

**TIMBERLANE REGIONAL SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
May 4, 2010**

**Present: Lisa Withee, Chair, George Stokinger, Jim Hughes, Michelle Auger (9:25), Kathie Dayotis, Don Woodworth, Lori Aubrey, Nancy Hart, Mike Hogan (8:37), Patrice Liff, Nancy Steenson, Richard La Salle, and Angelo Fantasia (8:46.)**

At the SAU Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called this May 4, 2010 Timberlane Regional School District Facilities Committee meeting to order at 8:35 am.

**Minutes**

Mrs. Withee called for a motion to accept the March 16, 2010 Facilities Committee minutes.

***MOTION: Mrs. Hart motioned to approve the March 16, 2010 Facilities Committee meeting minutes as presented. Mrs. Liff seconded. With no further discussion the motion passed with one abstention (Steenson).***

**Principals' Building Report**

Mrs. Withee asked principals to report on any facilities matters concerning their schools.

***High School***

Mr. Woodworth reported that they have been beautifying the grounds at the high school by bringing in mulch, cleaning up the courtyard, planting flowers, etc. They are also gearing up for summer renovations which include creating three new workspaces out of the woodshop area (1 production lab, 1 design lab, and 1 physics/computer lab), updating of some lockers while also addressing traffic issues at the end of the 600 hallway, installing a new intercom system and phone system, and renovating two boys' bathrooms (1 in the 100 hallway and the other in the 300 hallway). He then noted that he would like to see discussion on the capital improvement plan as he still has students in modular classrooms (4 classrooms) and NEASC wants them to address this. He stated he wants to move out of *repair mode* and into the long-term solution with either the middle school moving into the high school or the middle school into a new building. He went on to say that the athletic wing needs to be addressed as they have continually deferred improvements to that area. Though he contends the building is clean and continually upgraded, he does not want to move from the focus of their larger vision.

Mrs. Withee noted her concerns about the crosswalk located near Cottonwood. With the congestion of vehicles and students, it is difficult for drivers to see the crosswalk. This increases the danger to pedestrians. She asked if there was any way to relocate the crosswalk closer to where the driver's ed cars are kept. Mr. Woodworth agreed to review this with Officer Marsilia noting there is a lot of action along that section of road and that it is very congested.

***Middle School***

Mr. Hogan reported that he and Mr. Hughes looked at putting a wall up in the library and they now have a new idea which is a little different than what they proposed last October. The purpose of this wall is to buffer the noise from the hallway and provide improved instructional and study time for students utilizing the library. He went on to say that this summer one of his sixth grade teachers is taking on a space/technology unit and will be using the room off the cafeteria which currently serves as the health room. They are doing the best they can with the space they have, however, there are no big spaces for teams to work. He noted the worst space in his building is the seventh grade hallway – very tight quarters. He is considering some locker modifications (taking some out) and then building cubbies in some of the sixth grade classrooms. He then commended his custodial staff who works very hard at keeping the school clean. He concluded his report by informing committee members the basketball hoops recently installed are used every day. There are a few benches to install as part of the basketball court; Mr. La Salle will present and seek the board's approval to move forward with them this Thursday.

***Capital Improvement Plan***

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Mr. La Salle took this opportunity to apprise the committee of the ongoing work with the architects relative to the capital improvement plan – they will be making presentation to the school board shortly. He noted the state has a one year moratorium on state aid and he is not sure how this will ultimately pan out. Because of the moratorium, projects across the state are being delayed and have created a backlog at the state level. He stated it is very important that the district not only continue with long-term plans but to accelerate them and be *shovel-ready* when approval is given.

Noting Mrs. Steenson's as the newest school board member and having not been privy to the capital improvement plan history, Mr. La Salle provided a synopsis of the long-term plans for the middle and high schools. He stated the district brought in a team of engineers to look at the middle and high schools and determined the middle school was at its end of life and did not qualify for renovation. Though the high school is an older building, it had superior construction that would support renovation. The plan was and still is to abstain from putting too much money into the middle school as they would only tear it down later. The high school would undergo smaller renovations in area that would be repurposed for later use. The original plan was to build a new middle school and renovate the high school, however they are now looking at building a new high school and repurposing the current high school to a middle school. Modifying the plan to build a new high school allows the district to attain 100% of its needs as a high school and repurposing the current high school as a middle school would attain 80% of the middle school's needs. This plan is also less expensive. If the high school was to be renovated to a new high school only 50% of the high school's needs could be met. The size of the cafeteria, library, gym and lockers are not adequate for the high school but would be for a middle school. The core facility of the high school is good and repurposing it as a middle school would be the best option. The current high school is 30% bigger than the middle school and would meet the space issues plaguing the current middle school.

He went on to say that reconstructing the high school to a middle school would cost less as they continue along as all current renovations are designed to fit into the long-term plan. When asked about a time frame to build he stated it could be a total of three years as it will take two years to construct a new high school (with access off of East Road), move the high school kids to the new high school and then renovate/reconstruct the old high school (one year), and moving the middle school into the new middle school when completed.

Fielding questions about the use of the PAC, he stated that the new middle school would use the PAC for music space and the new high school would have new classrooms for regular music instruction, but would still use the PAC for orchestral, performances, etc.

Mr. Woodworth added that there are advantages to saving parts of the middle school and repurposing it for offices, music, alternative school programs, vocational programs, etc – the gymnasium and back wing are still usable. It's an opportunity for Timberlane to look at growing programs.

It was noted that taxpayer approval would be needed for these plans and that it is easier to sell a new high school than a middle school. Mr. La Salle went on to say that the architectural firm he is working with is exceptionally creative and is working towards creating a nice middle school. He stated they are also looking at putting in a synthetic turf field which can serve the purpose of three fields with no wear and tear. The architectural firm is anxious to present their plans to the board.

Mrs. Withee asked if the repurposed high school will have a pod design of a middle school. Mr. Hogan replied that it would not be as seamless as a designed building, but that it would still work. Additionally, they would be increasing their space by 30%. Mr. La Salle noted that state aid on a new high school could be as high as 53% (50% for the project and another 3% for going green).

#### ***Atkinson Academy***

Mrs. Dayotis reported that over April vacation the stage area was demolished as part of the plan to renovate the cafeteria. They also cleaned out the water tanks. Bark mulch has been spread on the back playground and more is coming for the front of the building along with loam for grass planting. This will complete the PTA's landscaping project.

#### ***Sandown North***

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Mrs. Liff reported the Sandown North building is in good shape. Their bark mulch is in and the students have planted a flower and vegetable garden at the front of the building as part of last year's artist in residence program. She is not sure how they will water the garden during the summer months, but she is pleased to see the students take part in beautifying their school.

### ***Danville Elementary***

Mrs. Hart began her report by commending her custodial staff who has taken great pride in the outside and inside of the building. Bark mulch has been spread at her school, though she is still in need of an additional fifty feet of product. She is looking forward to the summer projects. She noted the new insulation at her school keeps the area tight, but is surprised at the sound the rain makes when it hits the roof. She expected the rain to be quieter, not louder with new insulation. When they put the air handlers back on the roof, they will install springs on the units to reduce the noise. Her only other concern is the rug for the library that was badly stained from a pipe bursting back in February. Mr. Hughes noted a new rug is planned in next year's budget.

Mrs. Hart announced that she and the PTA will go before the school board on May 20<sup>th</sup> for approval of a shaded portico and two commercial basketball hoops. The older students petitioned for playground equipment suitable for older children. She then noted the artwork displayed in the SAU boardroom as Danville's.

Mr. Stokinger inquired of camera and door access at Danville. Mrs. Hart replied they have cameras in the front lobby but would also like to add one to the kindergarten door as they have no visibility from that area. She then stated that she would like to be trained in accessing the video playback in the event footage is needed. Mr. Hughes noted he has a meeting with Pulsar tomorrow to schedule district training on the security equipment.

Mrs. Hart went on to say that she would also like key card access to the fourth grade wing. In the event of a reverse evacuation (as experienced with Danville wildlife), the closest door is by the cafeteria.

### ***Athletics***

Mr. Fantasia reported that he and Mr. Hughes worked together this spring on the drainage issues concerning the junior varsity field. This required major attention. He said he'd like to discuss the possibility of creating a third baseball field by the middle school at some point down the road. Right now they have five teams plus community teams sharing one field. On the inside of the high school he'd like to make upgrades to the locker rooms.

Mrs. Withee noted that at one of the JV baseball games, she noticed the field was not level as players continually fell into holes in the field. Mr. La Salle responded part of the problem is that the field is used for football and other activities which erodes the field and draws rocks to the surface. He would clearly advocate for a synthetic field.

Mr. Fantasia explained that it all ties in together. Timberlane is the only game in town for fields. It would be great to build a new field that can be used for multipurpose that can survive for more than one season and can accommodate more than one team, but they can't do one project without it steamrolling into other projects. This past year he has had to move more games and send more people away because five teams share one field. This needs to be addressed as they have outgrown the space.

Mrs. Withee noted that the trash barrels are not emptied frequently enough as there has been trash from overflowing barrels on the fields. Mr. Hughes stated the garbage needs to be emptied first thing in the morning as the fields are being used well after 4 and 5:00 pm.

Mr. Fantasia added the fields need to be cut to 2 ½ inches as what they have been cutting at is too high, and this needs to be done on a regular basis so manual raking is not required.

Mr. La Salle noted the history of the athletic fields is that fields were constructed by donations and sustaining them overtime has been difficult. He recommends having \$50k allocated each year to the continual improvements to the fields – not as part of maintenance, but as improvements. Over a period of time the fields would be built up. Timberlane is fortunate to have good real estate. The area is already cleared and open. It should be improved with seed and irrigation.

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Mr. Stokinger asked for a plan that included field measurements they could present to the budget committee and school board. They could use it in their first step in moving forward with this allocation plan.

Mr. La Salle stated he believes the architectural firm has laid out field plans to maximize space. He will get a copy of those plans.

### ***Pollard School***

Ms. Auger reminded committee members of the Pat Peters dedication ceremony on May 14<sup>th</sup>. They will dedicate a pavilion, granite rock bench, and plaque. She then went on to explain her concerns relative to the granite bench and the district's liability should it be vandalized. She noted the bench is construed of three pieces totaling approximately 500 pounds and asked if the pieces should be glued together as one unit or remain in three pieces which could possibly make it moveable and more susceptible to acts of vandalism. Mr. La Salle suggested she research the manufacturer's recommendations for installation as those specs would satisfy the liability requirements.

Ms. Auger went on to report that Pollard is in a good place right now – vandalism occurrences have been low to which she credits this to her staff's proactive measures (custodians go out and speak directly to the individuals and then take photos of individuals and any vehicles on the premises). She also reported there have been no rooftop visitors lately. She asked for an additional security camera that would focus on the back fence by the kitchen where individuals access the roof and for an improved playground camera that will actually record clear images.

### **Spring 2010 Proposed Projects**

Mr. Stokinger informed the committee that as part of the review of next year's surplus report he is able to report a significant amount of anticipated surplus money. He would like the committee's opinion/advice on reconsidering adding some of the projects that were cut from the 2010-11 projects list back to the list. He noted \$39,700 worth of projects (AA auditorium roof, café T-5 lighting, window replacement; HS pave walkway to modular; MS library glass wall; and PE T-5 lighting in the gym).

Mr. Hogan outlined the middle school library wall project as installing a double door to separate the grade six hallway and the library. Mr. Hughes stated they came up with a modified plan to improve noise control and temperature control – the library is air-conditioned, the hallway is not. Mr. Hogan added that he does not have any big spaces and having this space defined is helpful.

Mrs. Aubrey inquired what the projected time frame was before the middle school could move into a new middle school. Mr. La Salle responded one year moratorium, two year bond, two year build, and one year to move in – approximately six to seven years. She then stated she was concerned with the locks or lack of them at the middle school. She asked if this project has been put on hold or eliminated due to the long-term plan. Mr. La Salle agreed that they can't stop caring for a building in anticipation of a new building. Salem got into trouble this way. He suggested that retiree Russ Smart be offered a part-time position to complete the task. Furthermore, the locks could be recouped and used for the new building.

He then went on to suggest increasing the \$40k from surplus to \$100k which would also allow them to address the fields, locks and other security issues. He stated he would only go to the board with this proposal with the full support of the facilities committee.

Mrs. Withee asked how much money would actually be returned to the taxpayer. Mr. Stokinger replied there is a total of \$1.3 million in surplus. \$900k went into the budget, with a balance of approximately \$400k. Mrs. Withee stated the committee spent a considerable amount of time and energy deciding which projects to keep and cut from the budget. She stated she supports adding some of the items back on the project list *and* giving some back to the taxpayer. She would need to see which projects would be addressed at the next school board meeting.

Projects for consideration: Mr. La Salle noted that the athletic field is visually beautiful, but it can't be used as the water table is higher than the field. Mr. Hogan stated his concerns relative to not being able to lock down his school or his newly acquired computer equipment.

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Mrs. Withee asked for a consensus of the committee in how much of the surplus should be considered. Discussion ensued on how the district is criticized for not getting things done for lack of funds, on total cost to complete the projects (\$100k-\$200k), and the manpower available to complete the projects. Mrs. Aubrey stated that the highest chance for this proposal to succeed is to have the full support of the facilities committee, to target projects directly associated with safety/security and urgent need with a succinct list presented to the board. Mrs. Hart agreed noting a prioritized plan is imperative. Waiting to do these projects at a later date would only make the projects more costly.

Mr. Stokinger noted there may be moneys left in the security account. He will check on this. Mr. La Salle recommended an amount modest to the surplus. He added that the district's disciplined spending has created this surplus as they have been more aggressive in spending less. The district has proven that they only spend what they need and he believes the district deserves some of it back for the important projects they had to cut.

***MOTION: Ms. Auger motioned to propose a plan not to exceed \$100k of surplus to address safety/facility needs as defined by the Superintendent, the Business Administrator, and Facilities Director and to present such plan to the school board at their next meeting. Mrs. Steenson seconded.***

Discussion: Committee members discussed the amount of \$100k relative to the number of projects they were considering. It was noted that capping the amount would reflect the committee's restraint in spending. Mr. Stokinger read the list of items originally cut from this year's project list and added the Pollard gym ceiling fans, skinning the athletic fields, addressing the field drainage, installing a double left field wall, and middle school locks. These items along with the \$39k mentioned earlier brought the total to approximately \$120k. The committee agreed that the priorities of the projects should sell themselves.

***MOTION: Ms. Auger motioned to amend the previous motion to not exceed \$120k. Mrs. Steenson seconded. With no further discussion the motion to amend passed unanimously.***

Mrs. Withee then called for a vote on the newly amended motion of \$120k.

***With no further discussion the amended motion to propose a plan not to exceed \$120k of surplus to address safety/facility needs as defined by the Superintendent, the Business Administrator, and Facilities Director and to present such plan to the school board at their next meeting passed unanimously.***

#### **Danville Oil Tank**

Mr. Hughes reported that he had an opportunity to dig up the Danville Elementary oil tank over April vacation and opted against it due to time constraints. That part of the project will be pushed out to the summer when they will locate the supply and return lines, abandon the tank in place and make modifications to the top of the tank. All electrical and day tanks have been completed. He expects to finish the project by the end of July. Cost for this project is covered under the current year's budget.

#### **DES / Water Quality**

Mr. Stokinger reported that Pollard School is in decent shape as far as its water quality is concerned. They changed the filtering media which has improved the water. Because the state's samples are annually averaged, it may take a year before they get off the state's list. He has confirmed the water is good.

He then reported that the Friday before April vacation, Mrs. Dayotis sent out another water notice as was required by the state. Mr. Hughes had the filter media changed which is supposed to help with the PH problem. They will know in a few weeks whether this worked. Mr. Hughes noted that Atkinson Academy's water will be tested in house for PH on a monthly basis.

#### **2010-2011 Projects**

Mr. Stokinger reported that the two big projects (Atkinson Academy kitchen renovation and the High School lab renovation) are underway. The building teams meet continually to monitor their progress. For the other projects, bids have gone out and their progress is ongoing.

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### **2010-2011 Meeting Dates**

Discussion on cancelling the June meeting transpired as well as setting up next year's committee's meetings. Committee members agreed to keep the meetings six weeks apart with the last meeting of the school year ten weeks out (late May instead of June). They also agreed to keep holding the meetings on Tuesdays in conjunction with the safety committee meetings. Mr. Stokinger will generate a list of meeting dates and forward to Mrs. Withee and Mrs. Aubrey for approval.

The June 15, 2010 meeting is cancelled. The first meeting for the 2010-11 school year is scheduled for Tuesday, September 14, 2010 at 8:30 am in the SAU board room.

### **Other Business**

Mr. Hughes solicited the committee's opinion on the district's continued sponsorship and hosting of the Destination Imagination event as the costs for this event are absorbed by the district. Committee members opined that DI provides excellent public relations for the district as well as puts on the best presentation. They feel the benefits to the students, staff and district clearly substantiates the cost.

Mr. Stokinger presented a summer projects coordination schedule whereby all summer projects and areas affected were noted. He stated he wants the committee to be conscious about what is going on around the district.

Mrs. Liff noted a conflict with one of the projects at Sandown North. She will work with Mr. Hughes' custodial staff about moving her activity to another room.

With no further business, Mrs. Withee adjourned the meeting at 10:30 am.

Respectfully submitted,



Catherine Belcher  
Administrative Assistant

Minutes completed and on file May 5, 2010.

Minutes approved September 14, 2010.