

# Sanborn Regional School District

## Facilities Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

January 9, 2019 – 3:45 PM

*Committee: Jim Baker (Chair), Pam Brown, Corey Masson, Steve Riley, Michele Croteau*

1. Jim Baker called the meeting to order @ 3:49 PM. The following recorded as present:
  - a. Member: Jim Baker, Pam Brown, Corey Masson (remote)
  - b. Administrators: Michele Croteau, Steve Riley
  - c. Others: Annie Collyer, Kristin McNulty
2. **Pam Brown moved to approve the minutes, Jim Baker second, all in favor.**
  - a. [October 3, 2018](#)
3. Response to Open Items - Michele Croteau briefly reviewed the open items from last meeting.
  - a. Retained Fund Balance - [legal letter](#), [RSA198:4-b Contingency Fund](#) - Provided information from Diane Gorrow regarding 'Retained Fund Balance'. Discussed the guidelines for retaining funds.
  - b. [Facilities High Priority Items with Costs](#) - Steve Riley walked through the items on the 'High Priority' list. 1) Skylights at the middle school are cracked and leaking. Skylights are fixed/non-operable, and the clear plastic acrylic is cracked. There are 6 in the art room area that need to be addressed. Currently they are covered with tarps to prevent the leaking. Steve feels the natural light from the skylights is essential as there are not a lot of exterior windows in the middle school. 2) Storage building at the Memorial School that is used to store some temperature sensitive items, such as paper, etc. Corey Masson suggested that a formal process is developed to submit facilities replacement/repair requests, outlining financial impact if dealt with immediately as well as if 'back-burnered'. Michele felt that a new capital plan would work hand-in-hand with the proposed formal process Corey suggested. Corey will pass a suggested template on to Jim Baker for Jim, as the committee chair, to share with the committee. 3) Bakie Fire Alarm system: Jim Baker questioned why the alarm system needs replacement if the main issue with the system, per the Kingston Fire Department, is 'false alarms' due to dust. Steve responded that the current system is very old, at the end of life cycle. A new system would be 'responsive', where the current system is not (ie: the system does not indicate what part of the building is alarmed). **Jim Baker motioned to fund replacement of the Middle School skylights @**

**\$4,441, the heat pump replacement at the Memorial school @ 2,900, and the walk-in cooler at Memorial School @ \$6,650 from the Capital Improvement and Maintenance Capital Reserve Fund, Pam Brown second, all in favor.** Michele noted that this should go on the board agenda. Jim to discuss at the board meeting this evening and make a motion.

- c. Blue Light System - see agenda item below
4. Facilities Revolving Fund
    - a. [Facilities Use Revolving Fund](#) as of November 30, 2018 - \$177,905.33 (will update with December numbers once they are finalized)
  5. Projects to consider using the Revolving Fund and/or 'Reserved Fund':
    - a. New Requests
      - i. [Walk-in Cooler repair at Memorial School - \\$6,650](#) - Steve has a proposal to move forward to replace the compressor and some of the other failed components. There was not an option to not repair it, so the repairs have been scheduled. This is an unbudgeted item and the budget is getting tight.
      - ii. Memorial Fire Alarm (not as critical as Bakie) - \$40,000
    - b. Requests identified in FY19-20 Budget
      - i. Ride-on Floor Scrubber - 5 year lease at \$2,476.74 per year (\$1 buyout) - Michele discussed the decision to purchase the floor scrubber now, and move forward with a lease agreement with payments that will begin in next fiscal year (FY20). Michele explained the process for entering into a lease and the difference between a traditional lease and a lease with a non-appropriations clause. Leases without a non-appropriations clause must go on the ballot, leases with a non-appropriations clause can be entered into with a vote of the School Board.
      - ii. See attached equipment list (budget book)
    - c. Blue Light Emergency System - \$73,571 - Michele discussed the notice that the district just received of a possible grant to fund Bakie & the High School for the Blue Light Emergency System. Reviewed briefly what the safety committee discussed with regards to the Blue Light Emergency System (reviewing the layout, the possibility of linking with the fire alarm system, safety committee endorsed moving forward with this system). Jim Baker asked if the quotes were contingent upon each other or if they are independent. Steve & Michele confirmed they are independent of each other. Memorial & Middle School would not be covered by the grant. Corey questioned what message (equity) this would send to the community if we chose to implement in the Kingston schools but not the Newton schools. Jim questioned whether we have hearing impaired students in all the schools. Michele wasn't sure which schools currently had hearing impaired students. Jim requested the number of hearing

impaired students at each location. It was discussed how many quotes we received. Brian Stack had researched the options and chose to obtain a quote from Pelmac Industries. Corey Masson suggested reaching out to another school facility with a public safety department to get a recommendation regarding a blue light system. Jim asked Steve Riley to get a quote on the cost to have someone out to review our system, the needs, and to make a recommendation. Pam Brown suggested having a system implemented in phases in order to 'beta test' and work out any issues.

- i. [Bakie Quote](#) - \$16,329
  - ii. [Memorial Quote](#) - \$12,175
  - iii. [Middle School Quote](#) - \$14,588
  - iv. [High School Quote](#) - \$30,479
  - v. [Grant Submission](#)
  - vi. [Status of Grant Application](#)
- d. Bakie Fire Alarm - \$93,000 - Jim Baker feels that the cost for the Bakie Fire Alarm is overly expensive. Jim asked why we would need to have both a fire alarm and a light system. Steve Riley responded that the fire alarm must be visual and audio per code (NFPA). The blue light system is aimed at also addressing emergency situations other than fire that we are not able to integrate into the fire alarm system.
6. Vending Machine at Swasey Gym to Benefit Sanborn Youth Basketball (SYB) - Michele discussed the request from Sanborn Youth Basketball to have a vending machine installed at the Swasey Gym. Costs were discussed and it was agreed that SYB would have to be responsible for the costs associated with running the machine. Jim Baker questioned whether some of the revenue from the machine should be shared with the school district. Jim is okay with authorizing the installation of the machine if they pay the costs to run it and share a percentage of the revenue with the district (possibly 25%). Pam suggested giving it a trial run for a year to see how it goes. The committee would like a report mid-year on the impact to the facility (costs to run machine, additional costs for custodial fees (if any), revenues). It was agreed the district will not take responsibility for any costs, damage, etc. Corey suggested putting a limit on the number of vending machines that will be allowed in the facility. Jim recommended that any time a request is made it will have to come before the committee on a case by case basis. **Jim Baker motioned to approve the request by SYB to put a single vending machine in the Swasey Gym, with conditions. The conditions are that Steve Riley approves the location, SYB covers all installation and ongoing costs, the district assumes no responsibility for the equipment, needs an estimate from the vendor of utility costs, subject to final review in a year to evaluate costs and, at the board's discretion, the possibility of the district charging a fee up to 25% of net receipts. This is a one year trial with an activities/financial report required 90 days prior to the maturation of 1 year to the installation date. Corey Masson second, all in favor.**

- a. [Letter from SYB](#)
7. Water Testing (include new requirement in the law) - Michele briefly discussed the new state water testing regulation. Steve explained the new rules regarding testing drinking water. Testing is being done for lead. Steve hopes to do some of the testing in February to save the district some money, and then do the remaining testing closer to July. Jim & Corey support Steve's plan. **Corey Masson motioned to allow the facilities director to spend no more than \$3,000 to adhere to the Department of Environmental Services testing of water in schools and daycares as per SB247 with the understanding that a report will be delivered to the facilities committee on the outcome, Jim Baker second, all in favor.**
  - a. [Explanation of new requirement](#)
  - b. [HS Test Sites](#)
  - c. [Bakie, Memorial, & Middle Test Sites](#)
8. Other - Jim Baker asked about the sign off papers on the demolition project. Steve Riley is going to follow up on those.
9. Next Meeting: February 6, 2018 @ 3:45pm
10. Public Comments - Annie Collyer asked re: Blue Light System if it could be identified which particular location has an issue hearing the alarm.
- 11. Corey Masson motion to adjourn the meeting @ 5:16pm, Jim Baker second, all in favor.**

Recorder: Kristin McNulty