



## TIMBERLANE REGIONAL SCHOOL DISTRICT FACILITIES COMMITTEE

### MEETING MINUTES

**January 9, 2024, SAU 106 Boardroom, 9:00 AM 9:12 opened**

Attendance:

**SAU106/Timberlane Regional School District:**

*Justin Krieger, Interim Superintendent of Schools present*  
*Maria Watkins, CFO/Business Administrator*  
*Karl Ingoldsby, Director Plant Operations/Facilities present*  
*Sarah Vaira, Facilities Supervisors present*  
*Alan Perry, Grounds Supervisors*

**Timberlane Regional School Board:**

*Jack Sapia, Atkinson present*  
*Kristin Savage, Plaistow present, 9:20am*

**School Administration:**

*Kurt Schweiss, Music Director present*  
*Steve HARRISES, Principal, Atkinson Academy present*  
*Stephanie Lafreniere, Principal, Pollard Elementary present, 9:51*  
*Laura Yacek, Principal, Sandown North*  
*Mitch Mencis, Principal, Timberlane Regional Middle School*  
*Chris Snyder, Principal, Danville Elementary present, 9:30am*  
*Kim Rivers, Early Childhood Coordinator, Sandown Central TLC present*  
*John Vaccarezza, Principal, Timberlane Regional High School present*  
*Mark Pedersen, Director of Secondary Education, present*

**Items from Last Meeting:**

**Conversion of communal bathrooms HS/MS:**

This was looked at in 2022 and the cost was approximately \$2,000,000 and there would be a possible loss of classroom space to accommodate the needed number of individual restrooms. At the time the direction was to not continue looking into this option. If the Board would like me to reconsider this and proceed with more budgeting and plans, then I will do so.

**Discussion about anchor/ring to put near the classroom doors to help barricade in case of emergency.**

As we have been working on installing these, it is apparent that a lot of doors are not encased in CMU and are just sheet rock. What would you like us to consider in these rooms? There are some options available for about \$75 for each door that we can

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investigate. Also are there any concerns from the Fire/Police side? Should we bring this up to them at the Safety Committee Meeting? Need buy-in from safety.



Security Door  
Stoppers



**LOCKDOWN 1**  
Commercial / Residential



WOOD OR METAL DOORS  
**DOOR OPEN DIRECTION:**  
Inward or Outward

**\$75.00**

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### Shades into school entrances and classroom interior windows.

The question of why school entrances and reception areas do not have shades was asked. It was mentioned that this is due to safety reasons but no one in the group knew the answer.

There is no safety requirement to have shades on the receptionist's area or in the entrances. No mention of this in the Homeland Security Audits. (I have copies and can send you your respective school audits if you would like to see them.)

It was also mentioned that there are some classrooms that have interior windows that need shades for safety purposes.

There is no safety requirement to have shades on classroom windows to the exterior of the building, only on door windows. There is no mention of this in the Homeland Security Audits. If someone would like shades on their outside windows to prevent the sun from shining into their room, please open a work order and we can address this.

Quotes have come in for each building's Reception areas for shades:

- Atkinson Academy - \$1,160.00
- Danville - \$365.00
- Pollard - \$852.00
- Sandown Central - \$445.00
- Sandown North - \$1,742.00

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- Timberlane Regional High School - \$685.00
- Timberlane Performing Arts Center - \$845.00
- Total: \$6,094.00 – MS already has them, but here is for rest. Jack asked to clarify shades or windows...shades.
- Middle School already has shades.

**Do all school entrances have bullet proof glass?**

I am still waiting for 3M to get back to me with pricing.

The receptionist desk at all schools have a section of “Bullet Resistant” glass. There are some buildings that have multiple panes of glass into the front office area that are not

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bullet resistant.



All main entries have a security film that prevents an intruder from smashing through the glass even after it has been shot.

**Doors without a window. (Atkinson sent an email maybe?) \$800ish a piece**

- Sandown Central: 325, 326, 301, 302
- Sandown North: 118, 122, 123, 124, 130, 133, 177

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Are there any at the other schools that have office / classroom / breakroom doors without windows?

### **Sandown Central Fence:**

- This was installed over Vacation

### **Projects in progress Update (EEI):** FYI – given to the board as well, stuff going on.

- Danville Boilers:
  - Looking at putting in a separate hot water heater for the kitchen
  - Looking at venting of new boiler room
- High School Boilers:
  - New boilers had Factory Start Up December 4, 2023
  - New pumps and VFD's had Factory Start Up December 4 2023
  - Old Boilers removal started last week.
  - Old Boiler Pads will be removed this week.
  - Boiler Room Painting to take place next week.
  - All containers for this project should be removed by February.
- Middle School LED Controls Upgrade
  - Going over punch list, 1<sup>st</sup> on the list after LED swap out at all other schools is completed
- LED Lighting Upgrades
  - SAU Administration Building complete, punch list will be addressed after all elementary schools are complete.
  - Danville complete except punch list Scheduled after Middle School
  - Sandown North Complete except punch list, scheduled after Danville
  - Sandown Central Completed except punch list, scheduled after Sandown North
  - Atkinson Academy should be finished by December 14<sup>th</sup>, Punch List will be scheduled after Sandown Central.
  - Pollard School Awaiting additional parts for completion., Punch List will be addressed after Atkinson Academy.
  - Installation/punch lists are taking place outside of school hours in 12-hour shifts by Wakita Electric. 2:00 pm until 2:30 AM Monday through Thursdays.
- Middle School Roof:
  - Gutters and rain diverters have been installed.
  - Seismic upgrades to be done after school hours, starting within the next month.
- Sandown Central Electric Panels:
  - The new panels have been installed and this project is completed.
- Middle School HVAC Controls Upgrade:
  - Scheduled for completion early summer 2024, work continued over vacation week.
- Fire Panels Replacement, DE, PS, HS, MS:
  - Scheduled for Summer 2024

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**Projects Recommended by the Construction Committee and approved by the School Board 12/21/23 (Phase II Lease):**

- HS Window Replacement:
  - Single Pane Windows and window systems to be replaced with better insulating products.
- HS Roof:
  - Most of the roof (125,000 sq.ft.) will be re-covered. This will not include any added insulation, which was added in 2007. Just a new backer board and membrane.
- HS HVAC, EREU's to Daiken with dehumidification
  - Duct Cleaning included
- HS HVAC (BAS) Controls and valve replacement/upgrade

**Other Projects recommended for next year (CIP Committee Recommendations) and approved by the School Board 12/21/23:**

- Repave Drop Off Loop AA
- Pave Middle School Side Lot
- Pave Drive behind Danville
- MS Outside Learning Area Improvements
  - Received quotes for Sod Installation, and hydroseeding.
  - Looking at building Wall Ball Area
  - Looking into building covered seating area
- CMU Wall Repairs at Danville
- SAU replace Boiler
- HS Lighting Controls
- Middle School HVAC for 100 area
- Atkinson HVAC (Phase I) replacement (Moved from Lease to CIP)
  - It was recommended that we use Daiken Equipment for all current and future HVAC Equipment district wide
  - Does not include the Kindergarten units.
    - Residential units that are 15 years old.
  - Re-ducting the "Spider duct" Microtel to get the ducts into the building instead of running them on the roof will be a future project, as well as upgrade to Daiken.
- Atkinson Academy Belfry Repairs: (Moved from Lease to CIP)
  - Phase I and Phase II to take place summer 2024 as part of CIP
  - Phase III to take place summer 2025 as part of CIP with LCHIPS grant Application
    - LCHPS grant that may pay for 50% of the project, EEI is applying for this grant on our behalf.
- HS Dark Room Renovation
  - Counter drawings are back and approved. Awaiting color selection.
  - Asbestos abatement and flooring will start as soon as school is out in the spring
  - Looking into proper ventilation for a chemical room.

**Other Projects in progress:**

- Safety Netting for practice field: Completed

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- Track and Field Renovation:
  - New coating is an extensive process, and no one can be on the track during installation
  - This is scheduled for after 2024 graduation
  - Temporary Lines have been added for spring practices
- Tennis Courts:
  - Pad Has been installed
  - Coating Application is very temperature sensitive
    - Due to excessive rain, and workload, this is looking to be a late May application
    - Temporary lines are not an option due to the slip hazards of the bare concrete
    - This has been communicated with AD to find alternative locations for practices/matches
- Walk In Freezers, Atkinson Academy and Danville elementary:
  - Still awaiting parts
- Athletic Fields Irrigation Upgrades:
  - Irrigation and moving main line to upper fields is back out for proposals
  - Proposals due January 16
  - 2 Vendors attended the mandatory walkthrough
- Pond Dredging and Expansion:
  - RFP is out for proposals
  - Proposals due January 16
  - 4 Vendors attended the mandatory walkthrough
- Paving Projects for summer
  - RFP is out
  - Proposals are due
- SAU Flooring projects:
  - Completed
  - I would like to express my deepest appreciation to the grounds team and HS day shift custodians as they were instrumental in moving all of the offices and file cabinets in a timely manner, which allowed for a very quick turnaround for the installers.
- SAU Duct Cleaning
  - Completed
- HS 500 Wing Art Gallery
  - Bulletin boards have been removed
  - Walls were painted
  - Spotlights have been installed
  - New back lit sign has been built and installed

**RFP's / Contracts being prepared:**

- Building Automation/HVAC Controls PM and Maintenance Contract ends July 1, 2024 (will be asking for a waiver for bidding requirements at this meeting)
- Paving Projects Proposals
- Athletic Field Mowing Would like to discuss this further, If we truly want to help the grounds crew, the mowing RFP should be to address the elementary schools and grass areas outside of athletic fields. Not for athletic fields.
  - Contractors could show up with weed seeds from previous mowing and

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- spread them on our fields.
- Contractors would not be as flexible as we can be to mow or prepare fields around classes, band practices, and walkthroughs by teams, and still allow us time to line for events.
- On demand availability to mow on a Saturday before a playoff game. It is in the districts best interest to continue our athletic field maintenance in-house and if the board wants to investigate additional mowing services, that they be kept at nonathletic field locations.
- Painting RFP, For annual painting Cycle, (Multi-year proposal)

**Possible Unencumbered, End of Year funded Projects:**

- MS FCS Cabinet Replacement
- Danville Cabinet Replacement
- Football Field Lighting Retrofit to LED, with Showtime Lighting upgrade, (Recommended by CIP Committee)
- Tennis Court Lighting installation
- HS Front Door and storefront replacement
- Build a Fieldhouse for Track and other equipment storage (To store new jump pads and other equipment) (We will need to rent or purchase storage containers for the new equipment as a temporary solution) Important to protect our equipment, but have so we can host larger events.
- Rebuild MS (JV) Baseball Field due to it is sinking (Possible buried tree stumps from septic installation?) Jack provided some insight into history of field.
- Build /Design materials Farm
- Solar projects
- HS Canopy Removal – safety concern for Karl.
- Campus signage – main campus, collaborative with MS, HS, facilities, athletics, SAU (Tim and Maria working on this)

**Other Items of Interest:**

- Strategic Planning:
  - Have Contracted with Banwell Architects to begin meetings with district administrators to discuss educational space needs.
  - Reviewing all old NEASC and NESDEC reports for items of concerns.
  - Reviewing all prior Strategic Plans to see what items have not been addressed to ensure they are added to the new plan.
  - Reviewing Engineering reports from 2008
  - Reviewing Sandown North Expansion project documents from 2008.
  - Updating CIP lists and what are being planned for the next few years to be included in the Facilities Master Plan
  - Working on the Facility Master Plan.
- Work request:
  - There are currently 289 open work requests
  - 270 work requests were completed in the last 30 days
- Staffing Update:
  - One open Position; 2<sup>nd</sup> Shift Custodian at High School
  - No new applicants since October 5, 2023
  - Also continuing to try to recruit Substitute Custodians

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### **Main Campus Signage Project:**

- Are there any updates from the High School?
- Is there anything we need to do to assist?

### **Custodial Performance reviews:**

- If anyone has any feedback for any of your custodians, please get that to me by the end of the month so that we can start the annual review process. Something from Principals to include.

### **Operations Hero:**

- Just a reminder that events at your buildings are fully the responsibility of the building administration. We are here to help, but all approvals should be handled each buildings administration. Kurt has some questions about duplicate/cloned events showing up from PAC to the school's calendar.
- When approving a group, please ensure that there is a COI on file, and that it is current. Sarah Can assist with this.
- Events transfer directly into the district calendar when marked "public calendar"
- If you need more rooms added to the system, please let Sarah know and we can get them added.
  
- Kurt – all set
  
- Jack – asked about athletic trainers' facilities, maybe a classroom. John said not many classrooms are available all day. All classrooms are used throughout the day. John said need some available and open a few times per day to allow.
  
- Justin – delayed opening. Touch base, now have better understanding of burden on maintenance and facilities. Will talk with Karl, DPW and bus company going forward. Will work on messaging, maybe extra to different groups.
  
- Kristin – nothing
  
- John – look into the bathrooms (like Plymouth did).
  
- Chris – asked about storage containers. Need space for Danville. Working on tuning heat. Gym way more comfortable today. Wrapping up lighting.



- Steve – remove dumpster/trailers. EEI working on punch lists for all building. (working on Pollard)
- Kim – all is good. Working on gym heating. Fence is great.
- Jack suggested for deliberative with poster (for tennis court).
- Stephanie – asked about programming/heat for Pollard, Karl said would need new Jace. Maybe end of year funds. Can Stephanie shift funds? Keep her informed.

Building Administrator's Input:

Other Discussion:

Next meeting: wait until next safety committee meeting, schedule before. February 13.

Motion adjourn by John V.