

# Sanborn Regional School District

## Facilities Committee Minutes

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

January 8, 2020 – 3:45 PM

*Committee: Jim Baker, Larry Heath, Jaime Fitzpatrick, Steve Riley, Matt Angell*

### **Attendees:**

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

### **Call to Order:**

Committee meeting began at 4:14 PM (after tour of renovations being done to accommodate the 7th & 8th grade into the high school).

### **Review of Minutes:** [December 4, 2019](#)

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

### **Response to Open Items:**

No open items for Facilities Committee

### **December Monthly Reports:** [Trust & Revolving Funds Balance Summary - December](#)

Matt Angell briefly reviewed the trust & revolving fund balances.

### **Facility Alteration Request - For Consideration:**

[Swipe Card Access for HS Elevator](#) - Matt Angell explained that he would like to use the district's existing swipe card system to install a proximity card lock on the elevator so that a proximity card would need to be swiped to activate the elevator during school hours. There is an issue with students using the elevator to do things they should not be doing, such as vaping, and it is very hard to monitor without an administrator being in the elevator with students at all times. The swipe card access lock would be in use during school hours, but the lock would be deactivated after school hours. The costs would be to install the proximity card access lock. Jim Baker suggested that a wireless camera may be a good option. Tom Ambrose clarified that the goal is to keep students that do not need to use it out of the elevator, rather than having to monitor the activity that might be taking place in the elevator and trying to find a way to stop it. Larry Heath added that cameras would add an extra maintenance cost to keep them up and running.

**Larry Heath moved to authorize \$3,000 for the expense of adding the swipe card access to the elevator at the high school, Jamie Fitzpatrick second, all in favor.**

[Design New Security Entrance for Memorial School](#) - Matt Angell explained that he would like authorization to engage with the architect selected for the middle school reorganization to design and come up with specifications to give to prospective bidders to design a new security entrance for the Memorial School. **Larry Heath moved to open up the discussion for the**

**design of the security entrance for the Memorial School, Jim Baker second, all in favor.**

Tom Ambrose discussed the design that he proposed, which would be a significant cost savings over the original design that was proposed years ago. The architect would be writing up the specs for Tom's proposed design, not creating a new design. Jim Baker asked when the specs need to be completed. Tom would like the whole project to be complete by the summer. Jim Baker would like a letter from the architect stating the cost range of the project design & specs.

**Larry Heath amended the motion to open up the discussion for the design of the security entrance for the Memorial School, to request the architect to draw the plans and spec out the project and prior to the job submit an estimated cost of the architect's time & work to draw the plans and spec out the project, Jamie Fitzpatrick second, all in favor.** Tom

Ambrose asked if the committee would accept receiving an email of the letter from the architect with costs to vote on, rather than waiting until the next meeting to review and discuss. The committee agreed and Jim Baker requested that this process be adopted for all projects going forward. Matt Angell will make sure that's included in all future requests.

[Memorial School Washer/Dryer](#) - Matt Angell explained that currently there is not a washer & dryer at the school and that sometimes students come in that need to have their clothes cleaned. The PTO had offered to purchase a washer & dryer and actually purchased them before the principal was able to approve the project. The washer & dryer are at the school waiting to be hooked up, however the location it will be placed requires plumbing and electrical to hook them up. The request is to add a modification to the building for the plumbing and electrical. Jim Baker asked if the PTO could raise the \$2,700 to fund the modification or if there are other options. Matt Angell would like to see if he can find a reduced price, but would like authorization for the modification so that it can be done. Matt will send the committee the pricing for anything he finds. The request is being tabled for the next meeting until Matt can look around for better pricing.

[Burke & Sons Quote](#)

[Forest Currier Quote](#)

**Facility Alteration Request - Informational for future:**

[Mag Locks for HS Cafeteria Doors](#) - Matt Angell explained that the cafeteria doors are unlocked during the school day and he would like to install mag locks and tie them to the fire alarm. The cost is approximately \$2,500 per door and there are 6 doors. Matt intends to cost it out better and phase it in.

[Convert Room 126 at the HS to a Conference and Class Room](#) - Matt Angell explained that the room is currently 1,000 square feet, which is more space than is needed. He would add a storage room or conference room to take up some of the square footage. It would also require the installation of a few windows for egress as there are no windows currently in the room. Tom Ambrose would like the Facilities Committee to tour this room. This is a smaller part of the reorganization plan.

[Add Camera\(s\) to HS Auditorium](#) - Matt Angell would like to have cameras installed in the auditorium. Currently there is no video surveillance in the auditorium. Tom explained why it is important to have video surveillance in this space. Matt is working on obtaining quotes for the cameras that would be needed.

[Add "Safety Glass" Film to HS Existing Glass](#) - Matt Angell is requesting to add safety glass film to existing glass at the high school. Currently the glass at the high school can be smashed which could allow access to the entrance to the building once smashed. The safety glass film would make it so that even if the glass is smashed, no entry can be gained because you can't get through it. The safety glass film does not stop bullets. Matt is in the process of looking at multiple companies for pricing. The plan is to phase

this project in, beginning with the windows on all the door entrances of the building (approximately 40-50 doors) and the windows immediately next to the doors, and eventually all the windows on the first floor.

**Approve Traffic Study:**

Matt explained that the high school building principals and some people related to the Kingston PD have raised the issue of traffic flow once the middle school comes to the high school building. Matt is going to go out for quotes and bids to discuss the traffic study. The issues surround parent pick-up and drop-off as well as staff and student parking.

**Draft Plans of New Middle School Locker Rooms and Bathrooms:**

Matt Angell briefly reviewed the updated draft plans for the new middle school locker rooms and bathrooms with the committee.

**Public Comments:**

None

**Jim Baker adjourned the meeting at 4:58 PM**