

**TIMBERLANE REGIONAL SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
June 2, 2009**

**Present:** Lisa Withee, Chair, Kathie Dayotis, Lori Aubrey, George Stokinger, Jim Hughes, Michelle Auger, Bucky Tardif, Doug Rolph, Maria DiNola (8:55-9:25), Don Woodworth (9:25), Patrice Liff, Paul D'Amore, Nancy Hart, and Chuck Coker.

At the Superintendent's Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called the June 2, 2009 Timberlane Regional School District Facilities Committee meeting to order at 8:40am. She then welcomed and introduced newly elected budget committee member, Paul D'Amore (representing the Town of Sandown). Committee members, in turn, introduced themselves to Mr. D'Amore.

**Minutes**

Mrs. Withee called for a motion to accept the April 14, 2009 Facilities Committee minutes.

***MOTION: Mrs. Auger motioned to approve the April 14, 2009 Facilities Committee meeting minutes as presented. Mrs. Hart seconded. With no further discussion the motion passed unanimously.***

Mr. D'Amore inquired of his voting status to which Mrs. Withee indicated he is a voting member of the committee.

**2008-09 Open Project Update**

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

*Classroom locks:* There are eight classrooms left to do at Pollard School. Once completed, Atkinson Academy will be the next and last building to be done. The entire project is expected to be completed by the end of the fiscal year. Discussion ensued on lock-down lock plans for the middle and high schools. Mr. Hughes noted that those two schools were not included in the overall plan as they are identified in the Capital Improvement Plan for renovation/improvement.

*PAC Surge Protection:* Mr. Hughes stated he had nothing to report on this project at this time.

**Danville Kitchen Update**

Mr. Stokinger reported that the Danville Kitchen Committee met last week. They are collecting bids and will award the project to a contractor next week. Engineering plans are expected to be submitted to all authorities by Friday. The next step in the process is to wait for school to recess for the summer and then clear out the kitchen equipment for the renovation. The renovation will be to the kitchen itself, no storage or secondary areas. The project will include rewiring upgrades to accommodate new equipment as it is purchased in phases as the budget allows with specific changes made to the food preparation area to address safety and workflow issues.

**Summer Project Update**

Mr. Hughes distributed a Summer 2009 Projects master list that included the school, estimated cost, quoted cost, and contractor. He noted that it would be a very busy summer with only six weeks to complete the projects listed. He stated many of his crew will not be vacationing until school starts in the fall as the summer workload is extremely large. He then asked administrators to review the list to be sure their building projects are accurately listed.

Mrs. Auger inquired about project scheduling as one of her projects effects the front entrance to her building. Mr. Hughes responded that scheduling plans will be determined later in the month and he will notify (email) all principals at that time. He will also do his best to keep all areas safe during these projects.

Mrs. Hart noted that the tanks in the driveway at Danville were not on the listed on the handout, to which Mr. Hughes replied that item is not a budget item, but will be investigated over the summer. She also stated that the gym floor refinishing was put off last year as they needed that place for storage; it appears the same thing might occur this year. Mrs. Dayotis noted the same for her school.

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Mr. Hughes indicated he would contact the roofer and Decktech for a precise timeline. Mrs. Hart agreed this would be wise as there are fourteen classrooms affected by the roofing project.

Mr. Tardif questioned the amount budgeted to refinish the high school gym floor. Mr. Hughes noted that the amount listed was accurate as far as what was budgeted, but he expects to cover the total cost with surplus project money. He went on to say that they need to repaint and refinish the high school gym floor in the near future.

Addressing Mr. Rolph, Mr. Hughes stated that the parking lot lights at Sandown Central will be solar powered as he does not want to add to the power demand of the building. He was able to find and purchase LED lights (with 950 diodes per fixture) with batteries.

Mrs. Hart asked if the water supply item under Danville's summer projects included the well. Mr. Hughes noted it did and that the bid was recently awarded to McKinney Well and Pump. State approvals have been received and they are now just waiting for school to recess for the summer.

Regarding Atkinson Academy's water lead reading, Mr. Hughes is still working on the plan; he has until August to submit it to the state. He noted that the last water sample was well below the threshold which confirms that the lead in the system is not from the water source itself but from solder from the pipes.

He went on to report that the water issues at Pollard are all set; the sample in question was erroneous. He will plan to change out the media in the next budget cycle.

Mr. Hughes then noted that the quotes for the projects at hand are coming in much lower than expected – thus far \$40k in the District's favor.

#### **SAU/Athletic Field Drainage**

Mr. Hughes distributed a copy of the RFP to address the drainage issues on the varsity baseball field. He stated that for approximately a year and a half the field has not been draining properly thus making for a very wet outfield. He reviewed the drainage and catch basin plan and noted that the buildup of silt appears to be the culprit. A new catch basin will need to be installed as well as a trench dug to another catch basin that will drain into the irrigation pond. Bids went out last week and will be awarded next Friday. He stated he is seeking approval from the Facilities Committee to move ahead with this project.

Mr. Tardif noted that the fields are rented out over the summer and asked if he was to expect a disruption as he will need to notify others. Mr. Hughes stated the project will take only three days in July and he will nail down specific dates with the contractor when the bid is awarded.

Mr. Stokinger then spoke to the financial piece of this project noting that with the thirteen bid openings/awards that have already occurred, and with full budgeted amounts in place for the Danville projects and the PAC walkway, they have a surplus of \$44k. This drainage project is expected to cost \$16k to \$22k.

***MOTION: Mr. Tardif motioned to recommend the School Board approve the athletic field drainage project as presented. Mr. Coker seconded. With no further discussion the motion passed unanimously.***

#### **Atkinson Academy Rear Walk/Roadway**

Mr. Hughes noted that the brutal winter created havoc with the back walk and roadway at Atkinson Academy. The back road has heaved, has sinkholes and is unsafe. He stated that a 110'x11' section needs to be ripped up, graded and repaved. Bids were sent out with responses from Busby (\$6,745), Galloway (\$8,145) and All Phase (\$3,425).

Discussion ensued on the bidding process – low bid versus contractor viability/reputation. Mr. Hughes stated he researches each bidder under consideration including conducting site visits of previous work. District policy states that any project over \$10k must be posted for bids. This project was posted. He went on to say that the

superintendent has the right to accept or reject bids in the best interest of the District, regardless of whether it be the lowest bid. He gave the example of the Pollard sprinkler bid.

***MOTION: Mrs. Auger motioned to recommend the School Board approve the Atkinson pavement repairs project as presented. Mrs. Dayotis seconded. With no further discussion the motion passed unanimously.***

### **PAC Front Walkway**

Mr. Hughes passed around photo printouts of the PAC walkway and samples of an asphalt stamping design. He explained that the concrete walkway in front of the Performing Arts Center continues to heave each winter creating an uneven surface. Each year he borrows a roller from Busby to even it out, however, so much heaving over several years has rendered this rolling process useless. He has since sent out bids for paving which would include removal of the concrete, removal of 12" of sub grade, addressing any drainage issues they might find, and paving. Paving is the most durable surface; however, it is not attractive. The PAC is really the show-piece for the District, thus he is proposing to stamp a weave pattern into the asphalt and paint areas to match the balusters. He pointed out the samples of asphalt stamping he distributed earlier. Removing the curb, paving the surface and stamping would bring the walkway into ADA compliance and will be appealing to the public.

He then went on to discuss costs noting bids of \$16.7k and \$17.4k for paving and \$22k for stamping. He noted that the center of the Town of Derry is paved and stamped and is quite attractive. He noted that areas of high vehicular traffic are worn, but that this should not affect the stamping at the PAC as only foot traffic is permitted on the walkway. He is looking for the committees' consensus on this project.

Questions were raised on the life expectancy of the stamping to which Mr. Hughes replied the walkway would need to be sealed and that a typical vehicular traffic stamping lasts seven to eight years – with only foot traffic at the PAC it's life would far exceed this. Neither salt nor sand would pose problems to the surface.

He continued to say that another option would be to tear up and re-concrete every seven or eight years and view this process as a maintenance issue.

(Mr. Woodworth joined the meeting at this time and Mrs. DiNola was excused – 9:25am.)

Mrs. Withee called for a motion.

***MOTION: Mr. Coker motioned to support the paving and stamping option for the PAC walkway as presented. Mr. Hogan seconded. With no further discussion the motion passed unanimously.***

Mr. Hogan also noted that the back walkway from the PAC to the middle school is bubbling and fraying. Mr. Hughes agreed to take a look at it.

### **Pollard Neighbors (Hawkins)**

Mr. Stokinger reported that he met with Mr. & Mrs. Hawkins (abutters to Pollard School) relative to some drainage concerns they had. Over the years the grade of the Pollard lot has increased leaving the Hawkins lot at a lower elevation and now they are experiencing water run off to their property, specifically in the area where they wish to garden. Mr. Stokinger offered to excavate and address the drainage and is waiting to hear back from them. He noted this report is to inform the committee only and that no action is required at this time. He stated the District wants to be good neighbors.

### **Fall Facility Tours**

Mrs. Withee opened discussion on the fall facilities tours noting it would be a good idea to invite town selectmen and town managers to tour the schools. She stated she would ask the Community Relations Committee to work with the towns to coordinate this. Scheduling options and suggestions were noted with evening tours being preferred. Mr. Stokinger suggested the tours be regimented and in similar format. Tentative dates of September 10<sup>th</sup> and 24<sup>th</sup> were given. Mr. Stokinger will check with the Budget Committee on whether September 14, 15, or 16 could be scheduled. All tours would begin at 6pm.

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Mr. Coker noted that the middle school should be toured before the high school as it was after the high school last year. It was noted that the tours will include items in need of attention and projects completed.

### **Principals' Report**

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

*Sandown North:* Mrs. Liff reported there are no issues at this time at Sandown North as the ones they have are being addressed this summer. She did note that the stage is beautiful and they are very happy with the repairs.

*High School:* Mr. Woodworth stated that the drainage issues at the high school are serious and is glad to see them being addressed this summer. He noted that Russ Smart changed the walls in the boys' bathroom of the new wing and that it is holding up wonderfully. This same process should be done in the back hallway. Russ did a great job. He then reported that new lockers are coming in over the summer.

*Athletics:* Mr. Tardif stated he had nothing to report at this time.

*Sandown Central:* Mr. Rolph indicated the back pavement is breaking apart. The custodians continue to pick up the pieces. He said this is caused by people parking partly on the pavement and on the grass when they attend baseball games. This is his only issue.

*Middle School:* Mr. Hogan noted he has only one other item to add to his summer projects list and that is to remove cabinets from the new reading room in an effort to increase instructional space. He went on to say he has not given up on his plan to install basketball hoops outside for his students. He will be in touch with Mr. Fantasia about their location.

*Atkinson Academy:* Mrs. Dayotis noted that the Atkinson PTA wishes to purchase a climbing wall for the gymnasium and lighting and landscaping from the parking lot to the dike. She inquired of the process. Mr. Hughes noted that there is electrical current underground already for the lighting.

Mrs. Dayotis was informed to contact Mr. Fantasia and Mr. Tardif about the climbing wall and Mr. Hughes about the outside projects. All projects would require the approval of the school board. It was also recommended all purchases and installations go through the District for liability purposes. She should plan to get on the school board agenda for approval. Mr. Coker noted that District policy KHC-R requires all gifts be presented by the superintendent for school board approval.

Mrs. Dayotis also reported that a shade structure is being installed at the school this weekend. Mr. Hughes stated he would move the dumpster to a pad and shield it from view.

*Pollard School:* Mrs. Augers stated that Pollard School is all set; however, she did have a question about the playground mulch. Mr. Hughes indicated that the custodians need to rake the mulch on a daily basis. He also noted that they need to budget to have the mulch removed and replaced when it becomes too packed down.

(Mr. Tardif left the meeting – 9:55am.)

*Danville Elementary:* Mrs. Hart stated she is looking forward to the summer work scheduled for her school. She noted a concern over the high water on the access road. Mr. Hughes stated that it will be addressed in the next budget cycle. She continued to report that she is adding another 1<sup>st</sup> and 4<sup>th</sup> grade classroom. The PTA wishes to donate picnic tables. She also noted that during the ice storm the backstop to the baseball field was damaged. After a bit of dialogue, it was determined the backstop would be removed completely.

### **Other Business**

Mrs. Withee noted two areas of concern: 1) the fence lines along District properties are not maintained and are lined with trash (very poor curb appeal) and 2) the septic vent at the high school junior varsity baseball field emits a terrible odor.

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Mr. Hughes stated that the septic vent issue has already been addressed. A charcoal filter was installed to the pipe to absorb the odor. As far as the grass not being cut in certain areas, he can take care of this. He stated he hopes the committee will support him in the next budget cycle.

He went on to say that a 600' trench to the water wheel will be dug to irrigate the new fields. He stated that the fields are overused and that 50% of the use is outside the District.

### **Future Meetings**

The committee agreed on the 2009-10 school year Facilities meeting dates as follows:

September 8  
October 20  
December 1  
January 26  
March 16  
May 4  
June 15

Mr. Coker will coordinate these dates with the Safety Committee.

With no further business, Mrs. Withee adjourned the meeting at 10:03am.

Respectfully submitted,



Catherine Belcher  
Administrative Assistant

Minutes completed and on file June 4, 2009  
Minutes approved September 8, 2009.