

Sanborn Regional School District

Facilities Committee Minutes

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

February 5, 2020 – 3:45 PM

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

Attendees:

Jim Baker, Committee Chair

Jamie Fitzpatrick, Committee Member - attended remotely

Larry Heath, Committee Member

Matt Angell, Business Administrator

Call to Order:

Committee meeting began at 3:49 PM

Review of Minutes [January 8, 2019](#)

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

Response to Open Items:

Jim Baker asked about the cost estimate letter requested of the architect. Matt Angell updated that it is in process. He spoke with the architect, but has not had a chance to follow-up with them as of yet.

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

Matt Angell briefly reviewed the balances of the trust & revolving funds.

[Memorial School Washer/Dryer:](#)

Matt Angell updated the committee with information from his walk through of the location for the washer & dryer at the Memorial School with the principal. He found that it will be more cost effective to use a condensing dryer so that an exterior vent would not need to be run. Plumbing will still be required, but for a short distance. The current price for the plumbing is approximately \$1,300. Matt feels that \$1,300 is too expensive. Jim Baker asked if the cost of the washer/condensing dryer unit is more than the units currently owned. Matt explained that the price is \$200-\$300 more, but that the PTO has agreed to absorb that cost. The only cost to the district will be the plumbing. The committee agreed that the plumbing cost is a bit much. Jamie Fitzpatrick is not in favor of having a washer and dryer at the Memorial School as he does not feel it is necessary since Memorial School will have the older elementary students going forward. Matt let the committee know that going forward, Thomas Ambrose would like to have a washer/dryer unit installed at Bakie School as well.

HS Elevator Update:

[Otis Elevator Quote](#)

Matt Angell updated the committee that the quoted cost to install the key swipe access for the elevator will be \$349 per hour, not to exceed 4 hours. Larry Heath asked what work this quote actually covers. Matt explained that the cost is for the elevator company to run the wires from the cab of the elevator to the ceiling and back down. The committee questioned whether or not we are required to use Otis Elevator. Matt said that another vendor can be used, but it would need to be an elevator company and cannot be a general electrician. Jim Baker felt that a wireless camera should be considered as an option. Matt explained that the camera will require additional monitoring. Matt is going to research a camera option to bring back to the committee. Larry Heath asked that Matt look into estimates from other elevator companies. Matt has found in his experience that it makes more sense to go with the more well-known branded elevator company rather than the smaller elevator companies, due to safety issues.

Facility Alteration Request - Informational for future:

No Update:

[Mag Locks for HS Cafeteria Doors](#)

[Convert Room 126 at the HS to a Conference and Class Room](#) - Jamie Fitzpatrick feels that the school has sufficient classrooms and conference rooms and so looking into screen partitions would make more sense to convert this into more usable space, rather than spending \$30,000 to fully convert. Matt agreed with Jamie's points, but explained that the room is too big and will not meet fire codes. In order to meet the fire code, Matt will need to eat up some of the space somehow with some sort of storage. Matt is going to pull together all the code information for the committee to review at a future meeting.

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

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

New Request:

[Pave areas of HS parking lot to reconfigure the parent pick loop](#)

Matt explained that he would like to pave an area of an island in the parking lot at the High School in order to make the parent loop longer. He is concerned now that the High School and Middle School are mixed together the line for parent pick-up/drop-off will back out onto the main road. If the loop is longer, the line can queue up into the parking lot. Matt is considering making the area in front of the building a one-way, so the parent loop will only go in one direction. In the linked image, the blue indicates the existing parent loop and the red indicates the proposed changes. Matt is going to be asking the committee in the near future for approval to seal coat and re-stripe the parking lot, adding numbered spaces so that parking spaces can be assigned. Jamie Fitzpatrick expressed concern with a potential back-up that the parent line could cause on the main road.

Memorial School Roof:

Matt updated the committee regarding nine tears that were recently found on the Memorial School roof. The roof is a PVC membrane that over time becomes brittle and will shatter. It has been recommended that approximately 11,000 square feet of roof space be replaced. Matt is trying to get 3 quotes to replace a section of the roof on the Memorial School to be funded by the Capital Improvement & Maintenance Capital Reserve Fund, which has a balance of \$147,039.18. Matt is investigating the age of different portions of the roof. Presently the tears have been patched, but it will need to be addressed within the next 4-5 months. Larry Heath has experience working with PVC roofs and explained that patching doesn't work well and that it will need to be replaced in full. Matt would like to eventually get the roofs into the CIP plan so that in future these are not surprises.

Public Comments: no public comments

Jim Baker adjourned the meeting at 4:12 PM