

# TIMBERLANE REGIONAL SCHOOL DISTRICT

## **District Facilities Committee**

Date: October 20, 2015

Chairs: Nancy Steenson & George Stokinger

Call to Order by N. Steenson at 10:22am

In attendance: Dennis Heffernan, Mike Hogan, Heather Roy, Sue Sherman, Jim Hughes, George Stokinger, Nancy Steenson, Jack Sapia, Nancy Stafford, Michelle Auger, Nancy Barcelos, Kathy Dayotis, Doug Rolph, and Dr. Metzler. Donna Green observed and then joined the meeting upon Nancy Steenson's departure. John Sherman, Plaistow Selectman, attended as a guest speaker.

Approval of Minutes from the September 8, 2015 Meeting:

Motion made to approve the minutes by D. Heffernan, second by M. Auger, approved by general consent, with M. Hogan abstaining from the vote.

S. Sherman noted the future meeting dates on the agenda had a start time of 8:30 AM and should be 10:15 AM.

N. Steenson stressed the importance of placing meeting dates/times in your calendar as the Safety Committee meeting scheduled for earlier this morning had to be cancelled due to a School Board Member attendance issue.

### **Capital Improvement Plan**

N. Steenson began the discussion by stating that she sees both the Facilities and CIP Committees working together with the common goal of long range planning for capital improvements. S. Sherman gave a brief summary of why the CIP Committee was formed and stated that it is comprised of four School Board members, four citizens (one from each town), the Superintendent, the Business Manager, one Leadership Team member and currently one Budget Committee member. The CIP Committee will be adding an additional Budget Committee Member in the future.

Sue and John Sherman presented the Capital Improvement Plan and briefly discussed each slide (see attachment). N. Steenson then asked the attendees for thoughts and comments. G. Stokinger stressed the importance of the date timeline as there will be a change in mindset for all involved and the process will begin right after March voting. There was general discussion on the definition of a capital improvement and G. Stokinger stated that the criteria are: the cost exceeds the threshold value of \$10,000.00, useful life must be three years or longer, and the request must not be considered an on-going operating expense. J. Holland, G. Stokinger, and C. Belcher will work on creating an electronic request and tracking process with detailed instructions and procedures. Training needs to be provided to all parties involved in creating the document.

J. Sapia stated that items in CIP are not necessarily in the budget, might become warrant articles, and could be phased in over time. He also commented that the document will be a very useful tool for the Budget Committee and will inform all parties involved of what projects are coming up, with no surprises later on. The document would be a living blue print for the future and could be used to recommend Warrant Articles. He stated that training needs to be provided for Department Heads/Administrators in planning for the short and long term needs they have and on how to complete the document. D. Heffernan stated that J. Hughes is currently doing this work when he plans for projects in phases and used windows and paving as examples. He also stated that if an item has an immediate need it would go into the budget and not CIP. S. Sherman stated that the Budget Committee, School Board, and CIP Committee will benefit from this all in one document. In her role as Chair of the CIP Committee, S. Sherman will report information to the School Board. John Sherman noted that the year of 2017/2018 will be the starting point for CIP.

H. Roy asked about prioritizing items on the master list. General discussion followed stating that the submitter would request the time frame, the CIP Committee would discuss the need and prioritize items, but the School Board and/or Budget Committee would make the final decision.

## TIMBERLANE REGIONAL SCHOOL DISTRICT

N. Steenson recapped that the CIP Committee plans and recommends items and this will be an on-going fluid document that can be used for Public Relations and should help eliminate surprise spikes to the taxpayers. She stressed the need for a fluid relationship between the Facilities and CIP Committees.

J. Sherman stressed the importance that the CIP and Facilities Committees work together to avoid duplicating work. He asked how items are added to the Facilities Project list. G. Stokinger stated it starts with the Facilities Tours in September. Any needs are sent to J. Hughes and G. Stokinger. The request might be on a work order, email, or part of an informal discussion. The list is created by the third week of October and once it has been discussed and revised it is moved forward to be used for the budget. J. Sherman stated a benefit of CIP is it ends the discussion of future planned items. Without CIP, the same items are discussed over and over again.

M. Hogan asked where the \$10,000.00 threshold amount came from. It was stated that the surrounding towns use the mutually agreed upon amount and it was recommended by the CIP Committee. The amount is a starting point and can be modified.

D. Heffernan and N. Steenson thanked J. Sherman for all his hard work and dedication in supporting the CIP Committee.

### **2016-2017 Budget – Project Priorities**

G. Stokinger presented the facilities project list for 2017. He explained the change in format from having three time frames for items requested to a yes or no format. Items are either placed in the 2017 budget (YES) or they are moved into CIP for the future (NO). He stated the task for today is to build the 2017 budget.

H. Roy asked if the list could be sent out prior to the meeting so that members have a chance to review the items that pertain to their building.

The list was discussed item by item and recommendations were made for each item to either be included in the 2017 budget or be moved to CIP. Duplicate items were removed from the list as well as items that are currently in progress or have already been completed. (See attached list) G. Stokinger stressed that items on the list need to be more specific and include detailed locations, room #'s, etc.

There was general discussion in regards to items being moved to CIP and losing their visibility. N. Steenson stated there might be a need for a third intermediate category instead of placing requests in CIP. More discussion ensued stating that the CIP spreadsheet will be kept in the forefront and Department Heads are responsible for prioritizing their requested needs.

N. Steenson noted that she needed to leave at 12:15 PM for an appointment. Also a number of other members left due to other commitments. After N. Steenson departed, the meeting continued with D. Green joining the meeting as a member of the School Board.

There was general discussion in regards to the total of the items on the list included in the 2017 budget. The total was \$1.8 million. D. Green recommended the Danville Sprinkler system be a warrant article. The \$250,000 from the 2016 budget will be encumbered and then \$450,000 can be raised and appropriated from the Capital Reserve Fund. D. Green recommended using \$370k from fund retention for the High School gymnasium brick work project. G. Stokinger stated the fund retention is only for an emergency or loss of revenue use. It was then suggested that the High School Gymnasium brick work project be a warrant article to raise and appropriate \$370,000 from the Capital Reserve Fund. The \$23,000 for painting of the gymnasium is dependent on the brick work.

There was general discussion in regards to the generator for the PAC and the High School. D. Green suggested removing the generator for the PAC and putting the HS Generator as a warrant article. J. Hughes stated his concern in losing the grant money should the warrant article fail. D. Heffernan stated the need for community shelter and the importance of having the generators. D. Green noted that there are strings attached to being a community shelter, such as having showers available.

## TIMBERLANE REGIONAL SCHOOL DISTRICT

There was general discussion regarding the second boiler for Sandown North. D. Green questioned the need for an additional boiler. J. Hughes stated that Sandown North and Atkinson Academy are the only two schools without a backup boiler and the original boilers at both schools are aging.

Discussion wrapped up with the total of \$1.8 million being brought forward to the entire School Board. G. Stokinger stated that he will revise the Facilities Project spreadsheet with the updates as discussed. D. Green asked for a clean copy of the spreadsheet to be emailed to her when available.

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

Due to time constraints and the departure of many of the meeting members, this agenda item was not discussed.

### **Other**

Future Facilities Committee Meetings:

- o Feb 9
- o May 10

Times: 10:15am

Adjourned 12:51 PM

**Capital Improvement Plan**

**Timberlane Regional School District**  
October 15, 2015

**JUSTIFICATION**

- A systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects to reduce borrowing costs.
- A public relations and community engagement tool.
- A focus on preserving the school district's infrastructure while ensuring efficient use of public funds.
- An opportunity to foster cooperation among departments and an ability to inform other units of government on the entity's priorities.

**WHAT IS A CIP?**

- The Capital Improvement Plan (CIP) forecasts the District's capital needs over a 6+ year period based on various District-adopted long-range plans, goals and policies consistent with existing long range plans.
- The underlying strategy of the CIP is to plan for land acquisition; equipment acquisition and replacement; construction and major maintenance of public facilities necessary for safe, efficient and effective provisions of educational services for the towns of Atkinson, Danville, Plaistow and Sandown.
- A critical element of a balanced CIP is the provision of funds to preserve or enhance existing facilities and provide new assets that will support quality education in the 21<sup>st</sup> century.

**BENEFITS**

- Improve education, safety, efficiency and health
- Minimize deferred maintenance
- Stabilize indebtedness
- Manage budget impact and stabilize the tax rate
- Provide District and community long-range planning
- Protect District assets
- Access State matching aide

### CIP PROCESS OVERVIEW

- Mid March – CIP Committee solicits project requests from Directors/Dept Heads/Principals
- April - Requests are gathered in a spreadsheet for presentation to CIP Committee
- May/June - CIP Requests are reviewed/approved by CIP Committee
- July – CIP Committee “balances” requests by year
- August/September – CIP Plan is presented to School Board & Budget Committee

### NEXT STEPS

- Electronic process
- Create detailed instruction procedure
- Develop and execute training
- Go LIVE March 2016

Request ID:	<b>ATH-002</b>	Request:	<b>Install a 5-Field softball complex at TRHS</b>			
Submitted by:	<b>A. Fantasia</b>	Date Submitted:	<b>9/24/2015</b>			
One-time, On-going or Multi-Year:	<b>One-time</b>					
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Estimated Gross Cost*			<b>1,300,000</b>			
Off-setting revenue (if any)			<b>300,000</b>			
Estimated Net Cost			<b>1,000,000</b>			
Request Description, Justification and Source of Estimated Cost: (Also include source of any off-setting revenue)	<i>Facility to include 5 full-size softball fields, locker rooms, bathrooms, concession stand, batting cages, warm-up area, irrigation, etc. High school program has grown and needs additional space. This would allow for the hosting major state and regional tournaments, generating revenue for the school district and local businesses. Estimated cost came from USA Softball headquarters in Oklahoma City, Oklahoma. The Softball Boosters has committed to fund raise \$300K to help off-set the cost to the district.</i>					
CIP Committee Recommendation(s):	<i>Operating Budget or Warrant Article? Warrant Article CIP recommends further research to better determine actual costs and a more detailed estimate of potential revenue. CIP also recommends examining possibilities of a multi-year implementation to further help leveling the yearly cost.</i>					

## TRSD Major Maintenance and Renovation Projects

Row #	2017 Budget ?	Project	Estimate	2017 Budget	Future ( CIP )	Notes
<b>Account 4600-450, Building Renovations &amp; Improvements</b>						
<i>Prior Budgets; 2011 \$608,850, 2012 \$273,400, 2013 \$472,400, 2014 \$457,310, 2015 \$457,310, 2016 \$647,310</i>						
<b>Atkinson</b>						
7	N	AA Renovations to second floor of 1803 building	TBD		TBD	
8	Y	AA South façade, toilets, office, teachers lounge	9,500	9,500		
9	Y	AA upgrade Bldg Mgmt system to internet based	20,000	20,000		
10	N	AA Diesel powered genetator	300,000		\$300,000	
11	N	AA redundant back-up boiler			\$0	
12	Y	* AA Metal roofing for Kindergarten addition	39,500	39,500		
13						
14	<b>Danville</b>					
15	Y	DE upgrade restrooms, 87 wings	10,000	10,000		
16	N	DE parking lot lighting (solar powered)			\$0	
17	Y	* DE Fire Suppression System (250,000 in 2016 budget)	450,000	450,000		WARRANT ? From Cap Res?
18	Y	* DE AC, Café	10,000	10,000		
19	Y	* DE Window film, Café	7,500	7,500		
20						
21	<b>District Wide</b>					
22	Y	District window replacement/upgrade	10,000	10,000		
23						
24	<b>High School</b>					
25	N	HS office space inadequate	1		\$1	
26	N	HS storage inadequate	1		\$1	
27	N	HS Locker Room upgrade	1		\$1	
28	Y	HS gym air handler replacement	98,000	98,000		
29	N	HS New window systems - replace single pane glass	524,000		\$524,000	
30	N	HS A/C Home Edu & Sewing room			\$0	
31	N	HS Weight room/mini gym outside wall	120,000		\$120,000	
32	N	HS refurbish Locker rooms & Mini-gym wing	5,840,000		\$5,840,000	
33	N	HS restroom renovations phase III	35,000		\$35,000	
34		HS Courtyard #1				
35	N	HS SW façade infill window wall, 11 double hung windows	595,000		\$595,000	
36	N	HS NW façade infill window wall, 17 double hung windows	100,500		\$100,500	
37	N	HS East façade infill window wall, 11 double hung windows	55,500		\$55,500	

## TRSD Major Maintenance and Renovation Projects

Row #	2017 Budget ?	Project	Estimate	2017 Budget	Future ( CIP )	Notes
38		HS Courtyard #2				
39	N	HS W/NE façade infill window wall, 19 double hung windows	94,000		\$94,000	
40		HS Courtyard #3				
41	N	HS South façade infill window wall, 15 double hung windows	765,000		\$765,000	
42	N	HS West façade infill window wall, 13 double hung windows	51,500		\$51,500	
43	N	HS East façade Shop/lab infill window wall,	10,000		\$10,000	
44	N	HS kitchen renovations (\$235,000 equipment)	390,100		\$390,100	
45	Y	HS SPED office 304A/304B/304C ductless A/C	3,000	3,000		
46	N	HS SPED AP Whiteman office ductless A/C 200 wing	1,000		\$1,000	
47	Y	HS replace RERU-9 w/A/C for computer labs rms 411/413/415	62,000	62,000		
48	N	HS Athletic wing replacement of pneumatic system with DDC	27,000		\$27,000	
49	Y	HS generator (50% budget, 50% grant, total 295k)	147,500	147,500		
50	Y	* HS Paint gymnasium interior	23,800	23,800		WARRANT ? From Cap Res?
51	Y	* HS Paint Athletic wing hallways	12,500	12,500		
52	Y	* HS Paint weight room	5,600	5,600		
53	Y	* HS Paint Athletic wing paint exterior block walls	8,500	8,500		
54	Y	* HS Exterior wall system door #10 repair and paint	12,000	12,000		
55	Y	* HS gymnasium brick work/counter flashing	370,000	370,000		WARRANT ? From Cap Res?
56	Y	* HS Science room cabinets	67,900	67,900		
57	Y	* HS Faculty restroom renovations	20,000	20,000		
58	Y	* HS New computer lab with duckless A/C	20,000	20,000		
59						
60		<b>Middle School</b>				
61	Y	MS IT tech office / library storage	6,000	6,000		
62	N	MS kitchen renovations	150,000		\$150,000	
63	N	MS replacement of pneumatic to DDC	45,000		\$45,000	
64	N	MS Locker replacement 1200 wing (176 Lockers)	35,000		\$35,000	
65	Y	MS Locker replacement 1300 wing (141 Lockers)	30,000	30,000		
66	N	MS Locker replacement 1500 wing (140 Lockers)	30,000		\$30,000	
67	N	MS restroom renovations phase III	60,000		\$60,000	
68	N	MS generator	500,000		\$500,000	
69	Y	* MS 7th grade wing open space	12,000	12,000		
70	Y	* MS restroom partition replacement	25,000	25,000		waiting on quote
71	Y	* MS gym roof replacement	78,000	78,000		
72	Y	* MS Phase 3 exterior painting	14,500	14,500		

## TRSD Major Maintenance and Renovation Projects

Row #	2017 Budget ?	Project	Estimate	2017 Budget	Future ( CIP )	Notes
73						
74		<b>Performing Arts Center</b>				
75	Y	* PAC Nat'l Gas generator (50% budget, 50% grant, total 139k)	69,500	69,500		
76	Y	* PAC Relamp existing lighting	50,000	50,000		
77						
78		<b>Pollard</b>				
79	N	PE BR remove 10 cir pumps replace w/VFD 2 pump sys	35,000		\$35,000	
80	N	PE upgrade Bldg Mgmt system to internet based	25,000		\$25,000	
81	N	* PE genetator	300,000		\$300,000	
82	N	* PE Replace gym roof w/PDEM	27,000		\$27,000	
83						
84		<b>Sandown Central</b>				
85	N	SC classroom sink & cabinet replacement	12,000		\$12,000	
86	N	SC restroom renovations	25,000		\$25,000	
87	N	SC kitchen renovations	361,000		\$361,000	
88	N	SC upgrade Bldg Mgmt system to internet based	20,000		\$20,000	
89	N	SC Diesel powered generator	300,000		\$300,000	
90	Y	* SC New playground equipment	40,000	40,000		
91	Y	* SC Nurse's area expansion into Room 310	10,000	10,000		
92						
93		<b>Sandown North</b>				
94	Y	SN 2nd boiler	\$42,000	42,000		
95	N	SN fire suppression system	\$650,000		\$650,000	
96	N	SN Diesel powered generator	\$300,000		\$300,000	
97	Y	* SN Teachers lounge cabinets	\$25,000	25,000		waiting on quote
98	Y	SN Kitchen entrance renovation	\$3,500	3,500		
99						
100		<b>SAU Building</b>				
101	N	SAU office carpeting/painting	\$8,300		\$8,300	
102	N	* SAU Boardroom renovation	\$83,000		\$83,000	
		<b>Total Projects</b>	<b>\$13,687,703</b>	<b>\$1,812,800</b>	<b>\$11,874,903</b>	



## TRSD Major Maintenance and Renovation Projects

2017 Budget ?	Project	Estimate	2017 Budget	Future ( CIP )	Notes
<b>Account 4200-430, Site Renovations &amp; Improvements</b>					
<i>Prior Budgets: 2011 \$67,250, 2012 \$79,800, 2013 \$143,500, 2014 \$159,050, 2015 \$159,050, 2016 \$217,600</i>					
	<b>AA</b>				
	<b>Dav</b>				
	<b>HS</b>				
Y		Phase 4 MS HS front paving	114,000	114,000	
Y		JV baseball field fencing	15,000	15,000	
N	*	Field Development	100,000		\$100,000
N		Field Irrigation system/well	1		\$1
	<b>MS</b>				
	<b>Pollard</b>				
Y		PE Playground side entrance bus loop paving	65,000	65,000	
	<b>Sandown Central</b>				
	<b>Sandown North</b>				
Y	*	SN Playground space development	30,000	30,000	
Y	*	SN PE field	125,000	125,000	
	<b>District wide</b>				
N		District - 5 year paving plan	1		\$1
			<b>\$449,002</b>	<b>\$349,000</b>	<b>\$100,002</b>