

Sanborn Regional School District

Facilities Committee Agenda

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

October 3, 2018 – 3:45 PM

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

1. Call to Order by Jim Baker @ 3:49PM. The following recorded as present:
 - a. Jim Baker
 - b. Annie Collyer
 - c. Pam Brown
 - d. Tom Ambrose
 - e. Michele Croteau
 - f. Steve Riley
 - g. Kristin McNulty

2. Review of Minutes - **Pam Brown moved to approve, Jim Baker second, all in favor.**
 - a. [September 5, 2018](#)

3. Facilities Revolving Fund - Michele Croteau reviewed the revolving fund and explained the difference between the Facilities Revolving Fund and the Facilities Reserved Fund. Revolving fund money comes from renting the facilities and is used to cover facility needs. Reserved Fund is comparable to a 'savings account'. Reserved Fund money is set aside to be used for a specific purpose and can only be used for that specific expenditure. The Reserved Fund balance is returned to the taxpayers. A warrant article is needed to add funds to the Reserved Fund. Michele to review with Diane Gorrow how much can be held back to fund the Revolving Fund. Jim Baker questioned whether equipment depreciation had been accounted for in determining rental fees of the facilities. Tom Ambrose responded that the rental fees charged are competitive and that we are profiting on the rental of facilities, which is funding the Revolving Fund to be used to replace equipment. Discussed using the Revolving Fund to upgrade auditorium equipment and possibly fund an auditorium manager.
 - a. As of 8/31/2018, the balance was \$238,715.89

4. Spark Power Update - Michele Croteau addressed the possibility of filing a complaint with the PUC, but it was agreed that at this point we are not likely to make much headway as we are already paying the increased rate.

5. Abatement & Demo Project Update - Steve Riley gave an update on the Abatement project. Abatement is complete and went well. Still waiting to receive the clearance paperwork on the abatement from RPF. Steve Riley confirmed that the paperwork that Pete Broderick mentioned for permitting the demolition has been completed. Steve is waiting to see the demo permits. The demo is expected to begin on Monday 10/8. Billing will be processed upon completion of the project.
 - a. [Abatement Image 1](#)
 - b. [Abatement Image 2](#)

6. Budget Planning - Michele Croteau suggested starting a discussion to establish critical facility areas that need to be addressed and planning what needs to be prioritized.
 - a. Committee suggestions for areas to address - Tom Ambrose brought up the issue of climate controls and the possibility of adding cooling in at least some areas at Bakie School. The Memorial School is fully air conditioned. Steve Riley brought up the fact that the existing climate control system at Bakie is antiquated. Jim Baker was concerned about using the numbers in the Capital Improvements plan and it was agreed that new numbers would need to be quoted. Steve Riley to research options and associated costs.
 - b. Briefly addressed the Blue Light System and determining its priority. This will be addressed further at the Safety Committee meeting before being brought back to the Facilities Committee.
 - c. [Capital Improvements Plan](#) - Tom Ambrose asked if there were any 'burning issues' that need to be addressed. Steve Riley brought up the skylights at the Middle School. They are leaking and cracked. Skylights would need to be addressed whether or not the middle school remains in use by the district. Also, the maintenance garage at the middle school - roof needs replacement as it's leaking. Steve would like to see this garage remain in use for the Memorial School. Steve said the life safety items at Bakie need to be addressed (fire alarm system). Steve Riley to compose a list of high priority items with updated associated costs and include an explanation of what makes the items on the list critical. Pam Brown questioned whether the revolving fund could be used to fund some of these items. Michele Croteau questioned the life of the portables at the Middle School and how much time we have left for those to remain in use. Steve feels the portable structures still have years left in them and that we really only need to replace some flooring. Annie Collyer recommended putting funding for capital improvements in a warrant article, rather than including them in the budget. Michele Croteau was concerned with addressing critical issues with a warrant article because it would prevent the District from being able to address them if a warrant article was not approved. **Pam Brown moved to repair the roof of the Memorial/Middle school maintenance garage out of the revolving**

fund at a cost of up to \$7,000. Jim Brown second. All in favor. Steve Riley to get estimates to repair middle school skylights.

7. Other - no other business

8. Adjourn - **Jim Baker motioned to adjourn. Pam Brown second. All in favor.**
@4:35

Recorder: Kristin McNulty