



TIMBERLANE REGIONAL SCHOOL DISTRICT FACILITIES COMMITTEE

MEETING AGENDA

April 16, 2024, SAU 106 Boardroom, 9:00 AM

Attendance:

SAU106/Timberlane Regional School District:

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

Timberlane Regional School Board:

Paul LeCain, Sandown
Mark Sherwood, Sandown

School Administration:

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

Items from Last Meeting:

- No follow up requested, does anyone have anything for us?

Projects in progress Update (EEI):

- Danville Boilers:
 - Working on venting of new boiler room
- High School Boilers:
 - Project is complete, showcase for EEI is this Friday.
- Middle School LED Controls Upgrade
 - Project is completed.
- LED Lighting Upgrades
 - Project is completed.
- Middle School Roof:
 - Project is complete
- Middle School HVAC Controls Upgrade:
 - Scheduled for completion early summer 2024,

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- Fire Panels Replacement, DE, PS, HS, MS:
 - PS Fire Panel and peripherals replaced, Working on existing troubles in system.
 - PS Sprinkler Head replacement- Complete.
 - HS and MS Scheduled for Summer
 - DE Scheduled for this summer
- HS Window Replacement:
 - 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.
 - Work to start early may in areas not over classrooms
- HS HVAC, EREU's to Daiken with dehumidification
 - Duct Cleaning included To Start over April Vacation
 - Controls wiring, and some roof work to begins this week, electrical and curb work, not to interrupt or disturb classes.
- 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.
 - Will Start this week. Running wires.
- MS 100 Area HVAC upgrade.
 - This will take place this summer.
- AA Belfry Repairs Phase I and II
 - Scheduled for this summer
- AA Belfry Repairs Phase III
 - EEI is working with me on getting LCHPS Grant
- CMU Wall Repairs at Danville
 - Will take place this summer
- SAU replace Boiler
 - Working on engineering
- HS Lighting Controls – EEI Scheduled for late summer /fall installation will be done after other HS projects are completed, need lights to be installed when doing this.

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
 - Colors have been selected, Red with Black Transition Zones.
- Tennis Courts:
 - Pad Has been installed
 - Coating Application is very temperature sensitive

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- 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 and matches
- I have asked for their earliest availability to get these completed
- Colors have been selected, Red Court with Grey off court areas.
- Lighting the Courts – On Hold
- Athletic Fields Irrigation Upgrades:
 - New Line is run to Upper fields
 - New Line is being installed to Field Hockey Field
 - Work Started last week 4/8/2024
- Pond Dredging and Expansion:
 - Complete
 - In conjunction with the irrigation upgrade we will be installing the old pump with new lines and power.
- Paving Projects for summer
 - RFP Back See pricing under RFP's
 - Repave Drop Off Loop AA
 - Pave Middle School Side Lot
 - Pave Drive behind Danville
- JV Baseball Field Repair
 - Complete
 - Fencing was installed 4/15/2024
- Varsity Softball Field infield renovation: This is on Hold pending an RFP and approval to move forward
 - We will be removing the top layers of infield mix and blending in new mix and edging the lip.
 - We 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 Project approved through CIP process and by School Board
 - Received quotes for Sod Installation, and hydroseeding. Will need to go out for RFP, working on it (Estimated \$35,000)
 - Received quote for loam and work to grade area (Estimated \$20,000 will need an RFP)
 - Looking at building Wall Ball Area (Estimated \$2,500 in house)
 - Looking into building covered seating area (Estimated \$6,000 in house)
- 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)

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- 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
 - LCHIPS 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. (PO 241713 \$13,982.80)
 - Asbestos abatement will start 6/17) (PO 242304 \$4,090.00)
 - Flooring replacement will start after room is complete. (41,112.48)
 - Looking into proper ventilation for a chemical room, as part of HVAC Upgrades this summer.
- HS Canopy Replacement:
 - Putting together an RFP
- PS Library Carpet Replacement
 - Putting together an RFP
- MS FCS Cabinet Replacement
 - Putting together an RFP
- DE Classroom Cabinets
 - Putting together an RFP
- Football Field Lighting
 - Canceled
- Tennis Court Lighting, Placed on Hold.
 - Looking into what we can get to return the LED fixtures.

RFP's / Contracts Updates:

- Building Automation/HVAC Controls PM and Maintenance Contract –
 - Sent Out 4/14/2024
 - Mandatory Meeting 5/1/24
 - Proposals Due 5/28/24
- Paving Projects Proposals: (Looking for approval)
 - One Proposal Received from Busby Construction
 - Base Bid \$138,380
 - AA Drop Off Loop widening \$14,320
 - DE Behind Building \$43,460
 - MS Side Lot \$80,600
 - Alt #1 Bollards for in front of HS Gymnasium \$2,000 ea.
 - Alt #2 Repave HS Walkway to SAU Lot \$36,900
 - Alt # 3 Pave Material Farm behind Athletic Fields \$56,870
 - Alt #3A Pave Road to Material Farm \$31, 520
 - Alt #4 Shim and Topcoat SN Bus Loop \$42,490
 - Alt #4A Shim and Topcoat road into SN Bus Loop \$21,750
 - Alt #5 DE Ad entry way into School \$43,460
- Mowing: Due April 30, 2024
 - 1 vendor came to the mandatory meeting
 - Auger
 - DBM Construction Called and said he was interested but couldn't make the walkthrough due to the snowstorm. I will allow him to submit a proposal.
- Painting RFP, For annual painting Cycle, (Multi-year proposal) Working on it
- Main Campus Wayfinder Signage and Kiosks – RFP Posted this week, due May 7,

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2024.

- Softball Field Infield Renovation
- Grounds Supplies
- Custodial Supplies
- HS Canopy Removal
- HS Canopy design, and replacement.
- Parking Lot Lining (Multi-Year Contract)
- Parking Lot Maintenance (Crack Sealing)
- Custodial Uniform Contract (Multi-Year Contract)
- Septic Tank Pumping (Multi-Year Contract)
- Athletic Field Service Provider (Multi-Year Contract)
- Front of House Beautification Provider (Multi-Year Contract)
- Floor Tile Removal/Abatement and Flooring Upgrade (Multi-year Contract)
- AA Library Carpet Replacement
- PS Carpet Replacement
- Gator Style Utility Vehicle
- Infield Groomer with Attachments
- Maintenance Van
- On-Call HVAC/Plumbing Service (Multi-year contract)
- Loam and grade work for Middle School Outside Educational Space
- Sod installation for Middle School Outside Educational Space
- DE Cabinet Replacement
- MS FCS Cabinet Replacement

Possible Unencumbered, End of Year funded Projects:

- Facility Condition Assessment (Would need to do and RFP with approval from the school board)
 - Asset Inventory
 - Quotes to upgrade
 - CIP integration
 - CMMS Integration for Preventive Maintenance
 - This would be valuable for Strategic Planning, Facilities Maintenance Planning, and Capital Planning

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.
 - Would like to have a Facility Condition Assessment with budget and asset inventory to include adding PM's to CMMS.

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- Work request:
 - There are currently 174 open work requests (See attached lists)
 - If you see any work requests that require a different priority level, please contact me and we can discuss,
 - 219 work requests were completed in the last 30 days (See attached List)
 - 164 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

School Approvals due 2025

- Danville
- Pollard
- Supporting Documents and Renewal to Operate form must be completed prior to September 1st of 2024 through ESSP in My Doe. (I do not have access so this will have to be principals.)
- If anyone needs assistance or copies of supporting documents such as inspection reports, etc, please do not hesitate to contact me.

Building Administrator's Input:

- Atkinson Academy
- Danville
- Pollards
- Sandown Central
- Sandown North
- Middle School
- PAC
- High School

School Board Member Comments:

- Mark Sherwood:
- Paul LeCain:

Other Discussion:

Next meeting: May 21, 2024, 9:00 am

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