

TIMBERLANE REGIONAL SCHOOL DISTRICT

District Facilities Committee

Date: February 9, 2016

Chairs: Kelly Ward & George Stokinger

Call to Order by G. Stokinger at 10:25am

In attendance: Mike Flynn, Michelle Auger, Kathy Dayotis, Nancy Barcelos, JoAnn Georgian, Jack Sapia, Donna Green, Heather Roy, Sue Sherman, Jim Hughes, George Stokinger, Kelly Ward, Doug Rolph, Jim Hughes.

Approval of Minutes from the October 20, 2015 Meeting:

Motion made to approve the minutes by M. Auger, second by K. Dayotis, approved by general consent.

Sandown Central Playground

D. Rolph updated on playground status, Primex inspected, pulled out anything that was not proper or up to code, or unsafe, new equipment is in the 2016-17 budget.

Capital Improvement Plan

After last meeting we discussed what would be in the budget, if moved forward it would go through the CIP process. Distributed is what is in 2017 budget. The other sheet is what was on the other list. There is a concern that these items would be forgotten and not be put in the budget.

G. Stokinger: stated this new process will include a request form to be completed and presented and put on the CIP list. Currently, nothing is on the list. J. Sapia asked if the facilities group would have the ability to request something come forth to the CIP.

G. Stokinger stated as part of the CIP process, they discussed the nine schools represented, with a ten thousand dollar threshold, Special Education, technology and facilities, aren't spending more than \$10,000. Forms would come from the budgeters, directors, and principals with signatures by the Director of Facilities. Facilities would be involved in the process, but not coming up with reasons in the facilities committee meetings. Facilities and CIP work together, CIP process starts in March, for Stokinger to be prepared to present, 99% of the audience is in facilities committee, the schools need to think about what is needed for the future. Beginning in March and Stokinger will schedule meeting with J. Hughes, and building principals to go over what they want to present to CIP committee. Two signatures should be on each request form, the Facilities Director and building principal. Then in May-June items will go to CIP for approval of projects over six years. Anything under \$10,000 will come to facilities committee for approval.

J.Sapia said this committee should be meeting once a month to address the immediate needs of the CIP committee.

D. Green asked if all the people that have budget responsibilities will receive this form. Also stated that they should not have the funneling at the principal level, the budget administrators should be the form generators.

S. Sherman would like communication to the top budgeter with the school requester prior to it coming to the CIP.

G. Stokinger states this is why there are two signatures required, so that some communication has been done with both the budget form requester and the building owner.

D. Green asked to provide an audit of all things that have to be regularly replaced, like the boilers so that a long term plan can be made, so that CIP committee is not blind-sided by things that could come all at once.

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J. Hughes said he has this type of audit list of equipment and life expectancies. This spring, he will be putting together a list of roofs that will also need to be replaced over the next 6 years. Roofing contractors will inspect and provide feedback on conditions.

S. Sherman you can prioritize this list now, if you communicate with the facilities department. The planning should start now. She encourages contact with her as the chair of the CIP committee for assistance.

G. Stokinger asked members to look beyond the year; it's designed to cover six years.

J. Sapia said this helps to budget future expenses to space out the funding over 10 years.

G. Stokinger stated that internal project may have a price assigned but it's an estimate of how many hours will be needed to complete the job.

D. Green asked if the numbers reflect the cost of hours.

G. Stokinger stated in the past, those did not include hours, only materials. This will help to manage the expectations.

D. Green stated that she agreed, but asked to be sure we don't put forth any internal numbers to the budget committee.

G. Stokinger stated they absolutely will not do that.

G. Stokinger state the High School is down to two custodians, they were able to move Rodney and Jake over, so some work orders will be slow to be completed due to this. Two additional staff members will be being hired.

J. Sapia asked if during summer months, when we are under staffed, is it possible to hire students, and do you find that it works out?

J. Hughes said they hire 3-4 students to help with construction projects, preventative maintenance, and custodial duties.

J. Sapia asked if more could be hired to assist with moving chairs and tables, sweeping, putting plastic on top of the fences, etc.

M. Flynn stated that they hired someone during the summer, and he did great.

J. Sapia made a motioned to obtain more student help for the facilities department. What would be the next step into implementing?

G. Stokinger said this is not a topic for this committee.

J. Hughes said he has looked over the project list, in the past they have taken on too many internal projects, and what Facilities is here to do is complete work orders. I'm saving the district 30% to keep job internal, but am I really saving the district if we're not getting any jobs done for the buildings? Is it cost effective to have a master electrician changing parts on a toilet? Priorities change daily with the time lines during the summer that we're trying to meet.

Principal's Building Report

Sandown Central: D. Rolph stated that the facility is in relatively good condition. There are some items for the TLC center like new windows to support our High School students to come in. The added windows are needed where adults are meeting with children. There is a water issue with the filtration system that is being worked on. We may need to reconfigure the nurse's office to make it a larger space and accommodate for smaller children. A new fence to be installed in the play area and a new playground unit will be installed. The nurse expansion is in the 2016-17 budget. D. Rolph stated that their current furniture is in good shape, but he is still in the process of evaluating their needs as it's their first year. The furniture came from TLC at Pollard. He may be looking to make some adjustments to library.

Sandown North: J. Georgian is looking at the green space area around the field but doesn't see it listed. G. Stokinger stated that it's on one of the sheets that were not printed, but it is on the 2016-17 budget.

Danville: N. Barcelos said the bathrooms in the 87 room are to be upgraded; there is one in the preschool area that needs to be done. J. Hughes stated they are replacing some of the flanges and fixtures, a newer trough sink will be installed to curb all the water on the floor. There are two pieces of playground equipment removed due to their condition. A roof leak occurred in a music room just outside the cafeteria. A bulletin board was ruined, mold is a

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concern. Also could be a possible safety issue due to water getting on computers or flooring. J. Hughes stated the bulletin board material would likely prevent mold from growing, the leak in the cafeteria and music room has been repaired.

Pollard: M. Auger said the school is in good place, there is a question about the location of the upcoming ESY program and it has not been confirmed. Have the ESY location and dates been communicated by SLT? G. Stokinger stated that it begins with Beth Rincon. In the past it has alternated between schools. M. Auger asked what the status is on the phone system. G. Stokinger states that technology is in charge of that, not facilities.

Atkinson: K. Dayotis stated that the facilities crew keeps the facility looking well. There is an upcoming metal roofing installation over the kindergarten that will include insulation; it is on the 2016-17 budget.

High School: H. Roy thanked G. Stokinger and J. Hughes for getting Rodney and Jake at the High School; it has helped with communication and completion of projects.

Middle School: M. Flynn stated that there are sandbags in front of ASD wing door, the doors have been ordered, and are in, they are trying to schedule a time to install it. Gym storage area needs to be completed still. J. Hughes stated they have discontinued the use of rock salt at all sites to save the concrete and metal door frames.

Other

Request to meet in the summer to address CIP budgets. Suggested meeting in April to check in? J. Sapia would like to meet in late March regarding the CIP committee to review the process. Facilities members will hear a report about what is on CIP at the next meeting.

Future Facilities Committee Meetings:

- o May 10

Times: 10:15am

Adjourned at 12:08pm