

**TIMBERLANE REGIONAL SCHOOL DISTRICT
FACILITIES COMMITTEE MEETING MINUTES
December 1, 2009**

Present: Lisa Withee, Chair, George Stokinger, Jim Hughes, Michelle Auger, Kathie Dayotis, Angelo Fantasia, Don Woodworth, Lori Aubrey, Nancy Hart, Mike Hogan, Doug Rolph, Lou Porcelli, Kate Rochford, Brenda Copp, Patrice Liff, Scott Strange, Tony DiBartolomeo and Richard La Salle.

At the SAU Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called this December 1, 2009 Timberlane Regional School District Facilities Committee meeting to order at 8:37 am.

Noting the attendance of two Budget Committee members (Rochford & Copp), Mrs. Withee directed committee introductions.

Minutes

Mrs. Withee called for a motion to accept the October 13, 2009 Facilities Committee minutes.

MOTION: Ms. Auger motioned to approve the October 13, 2009 Facilities Committee meeting minutes as presented. Mrs. Dayotis seconded. With no further discussion the motion passed.

2011 Budget Priorities

At this time Mrs. Withee opened the meeting to 2011 Budget Priorities and turned the floor over to Mr. Stokinger who noted two project lists were up for review: Building Renovations and Improvements and Site Renovations and Improvements. Changes to these lists included a reduction in cost to the high school labs project (down \$50k) and the SAU office generator (down \$25k). He then suggested they go down each list and determine if the items designated as #4's should be moved out one to two years or placed as a priority item for the 2011 fiscal year.

Site Renovation and Improvements

Ms. Auger stated she was not sure where the paving project for Pollard ended up at the last meeting. Did they decide to do part of the paving project (the part by the street) and move the other part (circle area) until next budget cycle? Mrs. Withee asked if both projects could be put off for another year as the list needs to be scaled down even further.

Mr. Hughes replied he is concerned with the condition of the catch basin located by the street. Back in 2000 when this part of the driveway was repaired, they noticed the basin was deteriorating and installed a cement donut to strengthen it. It still needs to be repaired correctly, but can be put off for another year. He then reminded committee members that his deferred maintenance list is up to \$7 million.

Mrs. Withee stated she is in full support of the District and would love to see all the items marked as #1 get done; however, they must still work within the parameters of a sensible budget being mindful of the economy and the taxpayers. They will need to make hard decisions on which items can stay on the 2011 project list and which ones must be move out for another year or so. Focusing back to the paving issue she asked if this was a safety matter. Mr. Hughes responded that they could probably get another couple of years out of it.

At Mrs. Copp's inquiry, Mrs. Withee explained that items marked as #4 were still being noted in the 2011 column so that the Budget Committee can see the entire list of projects – those that would make the 2011 final draft and those that were cut. The committee felt it important to show that they were frugal in preparing and presenting a facilities budget list.

Mr. Hughes motioned and Ms. Auger seconded to defer the Pollard paving projects out for another one to two years. It was noted that motions were not necessary and the motion and second was withdrawn. These two items were moved to the 1-2 year list reducing the 2011 proposed estimate by \$53,600.

Removing the island in front of the PAC was noted. Mr. La Salle stated that his concerns were for elderly citizens who had difficulty managing the curb; however, since a curb line has been painted resulting in a clear and visible grade change, he is satisfied in removing this item completely from the list, or at a minimum moving it out on the list. Mr. Hughes added that the paved walkway to the modular can be pushed out as well as it was

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contingent on the island project. He went on to say that the backstop and fencing projects at the high school are safety issues and should remain on the list. District parking lot line painting can be reduced by half as most of the District was done last year. The high school covers its campus with monies raised from parking.

Mrs. Withee noted the Site Renovations and Improvements list is still \$10k more than the last budget. With no other areas to cut, the final 2011 budget would be presented at \$67,700.

Building Renovations and Improvements

Mrs. Withee noted that the 2011 budget presently stands at \$982,200 in comparison to last year's budget of \$617,700. Designating all the #4's as 1-2 year out projects will only reduce the bottom line to \$900,300. She then asked for discussion on the #4 projects. The committee approved the following changes:

Atkinson Academy

Siding of the 87/95 wing moved out 1-2 years (\$34k)

Window replacement of the 87/95 wing moved out 1-2 years (\$6k)

Mr. La Salle pointed out that items marked #2 are energy saving projects that will produce long term savings.

High School

Athletic office ductless A/C moved out 1-2 years (\$5k)

Carpet food service office moved out 1-2 years (\$1,500)

Carpet main office/hallway/guidance/reception moved out 1-2 years (\$12,300)

Dismantle science lab/make classroom will remain a #4 as it's essential to the high school renovation and will be used whether or not the lab renovation goes through.

Room 402 (Culinary Arts) exhaust hood and roof top fan moved out 1-2 years (\$5,200)

Mr. Porcelli asked about smoke detectors/alarms in classrooms, specifically in the culinary arts room. His concern was that the fire department might be notified each time there was a cooking incident. Mr. Hughes stated there are no smoke detectors in classrooms and that the exhaust fan in room 402 is to address cooking odors.

Pollard

Café T-5 lighting system (\$4k) and gym T-5 lighting system (\$6,600) to remain on the list for now. Ms. Auger explained the problems her building is experiencing with lighting during brown-outs and that it takes 15 to 20 minutes to get the lights up and running again. This poses both an inconvenience and safety issue as some of the areas experiencing this problem do not have access to outside lighting.

Room 301 re-carpet moved out 1-2 years (\$1,800)

Middle School

Library glass wall moved out 1-2 years (\$18,200) – this was a priority #1

Mr. Hogan noted only one item on list and offered to move it out another 1-2 years citing that at some point he will be able to trade his old building in for something more "grand." Other projects over the years were approved and very much appreciated. This project was to buffer the noise to the library but it can wait another year if needed.

Mrs. Rochford stated the Budget Committee was told there would be a savings in kitchens if the District employed an outside contractor to run food service; however, the District is still redoing kitchens and spending money. Mr. Stokinger replied that the Budget Committee was misinformed on the matter. The outside company was to provide a better service to the students and staff along with an automated system. The day-to-day operations are handled by the company; the upgrades are separate from that contract and are the responsibility of the District. The cost to upgrade per code and operations was estimated at \$1 million (Crabtree Report).

Mrs. Hart added that Danville was cited for not meeting standards – non-compliant kitchen – and the state was on its way to shutting the school down.

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Mr. La Salle stated that in addressing the kitchen issues they were first addressing just fundamental items (\$75k-\$100k) each year. The Crabtree Report refers to renovations in bringing the food service out into the cafeteria area, which they have done at the high school. The elementary needs were pretty significant. They experienced a mid-year failure with the steamer at the middle school this year (\$25k). Other schools are close to Danville's non-compliant condition. Three schools need renovations. Mrs. Copp inquired to the cost of those renovations to which Mr. La Salle responded each project was priced out by an architect and a building firm. They are not guesses but engineered cost estimates.

Additional Cuts

Still working to cut the budget, Mrs. Withee asked about the window replacement project at Danville (\$16k). Mrs. Hart noted the windows are old combination style; many of which do not open. They have started at the roof and are working down – there is still leakage in the windows.

Mr. La Salle suggested they move the T-5 lighting project at Atkinson into the kitchen renovation project using anticipated contingency funds. The renovation project will require the contractors to be up in the ceiling already.

Mrs. Dayotis noted the handicap lift at her school cannot be repaired as it has reached its life cycle and code requires they have one.

Mr. La Salle suggested the lockers located in the first block at the entryway at the high school be removed to relieve the traffic jam in that area. Many traffic jam areas were noted at the high school, with the worst being at the cafeteria entrance. Mr. Woodworth stated he wants to look at phasing the locker project and will discuss with Jim Hughes first.

Mrs. Rochford asked the committee to revisit the three large budget items (AA kitchen renovation, HS robotics lab, and SAU generator). Mrs. Withee noted that the high school has serious needs which are affecting student learning and school reports. Mrs. Rochford sought justification in asking the taxpayers for \$300k at the high school and then turning around and asking for a new building?

Mr. La Salle explained the District has two plans: renovate the high school and build a new middle school, or renovate the high school as a middle school and build a new high school. The projects at the high school are purposely tailored to work into the long-term plan for that building. The architects are working towards this goal.

Mr. Hogan added that the \$125k improvements to the middle school for the ASD program paid for itself by not outsourcing the program.

Moving on, Mr. La Salle noted the oil tank at Danville was done this year out of this year's budget, thus they can take this project off the list (\$5k).

Mr. Hughes offered to cut the District DDC controls by 50% (\$10k). He can also defer the first elementary internet base building management system out 1-2 years (\$20k).

Mr. Woodworth agreed to look at reducing the locker upgrade costs. The bathroom renovations are a necessity; however, the Room 317 AP office ductless A/C can be moved out 1-2 years (\$5k). Mr. Porcelli asked why the intercom system upgrade was not on this list. Mr. Woodworth replied he included it in his operational budget.

Upon further review of Pollard's proposed building improvements it was noted the boiler room and exterior doors listed are at end of life and must be replaced. The same is true for the reroofing of the 1912 building. Discussion ensued on the gym ceiling fans and how this project was tied into the T-5 lighting project. Ms. Auger reminded committee members that her building loses power at least once a month with some areas having no access to outside lighting. Mr. La Salle recommended installing T-5 lighting in the cafeteria and moving the gym lighting and ceiling fans out 1-2 years (\$9,100).

SAU building improvements were reviewed noting the exterior painting of the building was necessary as wood rot was eminent. Mr. Hughes would continue to work at further reducing the cost of the generator. Mr. La Salle opined that the carpeting and painting should also continue.

Sandown Central's one and only proposed project (door replacement) would stand as would Sandown North's library divider.

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Mrs. Copp asked if the generator at the SAU was a replacement generator to which the response was no, and then expressed her concern with the other two big ticket items (AA kitchen and HS lab renovations). She stated she was worried about trying to sell both projects to the taxpayer, given Sandown is currently working under a default budget.

Mr. La Salle explained that the high school renovation project was pushed out last year and that the school is jammed for space. The metal shop has already been converted into two science labs. The remaining woodshop is to be converted into a clean lab and an engineering space. The high school has the program but does not have an appropriate space to teach it.

Mrs. Copp asked which of the two projects is more important as she would like to see one of them moved out 1-2 years.

Mr. La Salle stated the Atkinson kitchen report was conducted eight years ago and they have been continually pushing this project out year after year. The high school needs space to teach modern programs; they have the program, have the kids, but have no place to teach them. Not providing an appropriate learning space compromises the program.

Mrs. Copp replied that if they remove one of the projects from the 2010-11 budget they will have more money to fix more things. Mr. La Salle responded using that same thought process resulted in the following: the high school roof failed – they had to use 50 buckets when it did. The septic system at the high school posed the same problem, it was continually pushed out and then it failed mid-winter at a cost of \$150k. The water systems at both the high school and Danville Elementary failed. When necessary upgrades are continually pushed out, there are catastrophic failures and the District is forced to work in crisis management mode.

Mrs. Copp stated these items could be moved to warrant articles – these are two big items for one budget. Mr. La Salle replied that warrant articles are fine for items deemed as “nice to have,” but not for essential items. Essential items should be budgeted and not placed at risk to fail. Once the warrant article fails, they are no longer able to address that project.

Mrs. Copp stated that the public has the opportunity to change the article at deliberative session, thereby allowing every voter the chance to vote on it. She asked again which projects are required/essential.

Mr. La Salle stated that Atkinson doesn't meet standards or codes and the high school must provide what is needed to teach a program. It was noted the 2011 proposed project budget is at \$845,000 versus last year's \$617,000. Mrs. Copp asked if there was any offset in the operational budget. Mr. La Salle replied the District will be expected to make up \$1.2 million due to state shortfalls and the guaranteed maximum rate/insurance.

Mrs. Dayotis offered to move the Atkinson project out another year. Mr. Woodworth noted he is now teaching science programs in the modular classrooms and students are missing out on instructional opportunities. These programs are tied to NECAP scores. Not improving the teaching space is crippling their best teaching efforts.

Mr. La Salle recommended keeping the high school lab renovations project, as it has an instructional impact, and moving the Atkinson kitchen renovation out for now as a warrant article against the capital reserve fund as to not impact taxes. More development on this should be addressed with the Budget Committee. The consensus of the committee was in favor of Mr. La Salle's recommendation. It was noted the cafeteria lighting at Atkinson would move out with the renovation project as well.

Mr. Porcelli expressed concern over Atkinson's kitchen being cited by the state. Mr. La Salle replied that if the state does cite it, the District will have one year to come up with a plan and one year to implement it.

Due to the time spent on the priorities list, Mrs. Withee suspended the building principals' report.

Other Business

Mr. La Salle reported a new phone system will be installed at the SAU and the high school. This is to expand what is to be started at the SAU and moved into next year. He noted that they need to be able to communicate out of classrooms.

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The next Facilities Committee meeting is scheduled for January 26th.

With no further business, Mrs. Withee adjourned the meeting at 10:05 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Catherine Belcher". The signature is written in a cursive style with a large initial "C".

Catherine Belcher
Administrative Assistant

Minutes completed and on file December 2, 2009

Minutes approved March 16, 2010.