

**TIMBERLANE REGIONAL SCHOOL DISTRICT
FACILITIES COMMITTEE MEETING MINUTES
September 16, 2008**

Present: Lisa Withee, Chair, Doug Rolph, Kathie Dayotis, Lori Aubrey, Mike Hogan, Patrice Liff, George Stoking, Nancy Hart, Bucky Tardif, Tony DiBartolomeo, and Michelle Auger.

At the Superintendent's Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called the September 16, 2008 Timberlane Regional School District Facilities Committee meeting to order at 8:37 am.

Minutes

Mrs. Withee called for a motion to accept the June 10, 2008 Facilities Committee minutes.

MOTION: Mrs. Aubrey motioned to approve the June 10, 2008 Facilities Committee meeting minutes as presented. Mrs. Hart seconded. With no further discussion the motion passed unanimously. (Mrs. Auger, Mrs. Dayotis, and Mrs. Liff abstained.)

High School/Middle School Renovation Projects

In Mr. Hughes' absence, Mr. Hogan offered to report on the middle school renovations.

He began with an overview of the projects:

- 1) Renovations to the ASD area (approved warrant article) which was completed over the summer. Students are currently working and learning in this bright, fresh, well-lit area. He stated he is very happy with the results.
- 2) A reading suite (room 1111) was re-developed to assist in the facilitation of the Language! program. Three small areas were created to accommodate desks, whiteboards, and learning – the area is being used as intended and he very pleased with this how well this project turned out.
- 3) The nurse's area renovation consisted of opening up a back wall (and installing doors) which has created an excellent shared working area. This was considered a minor but necessary project.

Mr. Hogan again thanked the committee and all those who were involved in the approval and implementation of these projects.

Mr. Stoking reported that the new labs at the high school are complete except for a few punch list items (3-D projector – funded primarily through a grant, and a few other technology items). He commented that the labs are quite nice and invited committee members to take a look at them.

Summer Project Recap

Mr. Stoking presented a Summer Projects 2008 worksheet listing all summer projects and their completion status. He noted that phase I locker replacement at the high school was completed on Labor Day weekend, just prior to the start of the school year. Renovations to the bathrooms at Danville are complete, two-thirds of the end of the high school cafeteria was glassed in, storage tank abandonment, tree clean up and completion of the sprinkler system at Atkinson Academy. He further noted that the office at Pollard School looks quite different (very spacious), and the boys' restroom in the old section of the school has been fixed. Kitchen equipment upgrades at both the Pollard and high schools brought the kitchens into compliance as well as provided improved working conditions for kitchen staff. The SAU office received a partial carpet upgrade.

He went on to report that the sprinkler system installation at Pollard has been pushed back to next year due to the project being more involved than expected as well as the engineer's late arrival to execute the project.

Discussion about the sprinkler installers, their work schedules and missing computer equipment at Atkinson Academy transpired. It was determined that the lowest bidder is not always the best option for the District.

Facilities Tour

Mr. Stoking reported the Budget Committee and Facilities Committee conducted a tour of the middle/high school campus on Thursday, September 11th. Mrs. Withee noted that the tour was videotaped and is expected to be posted on the TEN network. She requested the remainder of the tour also be videotaped. Committee members then conversed on upcoming tour locations and dates, noting time constraints and other District

functions. It was noted that with the exception of Sandown Central, Fridays pose a better tour day for the remaining elementary schools. Each building tour will consist of viewing recent work completed as well as principals' recommendations of future projects for the next budget session (2009-2010). Mrs. Withee will consult with the School Board and Mr. Stokinger will consult with the Budget Committee for the next facility tour date (possibly September 24th).

Energy Usage

Mr. Stokinger presented a Utility Usage data sheet reflecting energy usage for each District building for the last three years. He noted a significant savings over this three year span, clearly indicating the District's energy conservation measures are working. He then referred to the District Energy Conservation Plan which provides directives in reducing energy consumption. One item addressed appliances to which Mr. Stokinger requested principals check their buildings to see that only "necessary" appliances be used – a local fire department noted the use of such appliances in one of the schools.

Mr. Rolph stated that a few years ago technology programmed his building computers to shut off automatically at 3:30 pm. He suggested other schools do the same. Mr. Stokinger responded he believes all the new computers have been programmed to do this as well, but will double check. He also suggested each building's staff be charged with making sure all computers are shut off each night as computers are big energy users and the District has over 1,000 of them. He went on to say that the new copy machines are Energy Star compliant and can be programmed to shut down when not in use – he will check to be sure each building's has been programmed for energy conservation. With energy costs continually increasing, it is a District goal to be more aggressive in shutting items down when not in use.

At Mrs. Auger's inquiry, Mr. Stokinger agreed to follow-up with Mr. Hughes on the status of the District energy awards.

2010 Budget Priorities

Mr. Stokinger directed any and all information relative to proposed projects be copied to him when responding to Mr. Hughes project inquiry. He (Stokinger) will generate a master list for prioritization. He noted that there are currently a few big studies being conducted on the middle/high school campus and the Sandown schools.

Mrs. Hart expressed her concern that since the kitchen hood fire suppression system at Danville Elementary is still non-compliant in accordance with the state minimum standards she fears her school will not meet state standards two years in a row.

Mr. Stokinger responded that the current Lavallee-Brensinger proposal addresses the kitchen in its entirety and that the state is calling for a plan to address this deficiency in the 2010 budget. The District intends to meet this requirement.

Mr. Rolph requested clarification as to how much of his building should be maintained relative to the recent discussions concerning Sandown Central's long term plans. If the long term plan is to eliminate the building altogether, what improvements should be made in the meantime?

Mr. Stokinger stated that Lavallee-Brensinger was contracted by the District to review both the middle/high school campus and the two Sandown schools for future long-term strategies. He stated that there is a potential savings if classrooms are added to Sandown North and Sandown Central is closed. The School Board has approved the funding to have professional architects look at this. They hope to get sketches back by October so that a warrant article could be drafted in time for the 2009-2010 budget.

Mr. Hogan remarked that Mr. Rolph is in a difficult place. He stated he, too, is working in the long and short term and that he bases his list of improvements on the impact and effects they will have on safety and learning. It is a priority that those items be met regardless of the long term plan.

Mr. Stokinger continued to say that the town of Sandown does not want to abandon a building in the center of their town, yet this building is owned by all of the District towns, not just Sandown. If the plan to consolidate the schools works out, they need to also come up with a plan for Sandown Central.

Mrs. Dayotis stated that the building/land trade regarding Atkinson Academy may have set a precedence. She further stated that Mr. Rolph has a responsibility to get clarification for what is expected of him for the 2010 budget priorities list.

Facilities Committee Goals

Mrs. Withee informed Committee members that all District committees are required to have goals, a standardized agenda and meeting minutes that are to be available for public inspection when requested. She is directing this committee to set four goals. She asked that members submit their ideas to her and to be prepared to discuss them at the next meeting. Suggested goals included those pertaining to learning, safety and energy conservation.

Mr. DiBartolomeo stated that they should strive for a plan in energy conservation/strategies that includes solar and wind and to further incorporate it into the curriculum at the appropriate levels. This could be a win-win given the current energy climate. A district-wide plan could include strategies for each building that is advantageous for education and pro-active for the community.

Mrs. Hart stated she would like to see this expanded to include environmental issues such as recycling. Mr. DiBartolomeo added that converting from desktop pc's to laptops would also be a great plan as laptops consume 90% less energy than laptops. When one considers the number of pc's in the District, the potential for savings is high.

Principal's Report

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

Danville Elementary

Mrs. Hart reported that Danville Elementary hosted the Extended School Year program (ESY) this summer with 100 students and 130 staff members participating right up until August 7th. She commended her custodial crew and others who prepared the building for this program. The ESY were great guests – it was a wonderful experience. Her only request when hosting again is to increase her custodial support as hers was under a great deal of pressure.

She went on to report that she is pleased with the new bathroom with its new fixtures. Her building looks great. She then stated she has already submitted her project proposals to Mr. Hughes and Mr. Stokinger.

Pollard School

Mrs. Auger reported that the renovations to her main office are the highlight when one enters the building. The office is spacious, much more functional and all around beautiful. The Eagle Scout project is almost complete. This project included painting the railings, painting a four-square court, outlining the basketball court and more. She stated the burnt slide has not yet been replaced as it is still on order. The SPED conference room has been upgraded as well as the bathroom – though it was much more work than expected. In general the custodial staff does a fantastic job.

She continued to report that Pollard's open house is scheduled for Wednesday. Vandalism is still an ongoing issue. Trash cans have been made available throughout the playground in hopes that people would use them. The video monitor is not located in an optimal spot, yet she cannot access it from up the stairs – it also needs to be tied into the main system. They experienced problems with the clocks and door timers. The playground door needs to be locked as the wind continues to set off the alarm and blow the door open.

Mr. Stokinger noted that the District network changes created problems with door locking systems. Mr. Hughes and Mrs. Heuer have met with Pulsar and have ordered a new module for the locking system that will "talk" to the network.

Mrs. Liff stated that Sandown North is still experiencing problems with their inner door. The camera picks up students passing by and automatically opens the door. This is a security issue.

Mr. Stokinger stated the computer module is to be upgraded. At that point the alarm/lock vendor and the IT department will get together to discuss solutions.

Mrs. Hart reported that Pulsar came to reconfigure her security system as they had to manually lock their doors. The system is working now, as they ended up tying back into the old system.

Mrs. Dayotis reported problems with Atkinson's system as well. Mrs. Auger had problems with both the alarm and telephone system at Pollard. It appeared the problem was with their dedicated line. They have since added another phone line and the system is up and working now.

Sandown Central

Mr. Rolph reported that Sandown Central had a great opening. His custodial staff is awesome – he even shared some of them with Danville to get that school up and ready for their opening. He said that Sandown Central had a “preview day” where incoming students could visit the school. His custodial staff really scrambled to get the building ready for it.

The Sandown recreation department used the building on rainy days throughout the summer – just the gymnasium and the bathrooms. Old Home Day was held at Sandown Central again this year. Old Home Day organizers raved about the electric panel that was installed on the outside of the building. The panel accommodates six to eight outlets.

Mr. Rolph went on to say that there were no big projects on this building this summer; the boiler room roof was repaired (more repairs still needed) and bark mulch was brought in. His facility goal at this time is to concentrate on improving the road view via landscaping. He then mentioned there were some problems with his fax line that have since been remedied – the T1 people erroneously plugged into the fax line.

Atkinson Academy

Mrs. Dayotis reported her school experienced a great opening – the place looked great. She noted that the assistant principal’s office has been relocated to the other end of the building so that he could have immediate access to the curriculum material. This move required the rerouting of a telephone extension to which they have concluded the telephone system is overloaded – it has maxed out its capacity.

She went on to report a doorbell was installed at the main entrance and a movable bathroom door opener has been ordered to accommodate a kindergartner. This unit will be moved from grade to grade with the student. It has not yet been installed. Mr. Stokinger agreed to follow up on this project. She concluded her report by commending her custodial staff for getting the building ready for school –one particular section was completed in just five days.

Performing Arts Center

Mr. DiBartolomeo reported the PAC hosted events all summer long as well as six to eight camps. His greatest concerns for the building at this time are the siding and auditorium lights.

He stated the exterior siding, though only four years old, is already blistering due to moisture. He recommended this be addressed within the next two to three years.

He further stated the auditorium lighting needs to be addressed even sooner – this year or next year at the latest. He explained that when the lighting fixtures were originally installed, they knew they were only good for about 10,000 hours or five years. There was never a plan put into place to replace them as the cost at the time was too high. He stated each fixture holds three lights. The custodial staff can replace the lights in the lobby, but the District does not have the equipment necessary to reach the fixtures in the auditorium. Additionally, not only do the lights burn out, but the ballasts as well.

Mr. Tardif stated that he was skeptical when the gymnasium lights were redone, but has since changed his mind. Not only do the new lights provide excellent lighting, but they are energy efficient as well.

Mr. DiBartolomeo then reported that the letter “T” was stolen from the front of the building over the summer. It is believed to be a student issue.

He rounded out his report noting that lightning prevention measures must be address as soon as possible as one strike would be a costly expense to the District.

Athletics

Mr. Tardif began with a brief report on the new traffic pattern at the middle and high school campus. He stated the new plan allows for a better traffic flow with less back up.

He iterated that renovations to the girls’ locker room at the middle school are complete and that a similar renovation plan could be implemented at the high school as most of the work was done in house.

Mr. Stokinger stated the high school girls’ locker room project was removed from the original project list as they felt they couldn’t do much with the \$12k that was allotted for it – the tile work itself would be very expensive.

Mr. Tardif suggested a similar renovation be done at the high school (it was his opinion that tile work was not necessary) and then move an athletic team into this area. Doing so would improve the usage of the room as well as reduce the incidents of vandalism.

Mr. Stokinger directed Mr. Tardif to speak with Mr. Woodworth about getting this project on the 2009-10 project list.

Middle School

Mr. Hogan restated that when determining which improvements should be considered regardless of long or short term plans he applies the learning and safety standard. Having stated this, it is his opinion that the middle school library needs improvement. NESDEC states that libraries should be able to accommodate two classes at any given time. He stated he plans to put together a proposal that will able them to use the library space more adequately.

He then went on to report that as a result of the NESDEC visitation, they already have a lengthy list of concerns with one being very cramped hallways. Though there is good travel flow in the morning, afternoons pose a bigger challenge – getting 1,000 students with backpacks out of a building with narrow halls is difficult.

Sandown North

Mrs. Liff first wished to commend the custodial staff for their work in getting the building ready for the new school year. Sandown North hosted the new teacher induction which required the removal of bookcases from the library to house these meetings. Custodians removed books and shelves and then put them back again, all in time for the school's opening – they went over and above the call of duty.

Both she and Mrs. Georgian are still concerned over the collapsing stage (used every Monday morning) and the turbine fans in the gymnasium (no impact in cooling the room). She stated that Sandown North does not have an outside area to hold gym classes and the room gets stifling hot. Another ongoing concern is the cracks in the building, specifically in the guidance suite.

She then added a new item of concern relative to the propane burnisher (floor polisher). There is no place to store the propane outside of the building. This is a safety issue.

Mrs. Withee thanked the committee for their reports and reminded all proposed projects be send to Mr. Hughes and Mr. Stokinger.

Next Meeting Date

Mrs. Withee called attention to the future meetings schedule identified on the agenda: October 28th, December 9th, January 20th, March 3rd, April 14th and May 26th.

Other Business

With no further business, Mrs. Withee adjourned the meeting at 9:52 am.

Respectfully submitted,



Catherine Belcher
Administrative Assistant

Minutes completed and on file September 19, 2008

Minutes approved October 28, 2008.