

**TIMBERLANE REGIONAL SCHOOL DISTRICT  
FACILITIES COMMITTEE MEETING MINUTES  
May 21, 2013**

**Present: Nancy Steenson, Chair, Kelly Ward, George Stokinger, Jim Hughes, Patrice Liff, Mike Hogan, Nancy Barcelos, Doug Rolph, Brian Shawley, Michelle Gaydos, Dennis Heffernan, Angelo Fantasia and Maria DiNola (10:00).**

At the SAU Office, 30 Greenough Road, Plaistow, NH, Mrs. Steenson called this May 21, 2013 Timberlane Regional School District Facilities Committee meeting to order at 8:34 am with the Pledge of Allegiance. She welcomed new School Board member Kelly Ward and Budget Committee member Dennis Heffernan and then as a courtesy to the new members directed committee members to introduce themselves.

**Minutes**

Mrs. Steenson called for a motion to accept the February 12, 2012 Facilities Committee minutes.

***MOTION: Mrs. Gaydos motioned to approve the February 12, 2013 Facilities Committee meeting minutes as presented. Mr. Rolph seconded. With no further discussion the motion passed with three abstentions (Ward, Heffernan, and Fantasia).***

**SMART Goals**

Mrs. Steenson announced that under the direction of the Superintendent and the School Board Chair, the direction and work of all School Board established committees will be defined by their mission statement and SMART goals. As such, and in the interest of time, she would like committee members to email to her their thoughts and ideas in developing a mission statement and identifying committee goals. She and Mr. Stokinger will then review and draft. After brief discussion on committee input and the use of electronic communications, it was agreed that the mission statement and goals would be reviewed by the committee as a whole and adopted by consensus. It was determined later in the meeting that the board would hold another meeting on June 18<sup>th</sup> for this purpose.

Mrs. Steenson then noted as a means to be more results oriented and to get things done in a timely manner, the building/principals' reports shall focus specifically on identifying problems, proposing solutions and assigning a timeline for resolution.

**Capital Improvement Plan**

Mr. Stokinger informed the committee that the School Board would be holding a work session/retreat on Saturday, June 1<sup>st</sup> in the high school library to review and make recommendations to the Capital Improvement Plan.

**Summer Hours**

Mr. Stokinger reminded committee members that the School Board approved the committee's recommendation for a four-day work week during the summer months beginning July 5 through August 16. This will be helpful for the scheduling and completion of summer projects, although this schedule only encompasses seven Fridays.

**Summer Project Schedule/Status Report**

Mr. Hughes reviewed the bid summary of upcoming projects. He included paving (TRHS/AA), awning systems (DAN/POL), painting (TRHS, TRMS, PAC, AA), pumps (AA), roofing (AA), and door replacements (District-wide) in his report and noted the number of bids received for each project, the bid amounts as well as his recommendations and concerns relating to them. He noted that any bid recommendation that was not the lowest bid would require him to make justification to the Superintendent. Discussion evolved around bidding practices and change orders. Mr. Hughes fielded questions relative to project specifics and the status of the bidding process. He noted that there are other bids for other projects on the table as well.

**Security/Safety**

Mr. Stokinger reported there is a walkthrough scheduled for this afternoon with four contractors relative to security issues throughout the district. He stated he solicited input from building principals about their safety/security issues, invited four contractors to view the facilities, and will hear their presentations for resolution next week. Because the current security system is almost six years old and nearly lifecycle out, it is

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in the District's best interest to see what new technology is available in maintaining secure schools. He wants to review options before going out to bid.

Mr. Hughes noted the magnetic doors at all the schools are being replaced; they are removing the magnets at the main entrances and changing out the door systems. This is an ongoing project.

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

Mrs. Steenson opened the meeting for principals to report on any facilities matters concerning their schools.

#### **ATHLETICS**

Mr. Fantasia reported that he is continually working with Mr. Hughes regarding the grounds and athletic facilities and is hoping this year the District will make some decisions on some of the major projects concerning his department. Long overdue are the conditions of the locker rooms, mini gym and athletic spaces. Mr. Ward added he was appalled at the condition of the locker rooms when he went on a walkthrough of the facilities. This is expected to be an area of discussion at the upcoming School Board work session.

Mr. Fantasia then updated the committee on the dugouts and grounds work as well as the status of the newly donated scoreboard which has not been installed due to concerns about wind load and footing. Its installation will require the input of a structural engineer prior to the determination and purchase of footing materials. The cost at this point is unknown although he intends to use in-house labor to install the scoreboard when the mounting specs and installation material needs are determined.

#### **SANDOWN NORTH**

Mrs. Liff indicated she had two items to report with the first being plow damage to the pavement. Mr. Hughes directed her to put in a work order and indicated this would be addressed before the start of school in the fall. Her second item was related to the lack of ventilation and steam mitigation in the dishwasher room. She reminded the committee that one of her staff members was overcome by the extreme heat last year and that warm weather was approaching which would only exacerbate the issue. Mr. Hughes responded that until they add another exhaust this summer, there are no other options to address this problem. He stated the fan schedule has been adjusted; but the issue isn't just exhausting the dishwasher, the entire room needs to be exhausted.

#### **MIDDLE SCHOOL**

Mr. Hogan indicated he had nothing to report under facilities, only safety issues to which he will report to the Safety Committee immediately following this meeting. He did note he is looking forward to the installation of glass walls in the cafeteria.

#### **SANDOWN CENTRAL**

Mr. Rolph stated the process of replacing windows at the Central School is on hold right now and would like to see the process finished. Mr. Hughes responded his people will take care of this one day this summer. Mr. Rolph then updated the committee on the labeling of the breaker panel as was required by the fire chief. The District electrician has labeled each outlet and aligned them with the breaker panel. He is now waiting for a final review by the fire chief.

He then inquired who was responsible for spreading the recently delivered mulch. Mr. Hughes responded his crew would have it spread within one week's time. Mr. Rolph added he is pleased the new classroom egress is moving forward. He then went on to report on numerous kitchen items. It appears many kitchen units have reached their life cycles or are in disrepair. Mr. Stokinger noted that with the Sandown consolidation proposal, many of the Central School issues were deemed less of a priority. Central also has the least amount of students. Since the consolidation plan is no longer on the table, it is time to give Central School the necessary facilities. He will check with Lance Whitehead (Lavallee and Brensinger) regarding kitchen design plans and get them added to the Capital Improvement Plan. How this capital improvement will be funded (budgeted or warrant article) depends on the plan and cost.

#### **DANVILLE ELEMENTARY**

Mrs. Barcelos reported that the curbing that runs parallel to the '87 wing is damaged and sharp. Mr. Hughes directed she submit a work order for repair over the summer. She noted consistent problems with the telephone

system as well as having no cell phone reception in her building. Telephone techs are called to the school on a monthly basis due to phone outages or their inability to receive incoming calls.

Mr. Stokinger stated the telecommunications vendor is expected to conduct a walkthrough of the building shortly as part of the District's plan to replace the current phone system with a tie in to the SAU system. This work is expected to be accomplished this summer. He reported that the District investigated capturing cell signals but has learned this is not an option for Danville as the closest cell towers are too far away. He noted they have plans to install three old-fashion copper phone lines in strategically placed areas in the school as a backup.

Mrs. Barcelos then inquired who was responsible for initiating fire and health inspections as she received notification from the Department of Education that her school is only in partial compliance. Committee members recommended she contact the Town of Danville to coordinate annual inspections with appropriate departments. Mr. Ward advised her of the 72 hour requirement for towns to conduct inspections after receiving a request.

#### POLLARD

Mr. Stokinger noted that Pollard's phone system is pieced together and that staff members must dial different codes (depending on where they are in the building) in order to access an outside line. Mrs. Gaydos added that this became an issue when one of her students had a medical emergency and it took several tries for a staff member to get an outside line to dial 911. Discussion ensued on whether or not they needed to access an outside line to use 911. Mr. Heffernan recommended she contact Plaistow dispatch for testing emergency calls and Mr. Stokinger added she should contact Mr. Holland first.

Mrs. Gaydos noted the newly constructed greenhouse can't be used until an electrical socket is installed to run the greenhouse fan. Mr. Hughes will have this installed right away. She reported bark mulch has been delivered and already spread at her school and then went on to describe ongoing problems with vandalism and trespassing youth who are intimidating staff members and using profanity in the presence of Pollard students. Although there have been many arrests, increased police patrol, vigilance in surveillance of the property, the youth (mostly middle school students) continue to trespass, blatantly intimidate, and vandalize the property. Fencing options were discussed.

Mrs. Gaydos informed the committee that the town is revamping the baseball field to be used for a whiffle ball league.

#### ATKINSON ACADEMY

Mr. Shawley reported the shade structure donated by the Night Owls is up and installed, picnic tables have been purchased and a ribbon cutting ceremony was held. Items needing attention at his school are repairs to the door frames where new doors were installed (tile work chipped), urinal not working in the upstairs boys' bathroom, and privacy panels are needed in the downstairs boys' bathroom. Mr. Hughes advised him to submit a work order for each. Mr. Shawley also noted the crank in his classroom window is broken (emergency egress) and the building has high humidity and is hot at 7:40 in the morning.

Mrs. DiNola entered the meeting.

#### **Fall Facilities Tours**

Mr. Stokinger suggested the following dates and tour schedule for the annual facilities tour that is conducted with the Budget Committee, School Board and Facilities Committee.

September 12, 2013, 6pm – High School, PAC, Middle School

September 17, 2013, 6pm – Sandown North, Sandown Central, Danville Elementary

September 26, 2013, 6pm – Pollard School, Atkinson Academy

The schedule was approved by consensus.

#### **Other Business**

Mrs. Steenson noted two items under other business: 1) lighting issues outside the PAC entrance and 2) lack of recycling at PAC. Mr. Hughes stated he would adjust the flood lights at the PAC and Mrs. DiNola would speak to Mr. DiBartolomeo about recycling initiatives. Mrs. DiNola also noted that the High School report will be given in the Safety Committee meeting as her building concerns relate to safety.

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Future Meeting:  
September 10, 2013, 8:30 am – SAU  
October 22, 2013, 8:30 am – SAU

Mrs. Steenson reminded committee members to email her their suggestions for a mission statement and committee SMART goals at [nancysteenson@comcast.net](mailto:nancysteenson@comcast.net). The committee agreed to hold another meeting on June 18, 2013 at 8:30 am at the SAU to review and adopt the statement and goals. Mrs. Steenson stated she would provide a template to help frame the goals.

With no further business before the committee, Mrs. Steenson adjourned the meeting at 10:12 am.

Respectfully submitted,

Catherine Belcher  
Administrative Assistant

Minutes completed and on file May 21, 2013.  
Minutes approved \_\_\_\_\_.

DRAFT