

*Our mission is to provide rigorous and varied educational opportunities that challenge and engage all students to attain their highest level of intellectual, social, physical, and emotional growth. (2007)*

**LITCHFIELD SCHOOL BOARD - SCHOOL ADMINISTRATIVE UNIT NO. 27**

Litchfield, New Hampshire 03052

**APPROVED MINUTES**

**June 27, 2008**

**(approved as written 7-30-08)**

Present:

Mr. Dennis Miller, Chair  
Mrs. Cindy Couture, Vice Chair  
Mr. Ralph Boehm, Board Member  
Mrs. Pat Jewett, Board Member  
Mrs. Dot Beauregard, Board Member  
Dr. Elaine Cutler, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Martin Schlichter, Principal, GMS  
Mr. Robert Manseau, Principal, CHS  
Mrs. Michele E. Flynn, Secretary

**1) Public Session – Call to Order - Pledge of Allegiance**

Mr. Miller called the meeting to order at 8:07 a.m.

**2) GMS Fire & Safety Report**

Mr. Miller explained this is a special meeting of the Board in which Chief Scofield of the Litchfield Fire Department will report that an independent engineer from SFC Engineering Partnership, Inc. performed a Fire & Life Safety Code inspection at GMS on June 19, 2008, at the Fire Department's request and expense.

Chief Scofield reported that there was no participation from the Fire Department in the inspection as it was to be purely independent. There was limited District staff knowledge that the inspection would take place. Chief Scofield estimated that the recommendations would cost a fair amount of money for the District to address. He guessed that an upgraded fire alarm system would not cost less than \$100,000 and would be an [audio/visual] system that talks to people, with strobes in bathrooms and pull stations at each exit door. He indicated that there are huge deficiencies in the fire alarm system, lighting (interior and exterior), and smoke detectors.

Chief Scofield reported that it was recommended that the 1930 section be closed as it cannot be used for teacher areas or storage unless sprinklers are installed.

Mr. Miller commented that the Board greatly appreciated the inspection and he confirmed that Mr. Martin and Mr. Schlichter were present, but had no direct participation in the inspection.

Chief Scofield indicated that he asked for this inspection to be performed as an objective review of the existing fire and life safety codes at GMS. No staff member of the District, Board, or administration asked for this inspection. The fire department contracted and negotiated the independent engineer firm fee, which was done in this fashion to yield a believable document. Chief Scofield stated that he will stand by the recommendations in this report.

Mr. Boehm reiterated that the engineer is not a contractor and will not gain any business advantage by performing this review. He also pointed out that the NH DOE indicated that the NH Fire Code does not apply to existing buildings (there is no grandfathering). Chief Scofield concurred.

Chief Scofield reviewed the recommendations with the Board. He indicated that the engineering and lead time to develop a good action plan could take all summer and he was doubtful that the work would be completed prior to September 2008. He added that some construction will be obstructive to the students and areas will have to be vacated in order to implement repairs.

Included in the recommendations: upgrade fire alarm system to an audible system with pull stations at each exit, strobes in the restrooms, and smoke detectors; install proper fire doors; address all egress issues; no use of 1930 building; install emergency lighting (interior and exterior); repair overloaded electrical system; install illuminated exit signs.

Mr. Schlichter indicated that instructional space is critical. Captain Nichol pointed out that the door leading to the outside of the building (an egress) is blocked by storage in room 16. He suggested that this egress be cleared so students in room 17 can exit through room 16 in an emergency.

Chief Scofield noted that the Main Office area was not notated in detail in the report. He is deeply concerned with the overloaded electrical circuits and clutter. Mr. Miller observed that the general theme throughout the report was the inappropriate use of extension cords and power strips. Chief Scofield indicated that the report talks about the inadequate electric system. He suggested that a method be developed to track tripped circuit breakers.

Chief Scofield indicated that an egress is recommended by room 5. Mr. Martin noted that there would be a loss of area to room 5 for a corridor. Mr. Schlichter indicated that beside instructional space, there is a need for a room for speech therapy and special education meetings with parents.

Board members queried as to the other recommendations. Chief Scofield indicated that every wall in the corridor of the 1955 wing must go to the roof deck. Captain Nichol indicated that the corridor doors have been painted over and cannot be rated; they are considered smoke barriers and not fire doors.

Dr. Cutler inquired about a timeline for bidding on the repairs. Mr. Martin informed the Board that the District cannot go out to bid or to a general contractor. In order to encumber 2008 year end funds, an enforceable contract from vendors must be received by June 30. Quotes will be needed by Monday, June 30, for portables, PODs, fire doors, egresses, exit doors in the gym, the fire alarm system, and electrical work.

Board members discussed ideas to remedy the recommendations that resulted from the inspection. (Please see attached report.)

Mrs. Beauregard suggested a joint press release from the School Board and Fire Department regarding the inspection report findings. Mr. Martin suggested that the Board meet on Monday, June 30 when he will present quotes for the cost of the suggested recommendations in the inspection report. Board members agreed to meet on Monday, June 30 to vote on motions to encumber FY08 year-end funds for the prioritized recommendations in the inspection report.

### **3) CHS Handbook Suggested Revisions**

Mr. Boehm suggested items for revision in the 2008-2009 CHS student handbook, which included attendance and tardy excuses, telephone usage, and the dress code.

After a brief discussion with Mr. Manseau and Mrs. Rothhaus, some suggested revisions will be made to the handbook.

### **4) Non-Public Session: RSA 91-A: 3II (a-c)**

*[Minutes of Non-Public Session are written under separate cover.]*

***Mrs. Jewett made a motion to go into non-public session at 10:24 a.m. under RSA 91-A:3II (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. (b) The hiring of any person as a public employee. (c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. Mr. Boehm seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.***

Date: June 27, 2008  
Campbell High School

Litchfield Board of Education  
Public Session – 8:00 a.m.  
Followed by Non-Public Session

5) **Return to Public Session**

*Mrs. Couture made a motion to return to public session at 10:33 a.m. Mrs. Jewett seconded. The motion carried by roll call vote: Mr. Miller, yes; Mrs. Couture, yes; Mrs. Beauregard, yes; Mr. Boehm, yes; Mrs. Jewett, yes.*

6) **Adjourn**

*Mrs. Jewett made a motion to adjourn at 10:35 a.m. Mr. Boehm seconded. The motion carried 5-0-0.*

Respectfully submitted,

Michele E. Flynn  
School Board Secretary