulting in improved communication and a noticeable difference in snow clean up. As it turns out, the town was not aware of all that is needed from them after each storm. It was a very positive meeting.

She is still experiencing temperature inconsistencies throughout the building which does affect classrooms. Students are either too hot or too cold.

Pollard School: Mrs. Auger noted that plowing has improved though she does expect there to be damage to the circle flag area. She stated there is a different person plowing each storm and snow is still in the roadway interfering with bus passage. Mrs. Withee indicated she was on the Plaistow Highway Committee and would enquire how to address this at their next meeting.

Mrs. Auger reported problems she has been experiencing with the security program controlling the doors. Since the system changed to a District system, she has had trouble programming her building independently.

Mr. Stokinger suggested additional training be offered. He noted network changes were made to the central District server at the high school that manages all buildings, but still allows schools to control their security systems locally. He will look into general training as well as individual building training.

Mrs. Dayotis reported she has had no problems with her security system and can only see her building from within the program.

Mrs. Auger stated she met with the Leadership Council relative to voting. Offsite parking and shuttle service will be provided for staff members. Staff members will not be parking on the left side of the school building as this has been reserved for voters. She used a lottery system when determining which staff members can park at the school. Notices have been sent home to parents advising them of the voting process as well as measures being taken to ensure the safety of students. Two (possibly three) police officers will be on duty at the polls and she will man the gymnasium doors.

Sandown Central: Mr. Rolph indicated the town does a great job plowing at the school. Areas of concern for him are: the school does experience hot and cold areas, though it has been okay recently. They experienced a few building leaks but have addressed them as they came along; these include new leaks in the music room. Windows are in poor condition in the fourth grade rooms, the music room and the front wing. He continued to report problems with the central boiler and with the heating system in the gym, making for very cold lunch periods.

Mr. Hughes stated the system was not sized properly to accommodate the cafeteria (multipurpose room).

Mr. Rolph reported several downed limbs are littering the property, to which Mr. Stokinger reminded once the clean up under the snow is complete, those costs can be submitted to FEMA for reimbursement.

It was noted that FEMA also has large generators that schools could apply to receive. Plaistow has inquired about using the high and/or middle schools as shelters; however electricity is needed. The town's emergency management team is looking into securing generators.

High School: Mr. Woodworth indicated he has nothing new to report. He commended his efficient custodial crew and noted the building's heat has been pretty good in comparison to the past.

Sandown North: Mrs. Georgian inquired on the status of the repair of the staging to which Mr. Hughes replied the PO was approved; he just needs to set up a time with the contractor.

Mrs. Georgian reported the two cupolas are really leaking now and they are forever putting up new ceiling tiles. Mr. Hughes stated he would get the roofer back to look at the problem.

She then reported the town has been highly responsive in meeting their snow removal needs – they sand, salt and move it out of the way.

Atkinson Academy: Mrs. Dayotis stated the Town of Atkinson has done an excellent job plowing and clearing the sidewalks. Her building experienced a couple of leaks in the kindergarten rooms and they have since cleared the roof of snow. Once the snow on the ground is gone, there will be a lot of brush to clean up.

Athletic Fields: Mr. Fantasia expressed his concern over the long and short term plans for the middle/high campus athletic fields. He is still waiting to see a plan depicting dimensions as he might be able to create something nice with minimal effort. He needs to see an architectural design in order to do it right. He noted he does not know enough about the fields as he hasn't see them go through a spring season yet.

Regarding the short term, he will need two baseball fields and may need to look at using fields at other schools – Pollard and Sandown are two options. He said they also need to do some skinning at the middle school. Long term – he's looking at adding another field once he gets the actual distance to the woods.

PAC: Mr. DiBartolomeo began his report commending Mr. Hughes and his crew in dealing with the January 2nd "watering" of the PAC offices – he has pictures of Mr. Hughes and staff members moving furniture in the sprinkler water. In a matter of hours Hughes had ServPro there cleaning up and the office was back in business within a couple of days.

Another incident to report was that a few weeks ago a stage curtain came in contact with theater lights which resulted in smoke (no fire). Patrons were evacuated though there was no fire or damage. Once cleared for return, the performance continued.

Though he has since learned not to use this devise for fire suppression purposes, Mr. DiBartolomeo indicated the smoke purge system did not work when he tried to use it during this incident. The purpose of the system is to remove theater smoke from the stage area and he was hoping to use it to clear up the smoke generated from the light and curtain. Proper procedure in the event of an emergency is to pull the alarms as using the purge system could mask a real problem.

Other Business

Mrs. Hart inquired to the status of the stage repair at Danville which buckled during the ice storm. Mr. Hughes indicated the PO has been approved and he just needs to set up a time with the contractor.

Mr. Stokinger noted the oil tank at Danville (noted in the five year maintenance plan) needs attention. Mr. Hughes expounded that water in getting into the tank. His plan is to dig up and inspect the tank over April vacation. This will affect the landscaping but not the sidewalk. The long term plan is to replace the tank completely but they need to remedy this problem as soon as possible. Any affects to ESY will be addressed at a later date.

Mr. Stokinger stated there may be funds available via the President's stimulus package and the District should be looking at possible items for consideration. It was noted that the majority of funds are designated for IDEA, construction projects, Title I, etc. Mr. Stokinger will look at the items moved out a year on the project list for first consideration.

Summer hours discussion will be placed on the April agenda.

Mr. Tardif announced that Don Woodworth and Barry Choolijan were inducted into the NE Hall of Fame – congratulations were extended.

Mr. Stokinger announced principals should spend their grant money allotment as directed back in October (\$1 per student for emergency supplies) and should reference project number 20083 when doing so. Mrs. Lovett asked principals to check with their nurses regarding their need for oxygen tanks.

Mr. Stokinger informed principals he would send out information regarding Department of Labor safety surveys.

Next Meeting Date

Mrs. Withee called attention to the next committee meeting to be held on April 14th.

With no further business, Mrs. Withee adjourned the meeting at 10:14 am.

Respectfully submitted,



Catherine Belcher
Administrative Assistant

Minutes completed and on file March 9, 2009

Minutes approved April 14, 2009.