



TIMBERLANE REGIONAL SCHOOL DISTRICT FACILITIES COMMITTEE

MEETING AGENDA

March 19, 2024, SAU 106 Boardroom, 9:00 AM **START 9:07**

Attendance:

SAU106/Timberlane Regional School District:

Justin Krieger, Interim Superintendent of Schools **PRESENT**

Maria Watkins, CFO/Business Administrator **PRESENT**

Karl Ingoldsby, Director Plant Operations/Facilities **PRESENT**

Sarah Vaira, Facilities Supervisor **PRESENT**

Alan Perry, Grounds Supervisor **PRESENT**

Timberlane Regional School Board:

Jack Sapia, Atkinson **PRESENT**

Kristin Savage, Plaistow **PRESENT**

School Administration:

Kurt Schweiss, Music Director

Steve HARRISES, Principal, Atkinson Academy **PRESENT**

Stephanie Lafreniere, Principal, Pollard Elementary

Laura Yacek, Principal, Sandown North **PRESENT**

Mitch Mencis, Principal, Timberlane Regional Middle School **PRESENT**

Chris Snyder, Principal, Danville Elementary **PRESENT**

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:

- No follow up requested, does anyone have anything for us? **NONE**

Projects in progress Update (EEI): Karl reviewed points below:

- Danville Boilers:
 - Working on venting of new boiler room
- High School Boilers:
 - Infilling holes in walls with Brick from Chimney removal.
- Middle School LED Controls Upgrade:
 - Going over punch list, 1st on the list after LED swap out at all other schools is completed
- LED Lighting Upgrades:
 - Minor punch lists, programming and personalization taking place.
- Middle School Roof:
 - Seismic upgrades being done after school hours.
- Middle School HVAC Controls Upgrade:
 - Scheduled for completion early summer 2024, work continued over vacation week.

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- Fire Panels Replacement, DE, PS, HS, MS:
 - PS Fire Panel and peripherals replaced
 - PS Sprinkler Head have been replaced.
 - HS and MS Scheduled for Summer
 - DE trying to fit it in this summer
- HS Window Replacement: Big project, involves abatement. Science wing classrooms. Rest probably next summer. Front doors need replacement; working on scheduling and balancing work (can we get supplies).
 - Single Pane Windows and window systems to be replaced with better insulating products.
 - Front Doors will be included
 - Scheduled to start with 100 wing classrooms this summer
 - The rest will be scheduled for next summer.
- 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
 - This will start during the school year and estimated completion in the fall, prior to the heating season.
- MS 100 Area HVAC upgrade.
- AA Belfry Repairs Phase I and II
- AA Belfry Repairs Phase III
 - EEI is working with me on getting LCHPS Grant
- CMU Wall Repairs at Danville
- SAU replace Boiler
- HS Lighting Controls – EEI Scheduled for late summer /fall installation will be done after other HS projects are completed

Other Projects in progress:

- 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
 - AD has secured a summer camp for practices
 - I have asked for their earliest availability to get these completed
 - We are installing LED lighting, in-house, to expand the available usage of these courts.
- Walk In Freezers, Atkinson Academy and Danville elementary:

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- Completed
- Athletic Fields Irrigation Upgrades:
 - Irrigation and moving main line to upper fields is back out for proposals
 - Corbett Irrigation is the selected vendor and will be gin this project early April.
- Pond Dredging and Expansion:
 - Busby was the winning Proposal, and they are substantially complete.
- Paving Projects for summer
 - RFP is out
 - Proposals are due today at 1:00
 - Repave Drop Off Loop AA- Proposal due 3/19/2024
 - Pave Middle School Side Lot – Proposal Due 3/19/2024
 - Pave Drive behind Danville – Proposal Due 3/19/2024
- JV Baseball Field Repair
 - Busby has completed the removal of the stump farm
 - Hole has been filled back in with common fill, sand and loam.
 - STS is scheduled for SOD installation next week, we are trying to make it earlier.
- Varsity Softball Field infield renovation:
 - We will be removing the top layers of infield mix, and blending in new mix and edging the lip.
 - Wee will also be laser grading and raising the infield to allow for quicker play after a rain event.
- MS Outside Learning Area Improvements – Will be completed in-house this summer
 - Received quotes for Sod Installation, and hydroseeding.
 - Looking at building Wall Ball Area
 - Looking into building covered seating 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.
- HS Canopy Replacement:
 - Receiving quotes to demolish and remove the concrete canopy without damage to the existing steel supports
 - Receiving quotes for the design of a new canopy to be installed on existing

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Structure.

- PS Library Carpet Replacement
 - Getting quotes
- MS FCS Cabinet Replacement
 - Finalizing quotes and getting drawing
- DE Classroom Cabinets
 - Finalizing drawings
- Football Field Lighting
 - Putting together an RFP
 - Note Musco is a Equalis vendor. Looking into requirements for Bidding.

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: Due 3/19/2024
- Mowing: Due April 30, 2024
 - 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 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)
- Main Campus Wayfinder Signage and Kiosks – RFP Posted this week, due May 7, 2024.

Possible Unencumbered, End of Year funded Projects:

- Build a Field Storage Building 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)
- Build /Design materials Farm Note: This was an add alternate on the Paving RFP to get pricing.
- Solar projects
- Facility Condition Assessment
 - Asset Inventory
 - Quotes to upgrade
 - CIP integration
 - CMMS Integration for Preventive Maintenance

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

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- 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.
 - Would like to have a Facility Condition Assessment with budget and asset inventory to include adding PM's to CMMS.
 - Work request:
 - There are currently 144 open work requests
 - 172 work requests were completed in the last 30 days
 - 161 event requests completed in the last 30 days
 - Staffing Update:
 - One open custodial Position; 2nd Shift Custodian at High School
 - Sent Personnel Action Form to SAU yesterday to fill this position.
 - One open HVAC Technician
 - Also continuing to try to recruit Substitute Custodians

Custodial Performance reviews:

- In Progress

Operations Hero:

- Timely requests will allow for proper notifications and event request coverage.

Building Administrator's Input:

- Mitch asked about an area - he talked Chris. Cabinets. Waxing will work around.
- John – discussion about paving/renumbering from MS and all. Karl is planning to move forward with renumbering.
- Steve asked also for AA. Keep everyone in one section. Paving projects wants to widen it out on right going in. on loop out, cut in is not paved, wasn't in plan probably can add-on. Grass on field over summer. Landscaping around school, some washouts, maybe we can prevent more erosion
- Chris – punch list of lights and boiler room still very hot.
- Kim – AC unit, thank you for replacement. Tech realized some rooms that had kids have no phones. Kim/Karl will review room numbers and then configure phones.
- Laura – thank you for roof response during break.

Other Discussion:

- Justin mentioned Angelo feels strongly about storage for equipment. Efficiency and long-term maintenance of equipment.
- Kristin mentioned would be nice to have sections for each sport boosters.



- Jack 1) controls for walk-ins, someone came in during construction committee. Karl mentioned nothing has monitors on them now. 2) storage follow up – no room in any areas. Jack mentioned a suggested dormer off side of mini gym wall.
- Maria said thank you to maintenance and facilities works hard to respond and you all you for supporting.

Next meeting: April 16, 2024, 9:00 am.

Adjourned 9:48 AM

Drafted by Karl. Sarah noted.

DRAFT