

Bridgewater-Hebron Village District  
Meeting Minutes  
September 24, 2025  
Bridgewater Town Offices

Board Members Present: Mark Coulson, Terry Murphy, Derry Riddle  
Others in attendance: Jeff Cloutier, Russ Holden, Jared Maynard, Keith McBey, Tonia Orlando, Doug Proctor, Brackley Shaw

The meeting began at 10:00 AM.

Construction Updates:

- The documentation needed for the State Fire Marshal's office was discussed. It was agreed to hire Doug Proctor from Turner Group as a subcontractor through BPS to help us navigate this issue. Keith said this could be considered part of the contingency funds. Given that the building was constructed over 25 years ago, it is not up to current codes. Doug mentioned that an addition cannot continue something that is not code compliant. He has obtained copies of the original drawings of the building as well as the plans for the addition to submit along with a code analysis that he is creating. Although newer mandates require that schools have sprinkler systems, items such as the firewalls in the building might work in our favor. It was mentioned that the fire alarm system was recently updated (2023). He asked for documentation of this system upgrade to include with the paperwork. Drawings would be helpful, or other documents such as an invoice listing the specifics of the work. It was also mentioned that the firewalls should be labeled. Doug said that we should see what the fire marshal's office says once he submits the paperwork and we go from there. He said that even if the building were deemed to need upgrades, such as a sprinkler system, the State typically gives five or so years to complete them. It was decided to continue with the construction as planned.
- The roof trusses are scheduled to be installed starting Monday, September 29.
- A quick recovery backup heating system for the new rooms tying into the current air handling system is being looked into. Whether the mini-split cassettes being considered for the AC would provide enough heat was discussed. The group decided to add the cassettes later and pursue the option of tapping into the current system.
- Jared recommended adding a concrete ramp with a railing at the exterior fire exit door of the new corner classroom. This would run alongside the building and be a safer alternative for egress considering the proximity of the driveway.
- Installing bollard(s) at that corner was also suggested.
- Brackley will design a sliced hip on the overhang there to avoid obstructing the driveway.
- The brick work is complete.
- We need to check on the availability of replacement window sashes. Eagle, the original manufacturer when the school was built, was bought out by Andersen.
- It had been decided to reroof the entire back section of that wing of the building. The shingles have been stripped. Tonia thanked the group for stripping them on Saturday rather than when school was in session.
- The building should be "dried-in" by mid-October.
- We will assess how the numbers look during the first part of November.

- Morrison Construction invoices have been resubmitted, splitting out the parking area work (to B-HVD) from the site work for the addition (to BPS).
- We received a price of \$35,000 from GMI for a first coat of pavement for the eastern parking area. We are waiting to schedule the work. The staff has liked parking in this spot and so far buses have not needed to use it. Plowing might be an issue this winter, however. The remainder of the paving will likely happen next year.
- It was reiterated that the flooring in the classrooms should be all VCT (vinyl composite tile) with no carpeting. Throw rugs could be used instead. Derry and Tonia met with the teachers that will be in those rooms to choose finishes for the tile and some other surfaces. BPS still needs to get samples to Tonia for the countertop laminate and epoxy flooring in the bathrooms. She noted that they are considering a warm wood tone finish for the cabinets.
- Russ is meeting with Tim Carney from the DOE at the school this Friday at 8:00 AM regarding the paperwork needed for the K-12 public-school facility approval. Mark, Terry, and Jared plan to join them. Russ mentioned that eye wash stations are likely to be required. They could be located in the kitchen and possibly the greenhouse area.
- Terry still needs to get Jeff the key schedule.

Russ mentioned that there is a plan for SAU108 and SAU85 (Sunapee) to work together in the future, sharing business and human resource management services, payroll, etc. This will likely benefit both districts.

He also said the B-HVD should work with SAU108 during the budget process, especially regarding which entity will be responsible for what.

Russ submitted an agreement between SAU4 and SAU108 regarding the unassigned Newfound Regional School District's fund balance for 2024 as well as the furnishings, equipment and supplies in B-HVS. Because of a previous cyber-attack on SAU4, any unassigned fund balance is not known at this time. Unless the DOE and DRA credit the Pasquaney towns for their apportioned shares of the fund balance (if there are any), Newfound will credit Pasquaney against future tuition payments to Newfound. Newfound also releases any claims to the furnishings, equipment, and supplies at B-HVS. Pasquaney releases any claims to a share of Newfound's capital reserve, trust funds, 2024 fund balance (except as provided in the agreement), and any other Newfound funds or property. A representative from Newfound has signed the document. The B-HVD Board agreed that Jennifer Larochelle, SAU108 Board Chair, sign the agreement for Pasquaney. This could be done before the next SAU108 board meeting if permission is given from the other school board members.

At the last meeting, Tonia submitted a draft of an application for the building use. Derry mentioned that this was good but that a building use policy should also be created. It should include guidelines such as B-HVS students' needs come first, TTCC use would be second, etc. Russ will provide a draft of this policy to our board to review then present it to the school board.

Mark made a motion to approve the September 3, 2025, minutes as written. Terry seconded and the motion was approved.

The group reviewed and signed the manifests and new vendor forms.

The P&L was reviewed. We are doing OK financially. Some expenses are still slowly shifting over to SAU108. It was noted that electric rates are increasing, and thankfully the upgrades to LED lighting, etc., that were done in the past are benefitting us now. We have not tapped funds from the construction loan yet.

B-HVD is currently paying for the insurance policy through Primex. In the past this was paid by SAU4. We still need to obtain a copy of the current policy for our files.

Building Repairs/Maintenance Updates:

- All except one of the security cameras are fixed.
- The folding chair leg bottoms are here. Jerry plans to install them over time.
- Johnson Controls/Simplex still need to work on the clock/intercom system.
- The security alarm is still not working. Terry will follow-up on this and the clock/intercoms.
- Carpet tiles have been installed in the front entrance vestibule.
- The plastic covers over the fire alarms are scheduled to be installed this week by Aaron Spain, a new vendor. He also plans to fix some sheetrock near the chimney. We will likely hire him to do other small jobs going forward.
- Dale Blossom has agreed to do some interior painting for us this fall/winter, starting with the hallways. We plan to schedule this when students are not in the building.

The commissioners have obtained key fobs for the building. We still need to get badges. We may need to get our photos taken, perhaps when the staff does, if they haven't already.

The next B-HVD meeting is scheduled for Wednesday, October 15, at 10:00 AM at the Bridgewater Town Offices.

The meeting adjourned at 12:30 PM on motion by Derry, seconded by Mark.

Respectfully Submitted,  
Derry Riddle, Commissioner