

Sanborn Regional School District

Facilities Committee Minutes

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

February 6, 2019 – 3:45 PM

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

1. Jim Baker called the meeting to order @ 3:50 PM. The following recorded as present:
 - a. Members: Jim Baker, Pam Brown
 - b. Administrators: Michele Croteau, Steve Riley
 - c. Others: Kristin McNulty

2. **Pam Brown moved to approve the minutes, Jim Baker second, all in favor.**
 - a. [January 9, 2019](#)

3. Response to Open Items
 - a. What is the number of hearing impaired students at each school? - Michele Croteau discussed that there's not a way to provide a direct/accurate response as hearing impaired individuals are not required to identify themselves as hearing impaired (staff or students). The principals in each school do know that there are some hearing impaired students and/or teachers in their schools, but may not know all of them.
 - b. Sign Off Papers for Demolition Project - Steve Riley confirmed that he has the sign-off paperwork from RPF Environmental on the Asbestos Abatement for the inspections. There are no further inspections required or clean-up issues that need to be addressed.
 - c. Emergency Notification System (Blue Light) - Steve Riley has contacted a few school district facilities managers about the emergency notification systems that they have at their facilities and found that there are not any specification or code requirements for these type of systems and that each system seems to be unique to the facility they are installed in. It is pretty much up to the needs of the facility and the suggestions of the vendor as to what the system will look like and the equipment needed. We currently have one cost proposal for each school location and Steve was able to bring a new quote from another vendor for the HS Blue Light system and is still waiting for a quote for Bakie. The new quote came in at a lower cost than the original and the design/configuration of the system is slightly different. Jim Baker questioned whether there is flexibility in the design of the system, particularly if changes are made to the school layout. Jim has requested that Steve find out what the costs associated with relocating

stations would be in the event adjustments needed to be made.

4. Facilities Revolving Fund - Michele Croteau explained that we are working on streamlining the process for reporting the funds balances, but have been side tracked with all the work involved preparing for the deliberative session. The way the revolving fund is tracked in our financial system, there is not a separate cash account for it, rather it is embedded as part of two different funds. The accounting mid-year is a little different than at year end which is why we are still hammering out a procedure to accurately report the current balance on a monthly basis. Unlike the revolving fund, the trust funds are held by the town for us and have their own cash account. Michele to request a report from the Trustees of the Trust Funds regarding how the money in the trust funds is invested. Jim Baker has requested the rate of return, return options, and the investment policy.
 - a. Facilities Use Revolving Fund as of November 30, 2018 - \$177,905.33 (will update the fund balances with January numbers once they are finalized)
5. Request for additional \$675 in funding to cover the additional water testing costs.
- Michele reviewed the quote from Granite State Analytical for the water testing. Funds were not budgeted for this item as the budget was already set before the new regulation was put into law. Steve Riley is concerned about his budget as it is already tight and this is an unbudgeted item. Discussed whether he would be able to fit this in his budget or would need approval to disperse the funds from one of the reserved or revolving funds. Michele suggested leaving it as an open item to see if we might be able to cover it with the operating budget, and if not it could come back before the committee to fund from one of the other funds. Pam and Jim agreed to leave it as an open item. **Jim Baker moved to approve the additional \$675 for the water testing, Pam Brown second, all in favor.**
 - a. [Granite State Analytical Proposal](#)
6. Other - No other business
7. Next Meeting: March 6, 2018 @ 3:45pm
8. Public Comments
9. **Jim Baker moved to adjourn at 4:17 PM, Pam Brown second, all in favor.**