

**TIMBERLANE REGIONAL SCHOOL DISTRICT
FACILITIES COMMITTEE MEETING MINUTES
October 28, 2008**

Present: Lisa Withee, Chair, Doug Rolph, Kathie Dayotis, Lori Aubrey, Mike Hogan, Patrice Liff, George Stokinger, Nancy Hart, Jim Hughes, Jack Paone, Don Woodworth, Richard La Salle, Michelle Auger and Catherine Zerba.

At the Superintendent's Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called the October 28, 2008 Timberlane Regional School District Facilities Committee meeting to order at 8:46 am.

Minutes

Mrs. Withee called for a motion to accept the September 16, 2008 Facilities Committee minutes.

MOTION: Mrs. Hart motioned to approve the September 16, 2008 Facilities Committee meeting minutes as presented. Mr. Rolph seconded. With no further discussion the motion passed unanimously.

2008-09 Open Project Update

Mr. Hughes indicated that there were several items not yet completed on the 2008-09 project list.

Classroom locks: As was discussed back in April 2008, the committee agreed to install deadbolts on the inside of classroom doors as part of the school safety initiative. Mr. Hughes indicated that after consideration and concerns about accessing the rooms in the event of a fire, he has since decided to use a different type of locking system; one that would provide easier access to locked rooms in the event of an emergency. The new locks will require keys. Teachers may be given keys to open and lock a series of rooms as assigned by the principal, and the principal will be given a master key to access all rooms. He will also be replacing doorknobs with ADA compliant knobs (push button type). He continued to say that he expects to begin this project over Christmas vacation and will replace and install as many locks and doorknobs as the current budget will allow.

PAC Lightning Protection: Mr. Hughes reported that he is working on a lightning protection system for the PAC. There are many sensitive components in the control room that would be very costly to replace in the event of a lightning strike.

Sandown Central Roof: Mr. Hughes stated that the roof area by the edge of the boiler room will be repaired before the snow falls. The roof is not leaking at this time but does require repair.

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 at this time, but will skirt the intake louvers which will bring the duct work lower.
- b. Sandown North Cupola Leaks – With directional rain, water runs down the roof line leaking into two classrooms. Mr. Hughes is still investigating a solution to address this problem. He may end up replacing the intake louvers.

Danville Water System: Mr. Hughes reported that he would like to replace the well at Danville Elementary as part of the 2010 budget. Installing a new well within 50 feet of the current well would eliminate much of the permitting and paperwork process as they would stay within the existing approved location. In the meantime, the existing system will undergo re-sanding; which will greatly improve the system until a new well is constructed. He stated that Danville Elementary should see improvement to their water system within a month or so. He reported that all other district wells are in good shape.

Pollard School Carpeting: Mr. Paone asked if it were possible to complete the carpeting of the assistant principal's office at Pollard School. He noted that the estimated cost of \$3,000 is too high; he figures the cost to run approximately \$700. He said he would like to see this project completed before Thanksgiving.

Discussion ensued relative to the overall plan to carpet both the assistant principal's office and the SPED conference room as well as to the necessity of creating and maintaining a safe environment (AP office) for

children in conflict. Mrs. Auger opined that the tile floor for the conference room is more appropriate for the amount of traffic that area experiences on a daily basis.

Mr. La Salle noted that both his and Mr. Stokinger's first concern about completing the carpet in the assistant principal's office was the current budget; they were looking at ways to save money and holding off on the rug was part of that. They were worried as to whether they would be able to make it through the year budget-wise. The recent reduction in energy costs has somewhat alleviated this concern.

Mr. Stokinger questioned whether this aesthetic project should trump the other projects (leaking roofs). Money is not the concern at this time; it is more a priority issue. This project is scheduled to be completed in the 2010 budget.

More discussion transpired that resulted in the committee's consensus that only the carpeting of the assistant principal's office be completed and that it be done in the 2009 budget.

Facility Tour Recap

Mrs. Withee extended thanks to all who participated and were involved with the 2008 facility tour. All tours were videotaped (except Sandown Central) and will be posted on TEN. She went on to say that the tours probably won't be videotaped each year, but that she felt it was important the public see the current status of the buildings.

Discussion then centered on the tour schedule. It was noted that the October timeframe conflicted with the Budget Committee's meeting schedule and that daytime tours conflict with school day activities. They would work to conduct the tours earlier in the school year – preferably September. Mrs. Withee concluded that participating in the tour is an excellent visual tool when making facility and budget decisions.

Energy Use

Mr. Stokinger asked committee members to review the Utility Usage report distributed with the agenda. He noted the 2008 numbers to date reflect an increase in energy consumption. He also included the district's conservation plan as a reminder to staff to be conscientious of energy use.

Mrs. Withee concurred and asked that principals be diligent about shutting off lights and checking for appliances in their buildings.

Computer usage was also noted in that principals were directed to check with their IT staff to be sure computers are programmed to shut off no later than three hours after school is out. Mr. Stokinger and Mr. Hughes will contact the IT department to see if unplugging computers over school breaks would interfere with automatic updates and backups. There could be a considerable savings if phantom loads are reduced.

Committee members reviewed the usage report and inquired as to what could have contributed to the spike in energy consumption. Causes could include summer programs, renovations, and a lapse in conservation efforts. Mrs. Hart noted that Danville Elementary is used four out of five nights per week for community activities. Mr. Hughes offered to conduct individual evaluations of the buildings to assist in targeting the usage culprit. This would require a site visit during non-school hours (preferable before dawn).

Mr. Hughes reported that five out of the district's seven schools are eligible for Energy Star Awards. He has already met with engineers at the middle and high schools to confirm requirements have been met. He expects to meet with mechanical engineers at the other schools in the near future. Once signed off, the EPA will award plaques to each school where they can be displayed for public viewing – showing the public the district is vigilant in saving energy.

2010 Project Budget Priorities

At this time Mr. Stokinger presented the Maintenance and Renovation Projects List for the 2010 budget year. He noted that page one was specific to site improvements – dumpster pad and fencing, parking lot painting, steps and pavement repair, and several district catch basin repairs. He stated that the cost of these items are consistent to the cost of the 2009 budget that included the purchase of a tractor.

He then requested each building principal be prepared to discuss and prioritize the project items listed for their buildings. This process would serve as a planning and budget tool for the next five years – distributing the projects over a period of time beginning with the most necessary items for the 2010 budget year. This is all in an effort to keep the budget at a minimum. He also noted that in comparison to homes and their insured value,

homeowners invest more money into the upkeep of their homes than the district has been doing with their buildings.

Mrs. Withee mentioned there were several window replacement items on the list and asked if Mr. Hughes knew their immediate savings. Mr. Hughes responded that the window projects include windows that are loose, have lost their integrity, have missing or irreplaceable hardware, and many of them are screwed shut. If the need for natural lighting wasn't so high, he would recommend removing many of them.

Discussion on how a default budget would affect the projects list transpired. Mr. Stokinger explained that in the event the proposed budget fails, the budget for projects would be reduced to \$187,000; and it would be up to the School Board to determine how to spend the bottom line. Contracted items, fire code items, and revenue-based agreements are automatically approved, but all other items will be budgeted at the previous year's rate.

Mrs. Zerba iterated that unless the items on the list are energy or safety issues, she will have a difficult time justifying them to the Budget Committee. There needs to be a clear delineation between the nice-to-haves and the need-to-haves.

Mrs. Withee added that the voters expect frugal spending and this committee must meet that expectation. Mr. Stokinger explained the rating code for the projects: 1, 2, or 3 represents the priority of the item within the 2010 budget. M represents projects that need to be done in one to two years. L represents projects recommended in three to five years.

The committee proceeded to address each item, line by line, resulting in the following changes:

Middle School – no changes. Mr. Hogan indicated there were only two items on his list (again, many thanks for recent renovations) and both were coded correctly. The library can wait one to two years, but the shelving in the athletic storage area is a safety concern. Needs to be addressed in 2010.

Atkinson Academy – moved main office renovation, and window replacement of '87 and '95 wings out to the one to two year timeframe. Changed siding of Dyke Auditorium to level two priority in 2010. Reduced 2010 bottom line from \$45,780 to \$34,000.

Danville Elementary – moved window replacement in '87 section and café and upgrades to the '62 and '87 bathrooms out to the one to two year timeframe. Reduced 2010 bottom line from \$306,790 to \$270,600.

District-Wide – DDC controls reduced to \$12,000, district-wide lighting moved out to one to two year timeframe. Reduced 2010 bottom line from \$34,200 to \$22,000.

Performing Arts Center – no changes. The justification in addressing the front entrance and curb is for safety reasons. Mr. Hughes did put the committee on notice that the top section siding scheduled in one to two years will be a big ticket item.

Pollard School – removed carpeting of AP and SPED conference room from list. Moved gym ceiling fans, kitchen door replacement, and window replacement of '87 wing out to the one to two year timeframe. Reduced 2010 bottom line from \$25,890 to \$13,200.

Sandown Central – changed parking lot lighting to level two priority in 2010 and moved classroom countertop replacement out to the one to two year timeframe. Reduced 2010 bottom line from \$11,200 to \$9,200.

Sandown North – It was noted that although room 103 and 164 roof leaks were listed as priority level one in the 2010 budget, that repair may be done in the 2009 budget. Moved music room carpet out to the one to two year timeframe. Reduced 2010 bottom line from \$16,000 to \$10,000.

SAU Office – moved carpeting and painting out to the one to two year timeframe. Reduced the bottom line from \$16,000 to \$7,700.

High School – moved weight room/mini gym outside walls, ductless A/C in SPED office and Dawson office out to the one to two year timeframe. Divided science labs upgrade into two projects keeping one in the 2010 budget and moving the other out to the one to two year timeframe. Reduced 2010 bottom line from \$222,500 to \$157,000.

Total 2010 reduction \$743,360 to \$588,700.

Given the amount of time the committee took to prioritize the projects list, Mrs. Withee asked if principals were comfortable in skipping the principal's report for this meeting. Committee members responded affirmatively. She asked for any building highlights. There were none.

She called for other business. There was none. She then thanked committee members for taking the time and putting forth the effort in the project prioritization process.

Next Meeting Date

Mrs. Withee called attention to the future meetings schedule identified on the agenda: December 9th, January 20th, March 3rd, April 14th and May 26th. It was noted that the May 26th meeting conflicted with a safety committee meeting. Mrs. Withee rescheduled the May 26th meeting to the following Tuesday, June 2nd.

Other Business

With no further business, Mrs. Withee adjourned the meeting at 10:32 am.

Respectfully submitted,



Catherine Belcher
Administrative Assistant

Minutes completed and on file October 29, 2008

Minutes approved January 20, 2009.