

# Sanborn Regional School District

## Facilities Committee Agenda

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

June 5, 2019 – 3:45 PM

*Committee: Jim Baker, Larry Heath, Jaime Fitzpatrick, Steve Riley, Michele Croteau*

### **Attendees:**

Jim Baker, Committee Chair  
Jamie Fitzpatrick, Committee Member  
Larry Heath, Committee Member  
Matt Angell, Office Manager  
Steve Riley, Facilities Director

### **Call to Order:**

Committee meeting began at 3:44 PM

### **Review of Minutes:**

No May meeting. Matt Angell asked to table the review of the April minutes until they can be located.

### **May Monthly Reports:**

Matt Angell reviewed the general fund budget balance. Discussed how balances remaining can be moved to cover other expenditures outside of what they were originally allocated for. Jaime Fitzpatrick had some questions regarding lines that were in the negative. Reviewed the extra expenditures related to the water damage in the high school gym. Some of that will be covered by insurance. Matt explained that the Business Administrative Services line in the negative is due to the buyout.

[Monthly Exp without Health May 2019](#)

[Monthly Health Insurance May 2019](#)

[Monthly Revenue Report May 2019](#)

### **Review Policy [EC](#):**

Discussed the dollar threshold for sending facilities alterations requests before the board for approval. The committee decided that any requests over \$2,500 will go to the board and anything under \$2,500 will go to the Facilities Committee. **Jim Baker motioned that the threshold remain at \$2,500, Larry Heath second, all in favor.** Reviewed the request to put a rock climbing wall at the Bakie School. Committee tabled the issue until the request can be reviewed further and the insurance consulted.

**CIP Presentation:**

Matt Angell reviewed the CIP plan he would like to create with the approval of the Facilities Committee. Matt is asking the committee whether or not they agree with the purchase of particular capital items, and then funding will be discussed at a later date. Specified that the committee will only be approving the concept, not the expenditure or funding, for each item. General discussion regarding how capital improvement items could be funded in the future. **Jim Baker motioned to approve the list of middle school capital improvement items that would be needed if the School Board vote tonight is that the middle school is going to be transitioned to the high school, Larry Heath second, all in favor. Larry Heath moved not to address the solar project, Jim Baker second, all in favor.** Jamie Fitzpatrick wants the CIP plan to include return on investment information. Matt Angell proposed going out to bid for new accounting software. The current software is at end of life and will not be supported anymore. Committee members requested to see the spec for the new software. **Jim Baker motioned to approve comparing an upgrade to our current software offered by our current vendor vs. other options, as part of the CIP plan, Jamie Fitzpatrick second, all in favor. Jim Baker motioned to look at the cost/benefit analysis within the energy study of replacing fluorescent lights with LED lights at the High School. Larry Heath moved to add the facilities truck to the CIP plan, Jim Baker second, all in favor.** Fire alarm system at Bakie & Memorial not approved. **Jamie Fitzpatrick moved to approve adding the Memorial School entrance to the CIP list, Jim Baker second, all in favor.** Memorial roof not approved until pricing has been gathered. **Jim Baker motioned to approve adding the dishwasher at Memorial School to the CIP list, Larry Heath second, all in favor. Jim Baker motioned to approve walk-in refrigerator at Memorial School 3 years out, Larry Heath second, all in favor.** It was agreed that an additional meeting needs to be scheduled to address the rest of the items for the CIP plan.

**Other:****Next Meeting:**

TBD

**Jim Baker motioned to adjourn @5:35 PM, Larry Heath second, all in favor.**