

# TIMBERLANE REGIONAL SCHOOL DISTRICT FACILITIES COMMITTEE MEETING MINUTES

October 19, 2010

**Present:** Lisa Withee, Chair, George Stokinger, Jim Hughes, Michelle Auger, Kathie Dayotis, Nancy Hart (8:50), Mike Hogan (8:45), Doug Rolph, Nancy Steenson, Richard La Salle, Angelo Fantasia, Lou Porcelli, Bob Dawson, and Don Woodworth (9:20.)

At the SAU Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called this October 19, 2010 Timberlane Regional School District Facilities Committee meeting to order at 8:39 am and noted the order of the agenda shall be changed to allot for sufficient time to address project priorities.

## Minutes

Mrs. Withee called for a motion to accept the September 14, 2010 Facilities Committee minutes.

***MOTION: Ms. Auger motioned to approve the September 14, 2010 Facilities Committee meeting minutes as presented. Mr. Rolph seconded. With no further discussion the motion passed unanimously.***

## 2012 Budget – Project Priorities

Mrs. Withee yielded the floor for discussion on 2012 budget to Mr. La Salle who began by noting that the project priorities list is made up of two categories – deferred maintenance projects of \$85k or less and two significant projects for consideration. He went on to say that the Facilities Committee will need to review and prioritize the list as well as consider funding options that will continue to move the District forward.

One of the significant projects is the renovation of the Pollard School kitchen. He noted the historical planning and upgrading of the elementary school kitchens citing the Crabtree report conducted eight years ago and the District's innovative steps in addressing each kitchen's deficiencies. He noted Pollard's kitchen is the last elementary school kitchen needing serious improvement. He presented an estimated building cost breakdown and noted the costs listed are only averaged costs as they expect to be able to reduce the overall cost significantly. He went on to describe the proposed renovation as expanding the kitchen out ten feet which would improve the flow, storage and provide office space (state regulations require offices not be located within the open kitchen). He noted that Pollard's kitchen equipment is in the best shape of all the recently renovated kitchens.

The second project he addressed was the athletic facilities at the High School. He noted the athletic area has been in need of upgrade for a long time; it is awful in space, design, cleanliness and repair. He stated it lacks appropriate lockers, team rooms, and bathrooms and that this is the last insufficient space needing improvement at the high school as related to the capital improvement plan to convert the high school into a middle school. All other changes and improvements to the high school have been in line with this conversion plan, however, addressing the athletic area has posed a greater challenge due to the significant differences in the athletic requirements for a middle school and that of a high school. He provided the example where middle schools do not require team rooms, just larger lockers. The planning team was challenged to design a plan that would allow for better conditions at the high school and would also meet the needs of a middle school, all the while addressing ADA and Title 9 requirements. The middle school design they came up with was modified to meet as many needs of a high school as possible – team entrances, boy's area, large locker room that doubles as a team room, and a team room. And for the girl's side: a locker room and team room. He noted that the four offices in the plan can be converted to classrooms and storage when repurposed to a middle school.

He went on to say that the estimated cost for a project of this magnitude is \$1.2 million. They can complete the project in phases or all at once. He stated this project has been long overdue; they need to do it right and consistent with the middle school plan.

Mrs. Steenson asked how the Pollard kitchen project (and its funding) compares to addressing the water issues currently experienced by the school. Will one have any impact on the other's feasibility to get done? Mr. La

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Salle responded they were able to substantially eliminate the water issues at the school at this time; however, they would like to employ an engineering firm to provide a long term water plan. He went on to say that the district's properties tend to be very fragile in relation to power outages; once the buildings lose power, they also lose water and septic services. Infrastructure-wise, he believes each school should have a generator to keep phones, water, and septic running.

Mr. La Salle then offered three options for funding the 2012 proposed projects – Option 1 would budget all projects at the rate of \$675,000 (including the Pollard kitchen renovation) and then budget the athletic renovation as a separate warrant article. Option 2 – budget renovations at \$450,000 (including Pollard kitchen) and budget the athletic renovation as a separate warrant article. Option 3 – budget renovations at \$350,000, budget Pollard kitchen as special warrant article charged against the capital reserve fund and budget the athletic renovation as a separate warrant article.

Mrs. Withee noted that the district is anticipating funding issues at the state level; though she believes projects are important, she does not want the cost of these projects to interfere with education.

Mr. La Salle responded that state funding is an unknown right now; however, they do know that the insurance rate will not be as high as expected. With modifications they expect to have a modest 5-7% increase. He has also learned that school districts are expected to receive their state building aid. The district's retirement obligation is still unknown at this time, but there are areas they can focus on for savings: supplies and materials, personnel reduction, and minimizing building projects by choosing options 2 or 3 as noted earlier.

Discussion then ensued on how to fund the two major projects: budget, warrant articles and using capital reserve funds. Mrs. Withee stated that presenting the items as warrant articles would afford taxpayers the opportunity to support or not support the projects. At Mr. Porcelli's inquiry, Mr. La Salle stated the Atkinson Academy kitchen was presented as a warrant article charged against the capital reserve fund, which was well supported by the voters.

It was noted that any reduction in anticipated revenue from the state would automatically be passed on to the taxpayers to make up the difference. Concern about how the reduction in adequacy funding for the towns of Danville and Sandown was discussed as it was expected that even without any increase in the budget, their taxes would increase upwards of 15% while Atkinson and Plaistow's would go down. It was agreed that keeping the proposed budget as flat as possible would be the committee's goal. In doing so, they could keep the project's budget at \$350k, present the Pollard kitchen as a warrant article against the capital reserve fund (with no tax impact), and present the athletic project as warrant article with a tax impact. This would provide the district with a conservative project's budget that still moves the district forward.

Mr. La Salle left the meeting at 9:15 am.

### **Maintenance and Renovations Projects**

Mrs. Withee then directed the committee to review the 2012 projects list to prioritize which items would be included in the 2012 proposed budget.

Mr. Hughes reviewed each item scheduled for 2012 by school as recommended by Mr. Stokinger and himself.

Atkinson Academy: replace heating pumps in the 1803 basement with more efficient system, repair 1954 wing roof as seams are deteriorating.

Mrs. Dayotis noted that there are no bathrooms in her newly renovated cafeteria which poses a security issue when outside school activities use her building as well as imposes on staff when children are present (due to the distance to the nearest bathroom, staff members are needed to escort children to and from the bathroom). Discussion on a solution (location and ADA compliance) and anticipated costs transpired, which resulted in the item being added to the list of 2012 projects at a cost of \$20k. It was noted that, if possible, this project might be completed in the 2011 budget cycle if monies were available.

Danville Elementary: replace boiler #2 and repair roof of 1962 wing.

District Wide: refinish gym floors – this is done each year as part of maintenance.

Middle School: carpet music practice rooms and remove islands from science rooms. Mr. Hogan stated that removing the island will provide better classroom space.

Middle School/PAC: install ground-based external transformer. It was noted that both the middle school and PAC are tied into the same electrical transformer and during times of high demand, the transformer overheats. This is a serious safety issue that must be addressed. This project is also in line with the CIP.

Pollard School: replace circular pumps, install entrance overhang to kindergarten wing (safety issue with ice during winter months), renovate bathrooms (this item will be removed if the Pollard kitchen renovation is approved), 1987/1995 wing and library window replacement, and kitchen renovation (monies from equipment account and capital reserve fund would be used for this project – it is expected the cost estimate associated with this project will be reduced).

SAU: board room renovation (create a much needed technology space).

Sandown Central: replacement of air handlers in the gymnasium.

Sandown North: media carpet replacement (fraying and patched with duck tape) and converting gymnasium lighting to T5.

Site Projects: paving and catch basin repair at Pollard, softball backstop, outfield fencing, tennis court resurfacing and irrigation at high school, replace jersey barriers at PAC/middle school, and parking lot painting throughout the district.

Discussion on projects list: Mrs. Steenson questioned the need for carpet in the middle school music rooms. It was noted that the carpet was likely needed as a sound buffer for the other surrounding classrooms. She then voiced her concern over the board room renovations stating she did not believe this item should be considered priority. Mr. Stokinger explained the need for improved technology and that such technology could not be installed without structural renovations. Mrs. Steenson stated it was inappropriate to ask taxpayers to fund this project at this time and suggested the item be pushed out to the 1-2 year range. Mr. Porcelli disagreed and stated the televised board meetings are the only exposure the taxpayer has to the business operations of the district. He stated the quality of those televised meetings is important and he believes the project is warranted.

Mrs. Withee redirected the discussion to funding options. It was agreed the committee would begin the prioritizing the project's list under budget option 3 (budget renovations at \$350k with the Pollard kitchen on a warrant article charged against the capital reserve fund and the athletic renovation as a separate warrant article.) To meet this goal, \$70k would need to be trimmed from the project list. The committee agreed to relook at the project list, item by item, to determine if each item should be considered for the 2012 budget.

Atkinson Academy: replacement of heating pumps is not a heat priority but an energy conservation effort – move out to 1 to 2 year.

Noting the time (10:13 am) and the scheduled Safety Committee meeting (10:00 am), Mrs. Withee recessed the Facilities Committee meeting until 11:00 am.

Mrs. Withee called the Facilities Committee meeting back to order at 11:09 am.

Atkinson Academy (continued): roof repair and cafeteria bathrooms to remain as priority #1.

Danville Elementary: boiler replacement moved to priority #1, roof repair to remain priority #1.

District: gym floor refinishing to remain priority #1.

Middle School: music room carpeting moved to priority #2, removal of islands in science rooms to remain priority #1.

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Middle School/PAC: installation of new transformer to remain priority #1.

Pollard: pump replacement moved out 1 to 2 years, kindergarten overhang moved to priority #1, bathroom renovation moved to warrant article, window replacement moved out 1 to 2 years and kitchen renovation moved to warrant article charged against capital reserve fund.

SAU: board room renovation moved out 1 to 2 years.

Sandown Central: air handler replacement moved to priority #1.

Sandown North: carpet replacement to remain priority #1 and T-5 lighting to remain priority #2.

Site Projects: Pollard paving (street to office) moved to priority #2, catch basin to remain priority #1. High School softball backstop, outfield fencing, tennis court resurfacing, and pump irrigation to remain priority #1. Middle School/Pac jersey barrier replacement to remain priority #1. District parking lot line painting to remain priority #1.

It was noted that in being responsive to the concerns of the taxpayer and the needs of the district, the committee will keep the projects budget at \$350k. The final list will be presented to the Budget Committee. The committee agreed it would be prudent to identify priority items as first and second priority so that first priority items are not cut by the Budget Committee.

#### **Pollard Water**

Mr. Hughes reported that Pollard School had been experiencing water pressure loss, which became more frequent this fall. Problems would occur during high volume usage (usually around lunch time) and would take 1 to 1 ½ hours to get back online. The pressure loss was due to loss of one well (shorted to the ground), 21 toilets using four gallons per flush, bad pressure tanks, and poor electrical feed design. They have since replaced the well pump, will install 21 low volume toilets (1.2 gallons per flush), will install 21 “green flushometers,” will install seven waterless urinals, replaced all six pressure tanks, and will address the electrical design.

He went on to report that the long term fix includes surging the wells to increase the yield, consulting an engineer to look at installing an additional well (one of the current wells also services the church next door) and installing a 3,000 gallon water tank (optional). There have been no problems since the pressure tanks have been replaced.

#### **Future Meetings**

Mrs. Withee noted the next Facilities Committee meeting is scheduled for Tuesday, December 14<sup>th</sup> at 8:30 am. She adjourned the meeting at 11:30 am.

Respectfully submitted,



Catherine Belcher  
Administrative Assistant

Minutes completed and on file October 20, 2010.

Minutes approved December 14, 2010.