

# Sanborn Regional School District

## Facilities Committee Minutes

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

Wed May 20, 2020 – 4:00 PM

*Committee Members: Jim Baker, Jamie Fitzpatrick, Larry Heath, Matthew Angell*

### **Attendees:**

Jim Baker, Committee Chair  
Jamie Fitzpatrick, Committee Member  
Larry Heath, Committee Member  
Matt Angell, Business Administrator  
Thomas Ambrose, Superintendent

### **Call to Order:**

Committee meeting began at 4:00 PM

### **Review of Minutes:** [Wednesday, May 6, 2020](#)

**Jamie Fitzpatrick moved to approve the minutes, Larry Heath second, all in favor.**

### **Revolving Fund Balance:**

[Trust & Revolving Funds Balance Summary - April 2020](#) - Jim Baker briefly reviewed the trust and revolving fund balances. Jamie Fitzpatrick questioned the building rental fees. Matt explained that they are refunds for all the building rentals that had to be cancelled due to the COVID-19 pandemic.

### **Budget Reports:**

[April 2020 Expenditure Report, Health/Dental Summary](#) - Jim Baker reviewed the report with the committee

[April 2020 Expenditure Report, Excluding Health/Dental](#) - Jim Baker reviewed the report with the committee

[April 2020 Revenues](#) - Jim Baker reviewed the report with the committee

### **New items:**

Middle School Transition Update - Matt Angell informed the committee that the new Middle School office is only waiting for the ballistic window for the receptionist and the counter top for the workspace for the receptionist. He also let the committee know that the middle school has been moved from the old building to the new space at the High School. Matt advised the committee that the

contract for the bathroom renovations has been signed and will begin soon. The old middle school building is almost completely empty and ready for the new tenant to move in. Matt informed the committee that he is going to need to request to dispose of surplus property in upcoming meetings.

Parking lot signage - Matt Angell had intended to have more information for the committee, but is having difficulty getting information from sign companies currently. The plan is to update and add signs at each of the buildings for parking lot flow. Jim Baker questioned how the district is finding sign vendors. Matt explained that he has been calling around to all local vendors and is having difficulty getting returned calls. Larry Heath recommended contacting Pete Broderick for a contact for Salem Sign. Matt advised the committee that he has tried contacting Salem Sign, Jutras Signs, & New England Barricade.

#### **Old items:**

[Pave areas of HS parking lot to reconfigure the parent pick loop](#) - Matt Angell updated the committee to advise that so far he has only been able to receive one quote, but would like additional quotes before moving forward. He has been in contact with another Business Administrator in the state and been given a recommendation for the paving company they use. He is reaching out to them for a quote. The paving will only be for the areas of the parking lot at the High School that are changing. There will also be sealcoating of other areas which will be determined once Matt receives costs.

[Convert Room 126 at the HS to a Conference and Class Room](#) - Matt Angell advised the committee that the project is with the architect and he is waiting for a plan back so they can spec out the room. The size of the room needs to be reduced and Matt plans to put in a storage area to take care of that issue. Matt also let the committee know that instead of putting in a window, the current plan is to put in double doors with windows. Tom Ambrose let the committee know that he has requested Brian Stack provide information for what the room will be used for. Brian Stack responded to let Tom know that the High School plans to use the space as a “maker space” for large special cross curricular projects. Tom Ambrose explained the program to the committee in more detail. Jim Baker questioned what space the High School is currently using for the program. Tom explained that many areas of the High School are being used, including hallways, the cafeteria, and pieces of other classrooms. Jamie Fitzpatrick felt that this room had been explained in the past as a space looking for a purpose. Matt and Tom explained that some of the other suggestions made in the past were based on the size of the room and codes that needed to be adhered to while taking into account the cost of changes that would need to be made so that it could be used as a classroom. The High School has always wanted to use it as a place for the “Maker Space” program. Jamie Fitzpatrick questioned the estimated cost to make the room a maker space. Matt estimated the cost to be approximately

\$10,000 for the door, plus labor to make the ceiling & HVAC adjustments.

**Tabled Items:** - Items to remain tabled. Matt Angell will circle back to these when the above projects discussed are completed.

Window Film

[Add "Safety Glass" Film to HS Existing Glass](#)

[Main lobby](#)

[High School Admin Reception](#)

[Internal windows](#)

[Principal's Office](#)

[Gym and bus entry](#)

[Memorial School Washer/Dryer](#)

**HS Elevator Update:**

[Otis Elevator Quote](#)

**Facility Alteration Request - Informational for future - No Update:**

[Mag Locks for HS Cafeteria Doors](#)

[Add Camera\(s\) to HS Auditorium](#)

[Quotes for Auditorium Cameras](#)

[Quotes for MS & Backstairwell](#)

**Public Comments:** - None

**Meeting adjourned at 4:41 PM**