

**TIMBERLANE REGIONAL SCHOOL DISTRICT
FACILITIES COMMITTEE MEETING MINUTES
September 8, 2009**

Present: Lisa Withee, Chair, George Stokinger, Michelle Auger, Patrice Liff, Kathie Dayotis, Angelo Fantasia, Don Woodworth, Lori Aubrey, Chuck Coker, Maria DiNola, Nancy Hart, Sean Fitzgerald, Plaistow Town Administrator, Leigh Komorwick, Plaistow Planner and Mike Hogan (8:55 am).

At the Superintendent's Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called this September 8, 2009 Timberlane Regional School District Facilities Committee meeting to order at 8:35am.

Minutes

Mrs. Withee called for a motion to accept the June 2, 2009 Facilities Committee minutes.

MOTION: Mr. Woodworth motioned to approve the June 2, 2009 Facilities Committee meeting minutes as presented. Ms. Auger seconded. With no further discussion the motion passed unanimously.

Greenough Road Sidewalk

At this time Mrs. Withee modified the order of the agenda to accommodate committee guests Town Manager Sean Fitzgerald and Planner Leigh Komorwick from the town of Plaistow to discuss Greenough Road sidewalks.

Mr. Stokinger reported that he was contacted by Mrs. Komorwick regarding the possibility of installing a sidewalk along Greenough Road from the middle school to Danville Road. A committee to investigate this project was formed and a \$5k grant was awarded to research its feasibility.

Mrs. Komorwick stated they are in the process of completing a grant for the installation of this sidewalk and are here at this meeting to enlist the participation of the school district, both in support of the project in general and financially for the remaining costs after grant monies are applied. The Transportation Enhancement Grant (if awarded) will fund 80% of the project cost with 20% to be paid by the town, and hopefully shared with the school district.

Mr. Fitzgerald indicated that he brought this item up to the board of selectmen last week and they feel the major challenge to this project is funding as Plaistow is experiencing a high unemployment rate. Their strategic focus is to acquire broader federal and state grants. He went on to say the area has some of the busiest highways with changes still coming (redesign of Jesse George Road, Route 125, Danville Road intersections). Incorporating sidewalks into this redesign plan has inspired much conversation about who will maintain the sidewalks. The response of the municipality is that this is a unique opportunity for the school district and the town to work together to get the 80% funding and he is today to open this dialogue.

Mrs. Komorwick distributed an informational packet to committee members outlining the grant application process that included a schematic of the sidewalk's placement. She noted that they approached the DOT about adding sidewalks to Danville Road in their plan of widening Route 125. The DOT wanted a \$12k match in funds, but the town did not approve it. The DOT has since agreed to construct the sidewalk regardless of the funding due to it being a critical need. The sidewalk committee (Mike Hogan, Jim Hughes, Bill Baldwin, Wayne Schofield, and Joan Marsilia and herself) applied for and received a \$5k grant for a feasibility study of installing a sidewalk from the middle school to Danville Road. The majority of the grant money will be used to hire a consultant to review a preliminary plan.

She continued to explain that the next step in the process is to apply for funds; one from the Transportation Enhancement Fund and the other from Safe Routes to School. The project could cost as much as \$265k and with the 80/20 grant the 20% piece would be \$53k. She is confident the town will not support paying the full 20% on its own. Will the school district entertain assisting in the cost?

Mr. Fitzgerald clarified that it's not that the town doesn't want to pay for sidewalks – they want what is best for the student population – they just can't afford it. He needs the support of the leadership of the school district to make this happen and he is here to solicit the thoughts and comments from this committee.

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Mrs. Withee agreed that student safety is important; she sees both the vehicular and pedestrian traffic each day as she transports her children to school. She also recognizes that the school district makes up the biggest portion of the tax bill; however, maintenance costs for sidewalks are a concern.

Mr. Stokinger noted he spoke with the superintendent about installing sidewalks and his (superintendent's) biggest concern was the maintenance piece. He went on to say that the school district does its own campus snow plowing with only two staff members assigned to snow removal. He asked who would be responsible for maintaining the portion from the SAU building to Danville Road. As far as installing sidewalks along the road, the existing sidewalks in front of the high, PAC and middle schools run directly in front of the buildings keeping students away from the main road.

Mr. Fitzgerald noted the operational costs are well worth the effort. How much and who should be plowing as well as what equipment is needed is up for discussion. This type of dialogue is a great start in getting this project done. He stated that sidewalks will fit in wonderfully with the town's master plan and he will continue to try to advance this. He asked if the school district cannot provide the \$53k, how else can they help in bringing this project to fruition.

Mr. Coker iterated that he is in favor of sidewalks but has two concerns: one being the maintenance piece and the other is selling this project to the other three towns that make up the district – how will those towns benefit?

Mr. Fitzgerald responded that a sidewalk will provide a component that will assist in preventing the school district's worst nightmare. The state is going to spend \$30 million dollars on the Route 125 improvement plan and he hopes to get the state to pick up the tab for the sidewalk as well, but it will take a committee to push it through.

Mr. Rolph stated he has seen committees go to the state to get stuff like this done. The town of Sandown is currently researching a sidewalk plan and there may be some support with the stimulus monies.

Mrs. Withee noted this is a four-town issue, as these are not just Plaistow students accessing the roadway. Traffic is coming from all four towns, including for sporting events. She then asked for specifics in the placement of a sidewalk.

Mrs. Komorwick acceded with Mrs. Withee and stated that this information will be presented to the analysis people. The goal is to get the students off the street. She then noted the sidewalk would be installed from the campus to Cumberland Farms.

Mr. Woodworth responded there is no destination relative to the school campus – logistically should they consider things that are beyond the parameters of the school? Are they just setting themselves up for another safety issue?

Mrs. DiNola inquired of the district's liability in providing a sidewalk beyond the school campus. Mr. Fitzgerald stated he came to this meeting to put the option of a sidewalk on the table and then questioned the district's liability in not doing anything. He is looking for a sense of partnership between the district and the town. He would like a letter from the district indicating the number of students and staff that would be serviced by a sidewalk and that providing sidewalk safety to them is a priority of the district. This letter should also indicate support from the facilities and safety committees as well as the school board.

Mrs. Komorwick indicated the grant application is due September 15th and she is looking for a formal commitment to whatever the match (20%) is going to be.

Mr. Coker made a motion to support the idea conceptually and to work with the town of Plaistow to address the costs associated with the matching (20%) component. Mrs. Withee seconded. Discussion then centered on the need for school board support, the committee's advisory role to the board, the specifics in the monies needed, the actual layout of the sidewalk and maintenance.

Mr. Fitzgerald stated he appreciates the dialogue as he wants to give the state the opportunity to do the right thing with the upcoming construction. He is happy to lead this issue, but he needs help. He needs this put to paper and identified as a priority, maybe even have someone from the district go to Concord with him. This is very doable in the state's fiscal year.

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Mr. Stokinger replied that he can get conceptual support from this committee, however, this committee does not do the spending; the school board does. It can be supported in budget by the facilities committee, but then will need to go to the school board for approval and budget committee for recommendation to the taxpayers. There are a number of hurdles and timing is also an issue.

Mr. Fitzgerald stated there aren't many projects that get 80% funding – this is a great deal for the school district. Mrs. Komorwick added her concern is that an application will go forward that will not be pursued vigorously by the players involved. They will get the number fine tuned with the engineer, but right now they need letters of support. There is room for next year's budget as construction is not slated to begin until then. Additionally, the town of Atkinson may look at this once Greenough Road is done to run a sideway to East Road.

At this time Mr. Fitzgerald and Mrs. Komorwick left the meeting (9:25 am).

Mr. Woodworth stated he hasn't looked at the details of the proposal, however, he is conceptually interested in the safety of the students and he would like to be involved in the design. Others provided their input relative to the committee not having any authority to dedicate monies, concern over maintenance responsibilities and costs, and the actual layout relative to the existing sidewalk in front of the schools and the parking along the roadway. The consensus was that the committee supports the idea of installing sidewalks, but not the cost commitment.

Mrs. Aubrey then motioned to amend the motion on the table by adding "to continue collaboration with the town of Plaistow in bringing the matter forward." Ms. Auger seconded. Mrs. Withee called the vote with 12 in favor, 1 against (Coker). Further discussion transpired relative to the committee's jurisdiction concerning the expenditure of funds as well as the reality that unless a letter of support is provided, a grant will not even be considered. Student safety was noted as well as the ability for the superintendent to write a letter of support.

At this time, Mr. Coker and Mrs. Aubrey withdrew their motions with all others withdrawing their seconds and votes.

MOTION: Mr. Coker motioned to support the concept of building sidewalks from Danville Road and that the District will work collaboratively with the town of Plaistow to find funding for the 20% match. Ms. Auger seconded. With no further discussion the motion passed 12-0 with one abstention (Dayotis).

Mr. Stokinger and Mr. Coker were then charged with finding out what exactly is needed from the town of Plaistow.

Due to the time spent on the sidewalk issue, Mrs. Withee announced they would forgo the principals' report this meeting, however, principals could make comment relative to their buildings during the summer projects recap or under other business.

Summer Project Recap

Mr. Stokinger directed attention to the 5-page Summer 2009 Projects master list distributed at the beginning of the meeting. He reviewed the big-ticket items of each school's list, noting their stages of completion.

Atkinson Academy items included exterior work, window replacement, installation of a dumpster pad and fence, and pavement repairs.

For *Danville Elementary* Mr. Stokinger reported an issue with the oil tank (currently agenda item #3). He noted this tank feeds three boilers. Water was found between the walls of the tank as well as in the oil lines. The non-compliant issues are being addressed. He further stated that in discussion with DES, DES wasn't even aware the 10K gallon Atkinson oil tank existed, nor the newest boiler room and oil lines at Danville. Regarding the fire inspection, there is a temporary oil tank behind the 1987 addition. They may have to dig up the front parking lot to access this tank. He went on to say they were happy with the kitchen renovation and could expect additional upgrades in the future.

Improvements were made to the entrance of the *Performing Arts Center*. The area is roped off currently to deter vehicular traffic. Permanent planters will be purchased to replace the roping.

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Pollard School received window replacements, a sprinkler was added to the new addition, and bad concrete at the front door step was replaced.

Sandown Central items included the completion of the main entrance concrete pad. He noted that in repairing the concrete they noticed the wooden rails were rotted and were also replaced. Parking lot lighting will be done during the school year.

Mr. Stokinger went on to report that *Sandown North* had its roof leaks fixed. Catch basins and paving were completed.

The *SAU* also had catch basin work done.

The *High School* project list consisted of locker replacement, roof work, carpeting in the library, portico roof repairs and upgrades to the science labs. The science lab upgrades included shut-off valve installment for gas and water for each of the rooms. Drainage swales were also constructed on the access road to the athletic fields.

Projects to the *Middle School* have not yet been completed. They include installing shelving storage to the athletic area and refinishing the gym floor, both to be done during the school year.

Mrs. Hart remarked that the renovations to the Danville kitchen are wonderful. She did report that the plywood that creates the four columns at the front entryway of her building were rotted and infested with bees. The plywood was torn out, but not yet repaired. This needs to be addressed soon.

Mr. Hogan thanked the committee for their support of a new PA system. He wanted to report that the PTA raised enough money to have the long-awaited and much-wanted basketball court installed. Installation is scheduled for next week.

Mrs. Dayotis reported she will be presenting a climbing wall proposal to the school board next week.

Facility Tours

Mrs. Withee announced the annual facilities tour as follows and noted the public is welcome to attend:

September 10th 6:45 pm – Middle School, Performing Arts Center and High School
September 15th 6:00 pm – Danville Elementary, Sandown North and Central Schools

Mrs. Withee will not be attending the tour on the 15th, but will be in touch with Mrs. Hart about visiting the Danville kitchen.

September 24th 6:00 pm – Pollard School and Atkinson Academy

Energy Usage

Mr. Stokinger directed attention to the Utility Usage report distributed to committee members in their agenda packets. He noted the report reflects the general trend of energy consumption as well as any awareness issues. He expects to see the roofing projects' effects to the report in coming years. Danville is expected to show a decrease in heating costs as extra insulation was added to their roof during the recent repair.

2011 Budget Priorities

Mr. Stokinger reported that Mr. Hughes generated a list of 2011 building priorities from the principal's needs list. Several items are still awaiting cost estimates but for the purposes of priority placement they are included in this list. He noted that items are coded with 1: highest priority to 3: wish list.

Atkinson: Kitchen upgrades are needed and given a priority 2 level. Window replacement is needed here as well as in most of the schools.

Danville: The driveway entrance is in need of repair. The culvert design has caused the road to deteriorate. This is a level 1 priority.

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Emergency Generators: Mr. Stokinger suggested that even though generators would be of great use in all the schools, it makes most sense to prioritize the purchase of one for the SAU which houses the critical resources and information of the district.

Performing Arts Center: The most pressing item for the PAC is siding issues and at that they are coded as a level 3 priority.

SAU Office: Only two items listed and they are the exterior painting of the building (level 1) and carpeting and interior painting (level 3).

High School: The High School has a large list with mostly level 2 and 3 priorities. Level 1 items include phase III of locker replacement, science lab cabinets, and door replacement. Mr. Woodworth stated they need to add intercom overhaul and language lab rooms to the list. Mr. Stokinger noted that numerous single-pane windows also need replacement.

Middle School: Mr. Stokinger stated that they need to balance the Middle School project list with the CIP. He noted costly kitchen renovations and window replacement, all coded as level 3 priority.

Pollard: A level 1 priority for Pollard is the roof replacement on the 1912 building. They have added an allowance for carpentry work to the cost as they do not know what to expect when a 100-year old roof is replaced. Building overhangs and windows were noted as level 2 and 3 priority.

Central: The big ticket items for Sandown Central include phase III of the siding project and kitchen renovations. Once again, Mr. Stokinger cautioned costly renovations in relation to the building's fate.

North: Priority 3 items and most expensive on the Sandown North list include installing air conditioning to the gymnasium and cafeteria. This could be incorporated into the addition project should the district move forward with it. An additional boiler will need to be added with the addition.

Mr. Stokinger then directed any other projects to be added be submitted to Mr. Hughes and himself. The list will be put into the same format that was used last year.

Mrs. Withee stated that the October 13th facilities meeting will be used to prioritize the list and configure cost calculations for presentation to the budget committee and school board in October.

Mr. Coker suggested items to be added to the list be communicated via email and not just word of mouth.

Other Business

Under other business Ms. Auger reported on her readiness to purchase picnic tables for the pavilion at Pollard School. She wishes to make the purchase as soon as possible as teachers would like to use the area for instructional time. She noted that Mr. Hughes is busy with other district projects and is not available to assist her. She then went on to describe the vandalism problems she is experiencing. It even includes middle and high school students scaling the roof and running across the building. Although students have been caught and reported to the police, no action is being taken against the students. No action means no deterrent and that does not address the problem. The video camera does not provide clarity thus only body shapes are identifiable on the tapes – in most cases, she can't even tell if the assailants are boys or girls. There has been over 20 window screens damaged and playground equipment broken.

She went on to report that her custodial staff spends a considerable amount of time cleaning up the area. She is very frustrated about this. The interaction she has witnessed between the kids and police officers show a blatant disrespect on behalf of the kids. Some of her staff members are even afraid of the kids and will purposely avoid coming into any contact with them.

Mr. Stokinger suggested camera upgrades. Mr. Coker responded that he will follow up with the Plaistow Police Department.

Mrs. Liff asked that installing a glass wall divider between the library and the distance learning area at Sandown North be placed on the next agenda. This will cut down the noise considerably and may be funded out of the current year's budget.

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Mr. Coker announced that over the weekend both Sandown Central and Sandown North properties were sprayed for mosquitoes as an active pool was identified on the Sandown North property on Friday.

Mrs. Hart noted that Danville will be sprayed on Wednesday.

With no further business, Mrs. Withee adjourned the meeting at 10:36am.

Respectfully submitted,



Catherine Belcher
Administrative Assistant

Minutes completed and on file September 9, 2009

Minutes approved October 13, 2009.