

**TIMBERLANE REGIONAL SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
April 14, 2009**

**Present: Lisa Withee, Chair, Kathie Dayotis, Lori Aubrey, George Stokinger, Jim Hughes, Michelle Auger, Bucky Tardif, Angelo Fantasia, Doug Rolph, Don Woodworth, Patrice Liff, and Richard La Salle (9:20).**

At the Superintendent's Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called the April 14, 2009 Timberlane Regional School District Facilities Committee meeting to order at 8:39 am.

**Minutes**

Mrs. Withee called for a motion to accept the March 3, 2009 Facilities Committee minutes.

***MOTION: Mr. Rolph motioned to approve the March 3, 2009 Facilities Committee meeting minutes as presented. Mrs. Auger seconded. With no further discussion the motion passed with one abstention (P. Liff).***

**2008-09 Open Project Update**

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

*Classroom locks:* Since the last meeting, the classroom locks at Danville Elementary have been installed. They are still waiting on materials for Pollard, expected to arrive by April 24<sup>th</sup>. Russ Smart has sent in for Atkinson Academy and Sandown Central quotes.

At Mrs. Dayotis' inquiry, Mr. Hughes noted that Atkinson Academy will have only one key for all classrooms that will be available to both teachers and the principals. Some schools are opting to leave their keys in their locks while others have their teachers wearing the keys on their lanyards. It is up to each school to determine which system works best for them. For clarification purposes, it was noted that these keys access lock-down locks only. Some doors will have two keys – one for the classroom door lock, and one for the lockdown door lock.

*PAC Lightning Protection:* Mr. Hughes clarified that this is actually a surge protection project, though surges may be caused by lightning strikes. He has checked the phases coming into the PAC to be sure they are not overloaded. He has also confirmed that the circuit boards are protected with UPS backup. The issue now is protecting the 400 amp service (fed from the middle school) which is estimated to cost anywhere from \$40k to \$50k. This item is not part of the budget cycle and he is seeking the Committee's suggestions in addressing this.

Committee members questioned the cost the protected items/components in comparison to the cost of actually protecting them. Mr. Hughes did not know nor could provide an estimate. He stated he continues to work towards a less expensive alternative.

Mr. Stokinger stated that insurance *might* cover some lightning strike damage; however, he is not at all comfortable with relying on this method funding repairs. Mr. Hughes went on to say that the building is well grounded; however, he opposes installing lightning rods which only attract lightning.

*Plaistow Request for Campus Antenna:* Mr. Stokinger stated that this subject came up at a safety meeting by the Plaistow Police Chief, who indicated the town does not have adequate radio coverage of the middle and high school campus. It is suggested a radio antenna be mounted on the old high school chimney (best option to date). This location appears to provide the best sight-line distance, though they are still working on the exact placement.

Mr. Hughes added that a company by the name of Two-Way Communications has been out to inspect the campus and is now working on the engineering piece. He is still waiting to hear back from them.

Mr. Stokinger stated he spoke to the Police Chief back in November regarding the cost to the district. At that time it was thought to cost approximately \$12k. It has since been dropped down to \$9k with a monthly fee. This project has now moved from the Safety Committee to the Facilities Committee, as is the next step in the process. He went on to say he is not sure where the money for this project would come from, and that any

updated information might be available from Mr. La Salle or Mr. Coker who have since spoken to the Chief. This project will provide for police radio coverage of the entire campus buildings.

Mr. Woodworth stated there was some discussion relative to splitting the cost between the town and the district. It was noted that both Safety and Facilities Committee's budgets were exhausted. Discussion ensued on whether or not the Committee should consider supporting a project when no means of financial support has been created or offered. They determined that support could be given pending the resolution of funding.

***MOTION: Mrs. Auger motioned to support the Town of Plaistow's request to install a radio antenna at the middle/high school campus pending a resolution for funding. Mr. Rolph seconded. With no further discussion the motion passed unanimously.***

*Summer Hours:* As a means to conserve energy, the district has implemented a summer hours schedule whereby all (or most all) district buildings are closed down on Fridays throughout summer vacation. Feedback results for this year's schedule suggests a four-day workweek to begin the week of July 6<sup>th</sup> through Friday, August 7<sup>th</sup> (with the week of August 10<sup>th</sup> a full five-day workweek). Discussion on mentoring and administrator training as well as athletic activities transpired. It was agreed that the first four-day workweek would begin the week of July 6<sup>th</sup> and end on August 7<sup>th</sup>, bringing the total to five closed Fridays. (It was noted that Friday, July 3<sup>rd</sup> was a holiday and though the buildings would be closed, it would not count towards the district's scheduled number of closed days.) Mr. Hughes stated that special circumstances to open buildings on these days would be considered and anyone interested in doing so should contact him.

### **Facilities Committee Goals**

Mr. Woodworth presented a final draft of Committee goals for the 2009-2010 school year. This list of goals is a product of input from the Committee itself and the word-smithing of Mr. Tardif, Mr. DiBartolomeo and Mr. Woodworth.

In 2009-2010 the Facilities Committee will:

**I. Support the implementation of the 2008-2009 Capital Improvement Plan through the following efforts:**

- a. promoting facility changes necessary to meet the demands of a twenty-first century education
- b. keeping current and compliant with the ADA codes and practices
- c. maintaining and updating existing structures and systems
- d. monitoring the condition of all district facilities and communicating needs to the SAU and the school board

**II. Explore opportunities to conserve energy:**

- a. Suggesting the use of alternative sources of energy to save costs and reduce environmental harm
- b. Promoting programs and measures that reduce energy consumption, such as installation of insulation, window replacement and the use of efficient light sources
- c. Investigating the costs and benefits of alternative energy sources, such as solar and wind power

**III. Promote the safety of our students through the continued development and maintenance of the following:**

- a. Communications systems, such as intercoms, telephones, computers, walkie-talkies and emergency communications systems in our schools
- b. Security systems, such as building/school bus security cameras, automatic locking doors, effective "keying" of each building, and identification badges
- c. Continued development of facility needs that support emergency preparedness as recommended by the Safety Committee

Committee members reviewed the list and suggested the “2008-2009” Capital Improvement Plan be amended to “current” Capital Improvement Plan. It was agreed that the supporting outline (a, b, c, etc.) provided a valuable illustration of the primary goal.

***MOTION: Mrs. Auger motioned to adopt the 2009-2010 Facilities Committee Goals as amended. Mr. Rolph seconded. With no further discussion the motion passed unanimously.***

### **Principals’ Report**

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

*Pollard School:* Mrs. Auger noted that ten communities lost power last week including her school. Mr. Hughes explained that there was a problem with a transformer in East Kingston. All were surprised at how quickly the power came back on despite the number of communities affected by the outage.

Mrs. Auger stated one issue she is dealing with right now is the Internet system; it goes down often with no reason why. Sometimes she can use a yahoo account to email staff members, other times she cannot.

Mrs. Liff stated that Sandown North had chronic problems with their Internet until they replaced the server.

Mrs. Auger continued to report that the intercom and answering system did not work during the power outage either. Mrs. Dayotis reported that she, too, lost her phones during the outage.

Mrs. Auger reported that the playground equipment is getting older and she has had to rope off a portion of the playground due to its deteriorating condition. She was pleased to report there have been no signs of recent vandalism. To discourage future vandalism, she has gone ahead and purchased vandalism-proof picnic tables. These tables are more costly and are being funded through fundraisers.

*Sandown Central:* Mr. Rolph noted that the front steps at his school will be addressed this summer per the facilities director. He noted that a unit over one of his classrooms lost a pulley or belt. He then went on to report on the poor condition of his intercom system. It is an antiquated system that is on its way out. Should Sandown Central continue to exist over the next couple of years, they should consider replacing it. He concluded by noting the cleanup crew is scheduled to clean up his property over April vacation.

*High School:* Mr. Woodworth followed up on Mr. Rolph’s complaint of the intercom system by noting his school’s outdated unit – it works poorly, sounds scratchy and is difficult to understand. He is spending more money toward another major repair. It is just a matter of time before the entire unit is replaced. At that time a new location will be considered as its current location is not adequate. Despite the amount of money they are spending on constant repair, the unit is not getting any better.

He then reported on the design of the 200 wing walls and the constant need to repair them. Students bump into them and leave indents. Custodians are continually repairing them to no avail for students are intent on pounding out each of the repairs.

Mr. Hughes explained that back when the walls were originally constructed, the studs were installed two-feet on center. Plywood was installed up to four feet, but should have been installed up to eight feet. His plan is to shut down the bathroom in April and replace the walls with fiberglass reinforcement panels. This should address the problem. He then noted there were twenty-two work orders to repair the bathroom walls this year.

Mr. Woodworth expressed his desire to preserve the 200 wing as it would be incorporated into any long-term plans for the building. Keeping this area in good repair should be a priority.

He then went on to state that he believes the grounds crew is spread too thin, resulting in fields not being prepared in time for usage. Through no fault of their own, the two ground crew members cannot possibly get all of the work done.

Mr. Fantasia agreed and added that he and other coaches had to hand rake the varsity and softball fields in order to have them ready for an upcoming scrimmage – the crew was busily tending to three other fields. He noted the lacrosse field is not even lined yet.

Mr. Woodworth stated this is an annual problem – the crew is two to three people shorthanded – clearly understaffed. The crew is working hard, but there is just not enough man power.

Mr. Hughes stated that he put in for another crew member, but it was cut from the budget. He will add more hours to the existing crew's schedule.

Mr. Stokinger suggesting adding a budget item to contract out for field preparations in the spring – bring in a contractor for a few weeks to keep up with the demand. Mr. Woodworth agreed and stated the district should contract out and then compare the work and cost to adding another fulltime staff member. This needs a long-term solution as this is a problem each year.

Mr. Rolph offered to ask his custodians if they would be willing to help out. Mr. Hughes thanked him for the offer but noted experienced grounds personnel are required.

Mr. Tardif noted that April to the second week in June is the most crucial – there are lawns, fields, sports and graduation preparation. Contracting an outside service seems like a great idea. Mr. Stokinger stated they would need to build this line item into the 2011 budget.

Mr. Woodworth was excused from the meeting at this time (9:22 am).

*Sandown North:* Mrs. Liff reported that things are going well at Sandown North. Repairs to the stage are complete – they are very pleased with the end results. The only other problem worth noting at this time is the cracks in the walls. Though they continue to fill them, they should consider a long term solution.

Mr. Hughes noted that with a wooden frame, the building is always moving. The building was built with minimal expansion joints, thus resulting in cracked walls.

*Atkinson Academy:* Mrs. Dayotis reported the playground at Atkinson Academy has a hole in the blacktop due to a frost heave. She has roped off the area, but the hole needs to be filled. Mr. Hughes replied that once the grounds crew is free, they can install a temporary cold patch. Repaving has been included in the next budget cycle.

Mrs. Dayotis went on to say that the portable bathroom for one of her kindergarten students will need to be moved to the hallway for next year. Placing it in the hallway will allow the student to progress throughout grades without having to move it again.

She stated the telephones go completely out of service in power outages and that many voice messages are showing up days later.

Mr. La Salle noted that the phones are old in all of the facilities (except Sandown North) and that they have been looking at a different phone system on the district level utilizing some of the stimulus monies. He stated there are all kinds of companies that offer distance based/call manager systems. They are looking to build a core as a hub and build out as the buildings grow. This is a fairly expensive endeavor and will need to be budgeted at a minimum and possibly bonded. The current district system is made up of hodge-podge equipment and will need to be updated at some point.

Mrs. Dayotis continued to report that she will be moving two classrooms from upstairs in the old building to downstairs. One of those classrooms will require a sink. Mr. Hughes stated he will have one installed.

*Athletic Fields:* Mr. Fantasia stated his concerns were addressed along with the high school's report.

### **Other Business**

*Water Issues at Atkinson Academy, Danville Elementary and Pollard School:* Mr. Stokinger reported that the district received violation notices from the Department of Environmental Services regarding the quality of water at the above mentioned schools. Letters were sent home to parents and notices were posted in schools as required. Recent test show they are now in compliance but will test monthly.

Mr. Hughes stated that they were required to take fifteen samples at Atkinson to which five showed levels of lead. They have determined that the lead comes from soldered pipe joints leaking into the water line. The well water is fine; some of the pipes are not. The district has until August 20<sup>th</sup> to address.

He went on to say that Pollard has an arsenic problem. Back in January the test showed two parts per billion, a later test showed 43 parts per billion and a subsequent test from this showed 2 parts per billion. This could be the result of cross contamination at the lab as a new system was installed at Pollard just a few years ago. Discussion on the system, they accrual of arsenic waste and its disposal was noted.

Mr. Hughes reported that Danville Elementary's water shows high levels of iron and manganese. A new well will be installed this summer. The engineering plans have been sent to the state for approval. Once approved the project will go out to bid.

*Danville Kitchen:* Mr. La Salle reported that the kitchen at Danville Elementary failed a state safety inspection mostly due to the kitchen hood design (lack of fire suppression and grease build up). The school was put on a corrective plan by the state. Additionally, the Crabtree report cited a number of issues regarding the kitchen. Instead of just addressing the hood, they realized it would be best to address the whole kitchen. They concluded that a redesign was too expensive, so they have pared down the equipment list and will move ahead with a responsible kitchen renovation. The School Board Chair was asked to assign board members to a committee to oversee this project. He stated he is hopeful the project will be completed by the end of summer – the schedule will be tight, but in the end, Danville will have a new kitchen.

#### **Next Meeting Date**

Mrs. Withee called attention to the next Committee meeting to be held on June 2<sup>nd</sup>. It was noted that a Safety Committee meeting will immediately follow. Items for the June agenda will include: Facilities Committee 2009-10 meeting calendar (one meeting coordinating with a Safety Committee meeting), and the Budget Committee fall tour. Mr. La Salle suggested having a focus tour that would identify specific areas for viewing might be more productive than just a general tour.

Mrs. Withee added that evenings are best for the tours as the daytime tours are not productive – too many distractions. She further noted that the Committee's meeting minutes are an informative tool in keeping all committees and boards apprised of the actions and concerns of the Facilities Committee.

With no further business, Mrs. Withee adjourned the meeting at 9:47 am.

Respectfully submitted,



Catherine Belcher  
Administrative Assistant

Minutes completed and on file April 14, 2009

Minutes approved June 2, 2009.