

**Draft Minutes**  
**WILTON-LYNDEBOROUGH COOPERATIVE**  
**FACILITIES COMMITTEE MEETING**  
**Monday April 10 2023**  
**Wilton-Lyndeborough Cooperative MS/HS-Admin Conference Room**  
**6:00 p.m.**

Videoconferencing: [meet.google.com/ryk-qoff-tgv](https://meet.google.com/ryk-qoff-tgv)

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**I. CALL TO ORDER** at 6:00 pm. Board members in attendance: Dennis Golding, Geoffrey Allen, and Tiffany Cloutier Cabral. Darlene Anzalone present online. Administrators in attendance: Peter Weaver, Kristie LaPlante, and Buddy Erbb. Community members in attendance: Charlie Post, Fran Bujak, Kelly Givson, Bill Crouse, and Don Rankin.

**II. APPROVE MEETING MINUTES.** Meeting minutes were not approved due to lack of members present that were in attendance at the meeting. Will remain in draft form

**III. CAPITAL IMPROVEMENT PLAN** Discussion was had regarding the CIP being updated at the committee meeting on March 9, 2023 before the DM. Reason given was due to transparency and returning items to the CIP that had been previously removed for the sake of consistency to the public.

*Ms. LaPlante wasn't in agreement that the heating elements were part of any historical CIP*

*Mr. Allen suggested a working CIP, referencing the Lyndeborough municipal CIP, that reflected funding schedules, balances, and maturation dates. The current CIP seems to be more of a pass-through work list, which results in projects not being done due to the total funding requirement in one budget. A more accurate CIP would hold the board accountable for projects, provide transparency, and if used correctly keep the tax rate flat. If required, projects out of range could be attached to individual CRFs for protection.*

*Mr. Post stated the benefit to the current CIP model is that what is needed can be easily accessed from one account that could be built out with variable increments.*

*Mr. Bujak pointed out that we are currently insolvent and would be in a worse state if ESSER funds weren't used for the two boilers.*

*The committee agreed the CIP needs definition and guidelines, to stand as a policy for how it is funded. Mr. Bujak volunteered to draft that document and the committee accepted.*

*The Board discussed that the current CIP is playing catch up for 5 years, however we still need to plan and fund future projects.*

*Mr. Bujak suggested balancing between bonding projects and flat rate planning.*

*Ms LaPlante suggested a warrant article to assign a percentage of unspent funds would go towards funding the CIP*

*Mr. Post expressed a need for caution, citing lack of confidence from the voters due to historical problems with account management.*

*Mr. Allen brought up the students' report of excessive heat in the upstairs classroom, and cited his own experience after investigating in person. Mr. Golding mentioned that is also a concern at FRES. He had done the research on portable free-standing air conditioners and expressed that these may be a solution, given the temporary nature of this issue. He noted that this has been a concern of staff and students during his conversations. Mr. Rankin said the town library had some and he didn't think they were still using them. He will see if they worked and if they have one we can use as a test. A long-term fix may need to be looked into.*

*Ms LaPlante requested the locker room project get pushed to next year. She is concerned they won't be ready to move forward. The current state of the locker rooms were discussed, as well as their current use and frequency of use. Mr. Weaver pointed out the bathroom committee is researching locker rooms. The board suggested that all sub-committees report to the facility committees to incorporate their findings. It was noted the locker room is not currently ADA compliant. There was talk of dividing the larger room and making it two locker rooms. It was determined that the proposed use of the locker rooms should be determined, then an architect would likely be needed. Replacing open showers with stalls and toilets that are all ADA compliant. The committee will discuss with the school board authorizing an architect. Ms LaPlante said she will provide estimates for an architect.*

*Mr. Crouse inquired about the boiler status and the possibility of using wood fired furnaces. Mr. Erbb informed the committee that the two boilers authorized for purchase no longer meet EPA requirements and are no longer available. New options are being sought.*

*Nominations were opened for Chair. Ms Cloutier-Cabral nominated Mr. Allen. No other nominations were made. Voice vote was unanimous.*

*Discussion was had about facility tours. Some members wanted to tour a facility each month. Others wanted to devote a day to touring all facilities. The current plan is to do one a month, with the possibility of speeding up that process if the base work on the CIP catches up to tour progress.*

*It was noted that the kitchen project should be complete by May 1st, thanks to generous donations by Adam Lavallee and Tech Transport. The LCS kitchen was brought up as something that will need to be discussed in the future.*

**IV. SCHEDULE FUTURE MEETINGS** *The committee agreed to hold meetings on the first Monday of every month at 6pm. The location will alternate between schools, with the May 1st meeting at FRES.*

**V. PUBLIC COMMENT** *Public comment was incorporated into the meeting as we didn't have community members chosen as committee members yet. The RSA will be consulted for future meetings.*

**VI. ADJOURNMENT** *Due outs were discussed: Mr. Allen will bring AC options to the board meeting on April 18th. Ms LaPlante will provide Architect pricing. Mr. Bujak will provide a draft CIP policy by the May 1st meeting. Ms LaPlante will research unspent funds being assigned to CIP. Mr. Rankin will check Wilton Library AC availability.*

*It was requested that all material be sent to the board one week prior to the meeting so the board can be familiar and prepared to action at board meetings.*

*Adjourned 7:55 pm*

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