

Timberlane Regional School District Minutes (Approved 02 13 18)

District Facility Committee

MINUTES

SEPTEMBER 12, 2017

10:15 AM

CENTRAL OFFICE

TYPE OF MEETING	District Facility Committee Timberlane Regional School District
FACILITATOR	Kelly Ward (TRSB) representing Dan Guide and Thomas Geary (Operations Coordinator)
ATTENDEES	Kathleen Dayotis, Kelly Ward, Thomas Geary, Dr. Earl Metzler, Nancy Louiselle, Geoffrey Dowd, Jen Marino, Jo-Ann Georgian, Michelle Auger, Nancy Barcelos, Rodney Mills, Heather Roy, Angelo Fantasia, Michael Flynn, Sue Sherman
AGENDA	See Attached

Agenda topics

[TIME ALLOTTED]

REVIEW OF GOALS

DISCUSSION	Minutes from May 9, 2017 were approved. The Facilities Committee Mission and Goals are relevant for the 2017-2018.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The goal sheet will be edited and posted.	Tom Geary	By next meeting

[TIME ALLOTTED]

PRINCIPALS REPORTS

DISCUSSION	<p>Atkinson Academy: Complimented the custodial staff for all they accomplished after Extended School Year ended. Time was limited to prepare for the start of the school year.</p> <p>Middle School: Complimented maintenance staff for all the work done on the building. The cafeteria addition allows the students to have more time to eat comfortably. The painting within the building and the cleaning outside the building was appreciated. The electronic bleachers that were installed allow them to use the seating more efficiently and more often. The blinds that were installed have made an enormous difference in the comfort for teaching staff. A teachers' room has been created. All the work was done quickly.</p> <p>Danville Elementary: Thanked custodial and maintenance staffs. The dip in the floor in the front foyer area was repaired and retiled, making it much safer. Air conditioner in the cafeteria was installed. Petitions in the boys' room between the urinals were installed. PTA purchased a bubbler and Timberlane staff installed it. The floors were all stripped and waxed.</p> <p>Pollard Elementary: Some people gained access to the roof and caused damage. The cameras did not allow staff to see who was on the roof. The screen shots were small and hard to see. The damage affected refrigeration so food was lost. A cafeteria table was borrowed from Central but will need to be replaced as it may create a tripping hazard. Vandalism happened at the gate but the cause of the damage was not determined. Paving was completed and 4-square was redesigned.</p> <p>Sandown North: Two cameras need to be repositioned. A window was broken on one side of the building and a child was bitten by a dog during a weekend on the playground. Neither incident was visible on the viewing screens. Emergency training was conducted with the police department and there are some lock, intercom, and phone issues that need corrective action in the building. These corrections will positively impact safety. A tour of the building with the lead custodian, R. Mills, T. Geary and J. Georgian has been scheduled.</p> <p>TLC at Sandown Central: The interior of the building was painted. A handicap ramp was installed. Bubblers were repaired and are working. A privacy wall was installed in the boys' bathroom. Custodians were thanked for their teamwork.</p>
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	PAC: Custodial staff did a great job cleaning high areas from a lift. Clocks installed in foyer. Doors adjusted; back entrance doors replaced; front walkway painted. Grounds crew improved curb appeal.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Phase 3 of the locker replacement at Middle School to happen on weekends and evenings		Open

[TIME ALLOTTED] **FACILITIES MAINTENANCE UPDATE**

DISCUSSION	Rodney Mills – responsible for day-to-day operations and maintenance; Jim Hughes :Existing Conditions & Reports for all buildings Change in uniforms: Updated to promote teamwork. All custodians and maintenance staff will be in same uniform. All team members thanked for their support	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
High School front canopy LED lighting		
Middle School basketball hoops		October
Main entrance at Central		October

[TIME ALLOTTED] **Capital Improvement Plan**

DISCUSSION	A meeting will be held on September 13 th . Requests were accumulated.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Will finalize this year's plan for next year's budget. Budget committee may ask for clarification of submitted requests	CIP Committee	

[TIME ALLOTTED] **FACILITY TOURS**

DISCUSSION	Begin Thursday at the main campus at 6:00. The order of visits that evening: High School, PAC, Middle School The public is welcome to attend.	
SOUND STUDY UPDATE		

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DISCUSSION	Lavallee-Bensinger submission being reviewed. Prices in the \$75,000 - \$95,000 range for 3 rooms	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Going out to bid as 3 separate bids	Thomas Geary	Open

OBSERVERS	Donna Green
RESOURCE PERSONS	
SPECIAL NOTES	Next meetings: Feb 13 th , May 8 at 10:15