

Bridgewater-Hebron Village District
Meeting Minutes
October 29, 2025
Bridgewater Town Offices

Board Members Present: Mark Coulson, Terry Murphy, Derry Riddle

Others in attendance: Jeff Cloutier, John Dunklee, Russ Holden (participating remotely), Tonia Orlando, Brackley Shaw

The meeting began at 10:02 AM.

Construction Updates:

- The State Fire Marshal's office has done a preliminary review of the documentation. They would like to meet at the school. Tonia, Jeff, Terry, Brackley, and Doug Proctor plan to join the meeting. This visit will help determine whether the fire walls will suffice or we need a sprinkler system installed. Jeff mentioned that even if we should need a sprinkler system, it should not bring the project to a halt. The hope is to schedule the meeting for next week.
- All of the paperwork required for the DOE is ready, but we are still waiting for the State Fire Marshal's letter.
- The roof trusses are due to arrive today. The framers are scheduled to come by this Monday, weather dependent. For construction scheduling purposes, Tonia mentioned that starting at noon on Nov. 10 and all of Nov. 11 the school will not be in session.
- On Nov. 11 the heating contractor will be coming to check the airflow in the hallway. Once the flows are confirmed they will release the plans for the addition's heating system. The mini splits are included in the overall plan.
- Brackley submitted a sketch of the sliced hip roof plan for the corner of the addition.
- Jeff reported that Andersen can still get pieces and parts for the windows. Replacement sashes are available. Although slightly different than the current ones at the school, they should look fine. It was suggested to obtain a couple of sashes to have in stock. Jeff will get a price.
- Terry shared some information with Jeff regarding the key schedule. There was a discussion about who should get what keys. Security, safety, and access need to be considered.
- Tonia, Derry, and the teachers that will occupy those classrooms need to meet to pick the remaining finishes including the epoxy floors in the bathrooms, the cabinet laminate, and the countertops. Jeff had emailed an image for the epoxy floor. The group is waiting to get actual samples of these items before scheduling a meeting. It was noted that the paint will likely be epoxy.
- The sinks for the classrooms will be rectangular, similar to a kitchen sink rather than a bathroom sink, in white ceramic.
- Jared will follow-up with Ted Gadbois regarding the schedule for the roofing.
- Tonia asked that the concrete cutting be done while the building is unoccupied. She mentioned that Nov. 26 is a day off, plus they have a two-week vacation at Christmas. We might consider asking Tonia's son Peter and/or Derry's son Voss to reinstall the bulletin board in the hallway.

Tonia handed out the revised drafts for The Pasquaney School District Community Use of School Facilities. Upon a quick review of the document, Derry noted that item number 14 should say "Bridgewater-Hebron Village District" instead of "Sunapee School District." Rather than read over the entire document at the meeting, Derry will look it over and get back to Tonia, Terry, and Mark

with any other suggested changes. Tonia mentioned that we have time since this won't be presented until the next SAU 108 School Board meeting, which is November 19. The application form to request use of the school facilities should be all set and does not need further review.

It was noted that the TTCC should be contacted and asked not to move heavy items around on the gym floor.

Tonia has not heard back yet regarding the Security and Safety Grants being offered through the DOE. Terry is writing some info on the need to replace the systems. It was also mentioned that there are a number of questions that need to be answered and documented regarding the procedures for running some of the security systems.

On Friday, Nov. 21, from 9-12, there will be a security assessment at the school by Homeland Security and Emergency Management through the NH Dept. of Safety. Tonia and Terry will meet with them. Derry and Mark also hope to attend. Their findings might potentially help with the grants. Tonia will check with the Bridgewater and Hebron Police Chiefs about joining the meeting.

Tonia mentioned that the photo retakes for the name badges will be November 12 and that arriving at 8:30 AM would work best.

Tonia submitted a copy of furniture requests which came out of their budget process. These items will likely be purchased on a "rolling" basis. She will prioritize the list. It was noted that it would be difficult for B-HVD to incur extra expenses at this time since we are still dealing with the school district's startup costs, as well as the construction expenditures. Mark commented that we will also need to consider the furniture for the 7th grade classroom. A CIP plan was suggested for the various budget items such as security, technology, and furniture. Working together and deciphering which board's budget covers what will need to be done. It was stated that the Chromebooks should be a school district expense.

Tonia mentioned that the 6th grade lockers are being installed today.

Mark made a motion to approve the October 15, 2025, minutes as written. Terry seconded and the motion was approved.

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

The P&L was reviewed. Our net income is currently about \$310,000 to the good. We have not been invoiced by BPS yet. Terry will speak with the auditors regarding filling out the MS-434 and a revised estimate of our revenue. We should encumber the money we haven't spent. The auditors should help us with how to do this and keep the tax rate level.

Julie obtained a copy of the property and liability insurance policy certificate of coverage for the school for our records. Although B-HVD is listed as an additional covered party, Derry noted that under the type of coverage only the general liability box is checked and not the property section. We should also be listed as loss payee on the policy. Julie will follow-up on this.

Building Repairs/Maintenance Updates:

- One of the security cameras still has an issue. This problem plus the remote access is scheduled to be worked on today. The training might need to be another day if time doesn't allow.
- The folding chair leg bottoms installation will be ongoing.

Corrections of minutes will be reflected on the next meeting minutes.

- The clocks need to be totally replaced. The intercom should likely also be replaced, although it might be integrated with the current VOIP system. We are looking to get clarification of the estimates for these.
- The security (intrusion) alarm is currently working, but the control box needs replacing since the parts are no longer available.
- Terry met with the greenhouse committee regarding taking care of their purchases and other needs. He gave them info for the vendor we use. The Merrills will be doing the upgrades to the existing garden beds. The hangers for the pots are being replaced.

The next B-HVD meeting is scheduled for Wednesday, November 12, at 10:00 AM at the Bridgewater Town Offices.

The meeting adjourned at 12:17 PM on motion by Mark, seconded by Derry.

Respectfully Submitted,
Derry Riddle, Commissioner