

**TIMBERLANE REGIONAL SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
September 11, 2012**

**Present: Lisa Withee, Chair, George Stokinger, Jim Hughes, Jo-Ann Georgian, Mike Hogan, , Dennis Francoeur, Nancy Barcelos, Doug Rolph, Don Woodworth, Kathie Dayotis, Michelle Gaydos, Donna Green and Dr. Earl Metzler (9:55).**

At the SAU Office, 30 Greenough Road, Plaistow, NH, Mrs. Withee called this September 11, 2012 Timberlane Regional School District Facilities Committee meeting to order at 8:32 am. At her request each member introduced him/herself as a courtesy to new members.

**Minutes**

Mrs. Withee called for a motion to accept the June 12, 2012 Facilities Committee minutes.

***MOTION: Mr. Hogan motioned to approve the June 12, 2012 Facilities Committee meeting minutes as presented. Mrs. Barcelos seconded. With no further discussion the motion passed with several abstentions (Georgian, Woodworth, Dayotis, Gaydos, and Green).***

**School Asbestos Notices**

Mr. Hughes reported he contacted the Scott Larson Group to inspect the middle school for asbestos to which materials were found (mostly in floor tile and mastics encapsulated with floor wax). The state required that training be conducted with staff relative to the handling of asbestos borne materials (completed in August) and that notice of findings be posted. They also require the district to re-inspect every three years (in-house inspections every six months). Mr. Hughes will include cost for inspections throughout the district in the next budget cycle. Notices will be posted at all schools after their inspections as well as out to staff and parents. Notice is to be given on an annual basis. Building principals requested a sample notice so that each building can be consistent with their notices. Mr. Hughes indicated he would obtain the language/verbiage for notices from Scott Larson.

Mr. Francoeur recapped the inspection process as follows: step 1 – inspection; step 2 – management plan that includes postings and notification. Questions were raised about Sandown North and its asbestos status. Because the architect who designed the building (12 years ago) cannot provide certified statement that no asbestos materials were used in the construction of the school, Sandown North will need to go through the full inspection/notification process.

**Mini-Gym Infra-Red Scan**

Mr. Hughes reported that the district has employed a company to conduct an infra-red scan on the mini-gym wall at the high school. The need for the scan is based on findings of moisture and water in the wall and original concerns about the wall's structural soundness. It has since been determined (by a structural engineer) that there are no structural issues at this time; however, the scan will move ahead as planned. He outlined the conditions necessary to perform the scan (30° delta between inside and outside temperature). At the recommendation of the engineer, basketball hoops were removed from the walls as the walls were not designed for that kind of stress. The scan will provide more information in determining what measures are needed to address the moisture in the walls.

**2013 Budget Update**

Mr. Hughes reviewed the projects list highlighting projects completed over the summer. All 4200-code projects were completed except for the Pollard well which is in the final process – they are awaiting final approval for water quality from the state. It is expected the well will be on line in October. He also noted the well also services the church next door.

Regarding 4600-code projects, some items were pushed out due to overbooking of the in-house electrician. The generator pads and underground piping is done in anticipation of the generator at Danville Elementary. The unit is to be delivered September 24<sup>th</sup> and installation and testing will take approximately 12 to 18 hours (all to be done during non-school hours).

Mr. Hughes indicated the projects list is on the portal under working projects and is updated every Friday.

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Discussion ensued on the district-wide plans to install generators at all elementary schools. Danville was chosen first due to ongoing power outage problems. Mr. Hughes is hoping to acquire a grant for a generator at the high school via the Town of Plaistow. No decision has been made regarding which school is next to get a generator. At member inquiry, Mr. Hughes indicated the goal of the district is to support the schools and not establish or create official emergency shelters as defined by federal standards. Generators are installed for the purpose of supporting education and, as such, may offer ancillary benefits during emergency situations.

### **Exterior Door Security Update**

Mr. Hughes reported that back in 2007 the district created secure vestibules in schools using a motion-activated, magnet security system via One Source out of Bedford, NH. They are experiencing some problems with the motion-activated settings and are working on a solution which can be done in house at a cost of \$200 per door. Danville school has already been fixed with remaining building fixes scheduled to begin in October.

### **Improvements to JV Baseball Field**

Mr. Hughes reported Mr. Fantasia, Mr. Sapia (Atkinson) and himself met with the school board to propose plans to improve the JV baseball field with funding via donations. The board approved the first phase (irrigation). Discussion ensued on considering a field study as well as long-term town plans (Beede site fields in 10-12 years). Mr. Hughes hopes to turn the JV field into a varsity field in consideration of long-term middle and high school plans.

### **Fall Facility Tours**

Mrs. Withee reviewed the facilities tour schedule as follows:

September 13 TRMS/PAC/TRHS Campus

September 18 Atkinson/Pollard Schools

September 27 Sandown Central/North/Danville

She noted the purpose of these tours is to highlight projects completed over the summer as well as note facility needs for the upcoming budget season.

### **Principal's Building Report**

Mrs. Withee opened the meeting for principals to report on any facilities matters concerning their schools.

#### **ATKINSON ACADEMY**

Mrs. Dayotis stated they had a very busy summer at Atkinson; the building was being used right up until two days before the start of school (summer school, workshops, painting, and maintenance projects). The coordination efforts were mostly successful. She indicated the flag pole on the old building needs replacement. Mr. Hughes added that when the cupola was rebuilt in 1999, the wrong type of hardware was used. Now it needs to be rebuilt.

#### **SANDOWN CENTRAL**

Mr. Rolph stated the newly paved back parking lot is beautiful and has made a huge difference. Safety issues with broken pavement have been addressed. He noted the interior of the gym was painted and that this might be an annual/bi-annual project. He noted a future project need of a new sign.

#### **SANDOWN NORTH**

Mrs. Georgian wanted it noted for the record that Sandown North is no longer considered a new school; it is twelve years old and maintenance issues are on the rise. She stated the newly installed carpet in the office, guidance and music areas is wonderful. She then reported on issues associated with the high heat in the gym, cafeteria and kitchen. These areas were purposely not air-conditioned at the time of the school construction as a cost savings effort; however, the consequences of not doing so raise instructional and safety concerns. Gym classes are held inside (no school fields), and the kitchen fan over the dishwasher does not mitigate the heat and steam issues. The kitchen floor is wet and slippery due to the steam and the kitchen workers become faint in the heat. She requested this be addressed.

#### **HIGH SCHOOL**

Mr. Woodworth stated his custodial staff does a great job and he is very happy with the new space created in the 500 hallway by technology; the hallway space has been increased allowing for better student traffic flow. He noted other improvements: new area (back way) to the busses is safer, and the front area (pick up/drop off) was improved with paving. He said he still has issues with storage and has plans to use gate receipts to purchase a

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storage shed and ticket collection shed. Other concerns are related to curb appeal; mowing is not kept up, grounds crew is understaffed (though a new grounds person was budgeted for last year and position is still vacant). Some of the custodial staff are not physically capable of carrying out some of the custodial duties. He went on to report that the expansion of the engineering space has had a negative impact on the wood/technology instruction; there is no room to store material needed for the class. He stated there is inconsistent air circulation/heat in the building. These items need to be addressed whether or not they move forward with the CIP.

Mrs. Withee shared similar sentiments regarding weeds, unkept grass and curb appeal. She stated she understands they are short staffed, but the conditions are not acceptable. Mr. Francoeur agreed noting other district's grounds are immaculate – Timberlane's are poor.

Mr. Woodworth added the district needs to address appropriate funding for facilities; they cannot expect to reduce staff, freeze the budget and also take care of the grounds.

#### DANVILLE ELEMENTARY

Mrs. Barcelos reported the new ceilings and lighting at Danville Elementary are great; her custodians worked around the projects; however, her teachers could not get their classes ready until almost the opening of school. This caused much anxiety. She reported on recent donated improvements to the kick field, bases, backstop, benches, grass plantings and climbing structure. She then reported on a bee infestation problem. Mrs. Gaydos added there have been six days of schools and six bee sting incidents at her school. Discussion on what methods of pesticides were being used as was the request to employ a professional exterminator.

#### POLLARD SCHOOL

Mrs. Gaydos reported on improvements: ceilings and technology space and ongoing issues with vandalism. She stated overall the summer vandalism was small; however, the town recreation program ruined a cafeteria table to which the town has agreed to replace. Other recreation vandalism issues include damage to cages covering emergency lights and basketball hoops. High school-aged vandalism to the pavilion was noted as well as concern about the recently approved Eagle Scout project (greenhouse) and how it might be vandalized. With the closure of the town skate park, additional police patrol is needed at the school.

#### MIDDLE SCHOOL

Mr. Hogan reported the video lab is almost complete; they are waiting for the glass panel for the doors (video lab was constructed for projects-based learning). He highlighted improvements made to the courtyard as well as a \$2,500 wellness grant to be used to create a vegetable garden, perennial garden and yoga area. He noted he needs a small shed to house equipment for this project. He also noted there appears to be water and snow infiltration to the back hallway wall to the courtyard.

Mr. Hogan then shared his experience with the Londonderry School District relative to a establishing a field study committee and funding efforts for long-term planning.

Discussion then transpired on the sharing of school materials and equipment amongst all seven schools as well as the procedure for discarding district property. Mr. Woodworth inquired about the process for approval of an Eagle Scout project: discuss with Jim Hughes and present to school board.

#### **2012-13 Meeting Schedule**

Mr. Stokinger proposed the following dates for upcoming 2012-13 Facilities Committee meetings in alignment with the Safety Committee meeting schedule:

October 16  
November 13  
February 12  
May 14

#### **Other Business**

Mr. Francoeur requested they add field study committee as a future agenda item. Mrs. Withee agreed to add to the November agenda. Mr. Stokinger reminded members that the October meeting's primary purpose is to review budget items for the 2013-14 school year.

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With no further business before the Committee, Mrs. Withee adjourned the meeting at 10:16 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Catherine Belcher". The signature is fluid and cursive, with the first name being more prominent.

Catherine Belcher  
Administrative Assistant

Minutes completed and on file September 12, 2012.

Minutes approved October 16, 2012.