

**TIMBERLANE REGIONAL SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
September 10, 2013**

**Present:** Nancy Steenson, Chair, Kelly Ward, George Stokinger, Jim Hughes, Mike Hogan, Nancy Barcelos, Michelle Gaydos, Dennis Heffernan, Jo-Ann Georgian, Kathie Dayotis, Maria DiNola, Don Woodworth, Scott Strainge, Michael Mascola and Doug Rolph.

At the SAU Office, 30 Greenough Road, Plaistow, NH, Mrs. Steenson called this September 10, 2013 Timberlane Regional School District Facilities Committee meeting to order at 8:35 am. The meeting was started by all Pledging Allegiance to our Flag.

**Minutes**

Mrs. Steenson called for a motion to accept the June 18, 2013 Facilities Committee minutes.

***MOTION: Mrs. Dayotis motioned to approve the June 18, 2013 Facilities Committee meeting minutes as presented. Mrs. DiNola seconded. With no further discussion the motion passed unanimously.***

**Mission and SMART Goals**

Mrs. Steenson reviewed the mission and SMART goals with Dr. Metzler. Dr. Metzler felt strongly about the statement and goals. Mrs. Steenson thanked everyone for their goals.

**Summer Project Status Report**

Mr. Hughes updated the Committee on the status the summer projects. With a completion date of August 16<sup>th</sup>, his staffs were able to complete the major projects. There are still some projections that need additional tweaking.

Atkinson Academy Roofing Project – Due to continual leaking problems, a new roof replacement was in order. Stone was removed, insulation attached to existing roof, new retrofit roof drains at existing locations installed, and installed aluminum edge flashing.

PAC Painting Project – Painting of new board system after power washing exterior of building. Flashing installed on back of building, due to water damage. Flashing was never installed initially.

High School Modular Project – Old modulares have been removed. Mr. Hughes staff prepared site for new modulares. A new compliant handicapped ramp was built by Mr. Rodney Mills on Mr. Hughes staff.

High School Mini Gym Paint Project – Mr. Hughes advised that all ceilings and walls have been painted.

High School Campus Sidewalk Project – Because of concerns regarding student's exiting the parking lot, and other students walking behind the vehicles, a new sidewalk was installed near fence. This is a huge improvement, but still needs additional work areas done. Mr. Woodworth noted that there is still wire missing and therefore students are still walking behind cars. He suggested that maybe during the summer of 2014; some rearranging of fenced area can be done.

High School Concession Stand Project – Prior to the project, fresh water needed to be carried to the concession stand. Mr. Hughes stated a new water line was installed from the main building to the stand. A leach field system is being setting up.

High School/Middle School Paving Project – Phase I area (rear of buildings) has been paved.

High School Home Economics Project – New counters and cabinets were installed by Mr. Mills during the summer. Mr. Mills used high school students Tyler B, Lucas A, Ben C and Jacob M to assist with the installation while receiving on-the-job training. A new single exit door was installed in existing frame. Existing slider was replaced with a new frame and 2 operable windows.

Middle School AHU Project – Two new RTU Air Handling Equipment have been installed.

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Middle School Glass Wall Project – Mr. Hughes advised a new glass wall was installed to separate café and additional space, to create a quiet annex for small groups, team meetings, etc. Two door openings were installed to coincide with other glass wall. Mr. Hughes applauded the Middle School for finding ways to utilize all spaces available.

Middle School RTU Project – Mr. Hughes advised the old RTU unit was removed, and the new unit installed. The unit should be ready to go “on-line” next week.

Pollard School Gym Windows Project – Mr. Hughes advised that the old Café windows were removed between the Gym and Café. New windows were installed to brighten the space.

Pollard School Door Replacement Project – Although the new door frames were installed, Mr. Hughes advises there is still some adjustments needed. Mrs. Gaydos mentioned that her school has issues where the system shuts down when there is a lot of activity all at once. Students are able to enter/leave the building without being buzzed in. Mrs. Gaydos is very concerned as this is a safety issue. She would like confirmation that the new system installed will override these problems? If not, can this issue be corrected? Mrs. Steenson was also concerned about this busy door not operating properly. She requested Mr. Hughes check to see if this problem can be corrected. Mr. Hughes stated he was unaware of the problem. He suggested the building Principals keep an eye on the door access.

Sandown Central Door Replacement Project – Mr. Hughes advised that a new door was installed to replace single door #9. Also, as requested by the Sandown Fire Chief, Classroom #322 has had a new door installed to provide a “second” exit from the classroom. Mr. Mills and his staff did all the work (strip siding, cut door opening and install the door frame). This was the one and only classroom that only had one exit from the classroom!

Sandown North Air Conditioning Project – An additional air conditioning coil was added to the existing York Unit for the gym/café. The unit should be ready to go “on-line” next week.

### **Project Status Concerns**

Pollard School – Mrs. Gaydos requested a status update regarding the installation of fans in the gym and café. In June of 2013, Mrs. Gaydos had students take the temperature in these rooms first thing in the morning and early afternoon. During this period, the early afternoon temperature escalated to 92 degrees on most days. Without the possibility of opening doors, this remains a concern.

Pollard School and Danville Elementary – Mrs. Gaydos requested status update on the new awnings. Mr. Hughes advised that he is still waiting for the shop to get them ready for installation. Realistic timeline would be to have them installed and finished within the next two weeks. Mrs. Barcelos asked Mr. Hughes if the possibility existed to install the awnings during the time when school is NOT in session. One of her entrances is where students enter/leave the building and can be quite busy. Mr. Hughes advised that he has requested a late afternoon installation of the awnings to keep the area safe.

High School Parking Lot Lights – Mrs. Steenson asked Mr. Hughes if lights in the High School parking lot had been checked. During the spring of 2013, she was at the High School for numerous activities and felt that the parking lot was very dark. Mr. Hughes advised that the lights have all been fixed and/or replaced.

Sandown Central Tech Office – Mr. Rolph advised that the air conditioning in the Tech Office is still not working properly. Mr. Kevin Bartose has been back numerous times to check it. The room has a temperature of over 90 degrees, with the door open. Mr. Hughes advised that staff need to keep the door closed. He suggested that maybe the staff member should move her desk from the server room. Mr. Rolph advised that her desk was moved over a year ago, and still the problem exists. Mr. Hughes stated that the fans just blow heat out, and it is not a good situation. If no work order is submitted, Mr. Hughes has no idea of these problem areas. Mr. Rolph stated that work orders have been submitted three times previously.

Door Replacement – Mr. Stokinger asked Mr. Hughes if all magnetic door blocks have been replaced. Mr. Hughes advised that there were still some that needed to be completed. Mr. Stokinger advised the Committee that the Motion Detector issue has been resolved.

### **Security/Safety Enhancements**

Mr. Stokinger advised the Committee of various upgrades that have been made as follows;

- Cameras have been upgraded or replaced. These were six year old digital recorders that have now been replaced with new digital equipment.
- High School has new access card doors.
- High School intercom system has been updated to connect all three buildings.
- Video camera training is still needed.
- Bigger monitors are needed. Mr. John Holland will be pricing upgraded and enlarged monitors for both principals and secretaries.
- The PAC door now allows for buzzing in of people.
- Danville Elementary has a new phone system and now has the same capability of extension dialing between SAU, High School and Middle School.
- SAU has had a fire alarm installed, where none existed before. Fire Chief advised we were not in compliance.
- Danville's cell phone problem reception is still an ongoing issue. Mr. Stokinger has conferred with Verizon regarding pointing the cell signal in a different direction. Verizon has advised that this is not possible. A possible solution would be to utilize the existing "old copper lines" or "fax lines" once the new phone system starts going over through the computer lines. Phone lines should be installed in approximately one month. Mr. Stokinger will contact Fairpoint Communications regarding the three places in Danville Elementary that have been targeted as needing telephone lines for emergency calls.
- Sandown North Library, Café and Gym Door do NOT have the capability of being "locked-down". Staff currently needs to lock doors from the hallway during a "lock-down".
- Pollard Gym also can NOT be "locked-down". Mr. Hughes is anticipating that both of these buildings will be changed and corrected during the fall of 2013.

### **Capital Improvement Plan**

The Committee expressed concern that there has been no movement regarding the Capital Improvement Plan (CIP). The Capital Improvement Plan was originally organized in 2009 but has had no progress since. The Committee stressed the importance of keeping this "on the radar" and within sight as the need is still there. Mrs. Steenson advised that a retreat was scheduled for the spring of 2013 to review the CIP. However, due to some board members being unable to attend, it was cancelled. Mrs. Steenson advised that it was her understanding that the CIP has not been looked at since prior to Dr. Metzler coming on board as Superintendent. Mrs. Steenson will contact Board Member Robert Collins regarding the need to move forward or scratch CIP. The "We have lost momentum" is very evident.

Mr. Woodworth expressed his concern that no progress has been made since the CIP was adopted in 2009. The High School improvements are being made in conjunction with the CIP. If CIP is not being utilized as it was intended, then the CIP needs to be activated or alter its contents. The needs of the students are first and foremost. Mr. Woodworth stated that "There is no use for the document, if it is not being executed".

Mr. Hogan suggested that perhaps we share the CIP with the towns. The Committee was reminded that the CIP is on-line under the School Board Documents.

Mrs. Steenson brought up the subject of "Better Public Relations". The Committee needs to sell its ideas. They need to show the towns the need for new facilities, upgrades and improvements needed. The towns need to see something other than dollar signs. Mrs. Steenson advised that Dr. Metzler is intending to go to each town meeting to discuss CIP.

Mrs. Dayotis reminded the Committee of an article she wrote for the School Board Newsletter. The letter was never published, to her knowledge. The community needs to see this newsletter. This would be great publicity! Mr. Stokinger advised that the School Board Newsletter was due late in the spring, but it has never materialized.

Mr. Steenson again reminded the Committee of the need to convince the community that better facilities and improvements to current buildings are for the benefit of the students.

Mrs. Dayotis reminded the Committee that the community needs to see we are improving our facilities.

Mr. Heffernan mentioned that Dr. Metzler had spoken at the Plaistow Board of Selectman Meeting on Monday, September 9, 2013. Dr. Metzler has a tough challenge ahead having to deal with four towns. Mr. Heffernan suggested that a CIP Sub-Committee be formed within the Budget Committee and School Board. Mrs. Steenson advised that a Sub-Committee was not ideal, as the CIP is too important. Mrs. Steenson will speak with Mr. Collins regarding this issue. Mr. Stokinger informed the Committee that Dr. Metzler is intending on attending the next three Monday night Selectman meetings. As it stands now, Mr. Stokinger advised that there is little to no aid available from the state for CIP. We need to move forward with our needs as soon as possible.

Mr. Woodworth issued his concern regarding the upcoming tour of the High School. He is reluctant to show any projects needed during the tour, which cannot be fixed because we have no funding. The Committee agreed that we need to "Show the Good and Bad". Because the need for a new gym was put on hold last spring (due to the Teacher's Contract), it appears that the gym is no longer needed. This is not true! The need for the gym is still there and must be pursued. Mrs. Steenson reminded the Committee that we can't pretend improvements aren't needed. Improvement areas needed MUST be shown. Mr. Woodworth suggested the Committee gather together to put forward the needs. We need to go in the right direction....FULL COURT PRESS if necessary! Both Mr. Woodworth and Mrs. DiNola stressed that these improvements are "Time-Sensitive". It is up to the Principals to advocate for their buildings.

### **2014-2014 Budget**

Mr. Stokinger reminded the Committee that all Facilities Projects need to be sent to him and Mr. Hughes. He suggested you send your project needs to them (as soon as possible), they will compile a list, Mr. Hughes will obtain estimates and then both Mr. Stokinger and Mr. Hughes will meet with Dr. Metzler to prioritize them. Once this is completed they will present to the Committee then move for approval from the Budget Committee and School Board Operating Budget. The Budget Committee and School Board are scheduled to meet on Thursday, October 10, 2013 at 7:00 PM at the PAC. The next Budget Committee Meeting is Thursday, October 24, 2013.

### **2013-2014 Meeting Schedules**

Mr. Stokinger proposed two other meetings. He suggested Tuesday, February 11, 2014 as this is the second Tuesday of middle month of quarter. This would be in compliance with the Department of Labor regulations. One meeting per calendar quarter is required for the Safety Committee.

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

Sandown North – Mrs. Georgian thanked Mr. Hughes for the dishwasher curtain. It is working really well. She and her staff are looking forward to the new air conditioning being turned on. She applauded the custodians for doing an incredibly good job in getting the school ready for opening day, especially noting the work of the head custodian.

Pollard Elementary – Mrs. Gaydos stated that the Extended School Year was extremely impressive. Custodians did a pristine job in there preparation. She mentioned that on two different Saturday's, these custodians worked to get the school ready. She felt that it was a "Great price to pay". She would like the rumor of having Extended School Year at Pollard Elementary every year addressed. She is looking forward to the new awnings being installed at school.

Atkinson Academy – Mrs. Dayotis also addressed the custodian's nice work and clean appearance of her building. Although there were some last minute problems (i.e. Elevator cable broke, Transformer went), all these were fixed in time for the first day of school. She noted, with admiration, that Mr. Hughes staff worked around the clock (leaving at 3:00 or 4:00 AM) on the first day of school. She also mentioned that these same staff were back at school for 7:00 AM to be sure everything was working. Mr. Hughes applauded his staff's dedication to their job.

Sandown Central – Mr. Rolph stated that Sandown Central was in "Great Shape". The school had a great opening. Mr. Hughes staff did a great job. Sandown Central looked "The best it's every looked". Mr. Rolph informed the Committee that an Eagle Scout would like to build a new Sandown Central School sign. The Eagle Scout is planning on going before the School Board for approval.

High School – Mrs. DiNola stated the High School was "Shiny and glimmering" despite two custodians being out for the summer. One custodian has since returned. A new sign has been put up at the High School. Mrs. DiNola

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wanted to thank the community for the new Modulars. This has been a serious issue and a “lock-down drill” has been done for the very first time. Mrs. DiNola stated that all safety issues are good.

Middle School – Mr. Hogan nominated Mrs. DiNola as our Public Relations Personnel. The Middle School had a great start. Custodians did a great job. Having the new cafeteria walls has given the Middle School a quiet space for meetings. The new annex is being used quite often. Mr. Hogan pointed out that the sounds of pots and pans can no longer be heard.

Danville Elementary – Mrs. Barcelos thanked the Committee for her new phone system. The new phones have been working properly when dialing out. The Company that installed the phone system also provided training, which was an added benefit. New server installation went well. Custodians did a fabulous job of keeping everything clear and shiny!

**Other Business**

Mr. Stokinger reminded Committee members of the upcoming meeting and tour schedule. He reminded the Committee that all tours start at 6:00 PM

Future Meetings:

October 22, 2013, 8:30 AM – SAU

Fall tour schedule:

September 12, 2013, 6PM – High School, PAC, Middle School

September 17, 2013, 6PM – Sandown North, Sandown Central, Danville Elementary

September 26, 2013, 6PM – Pollard School, Atkinson Academy

With no further business before the Committee, Mrs. Steenson adjourned the meeting at 9:48 AM.

Respectfully submitted,

*Nancy M. Pierce*

Nancy M. Pierce

Business Administrative Assistant

Minutes completed and on file September 10, 2013.

Minutes approved October 22, 2013.