



## PLANNING & BUILDING COMMITTEE

Merrimack School District  
<http://www.isone.com/~merrpbc>

Minutes  
September 22, 2008

Present: G. Perry, R. Hendricks, F. Rothhaus, L. Rothhaus, S. Heinrich  
Excused: J. Vliet

S. Heinrich called the meeting to order at 7:40 PM. S. Heinrich stated the only item on the agenda was Facility Naming Requests: Application, Policy and Procedure. Discussion included the following:

- ❖ Members thought the draft application, provided by the Administration, needed to be revised. S. Heinrich will contact Superintendent Chiafery for clarification.
- ❖ Members discussed what information any application should include:
  - Capacity or Role of Individual, Group or Organization
  - Leadership
  - Quality and Value of Role or Leadership
  - Status in Community and Record in Community – including reputation and ethics.
- ❖ Members discussed whether to limit the number of naming requests the Committee would review in a year or at any given time.
- ❖ Members requested clarification on what types of areas could be named. (For example, a playing field; garden or other outside space; a school, a classroom, office or library; a corridor; a wall; a display case; etc.) Members noted that several areas are already named and requested a list of these areas.
- ❖ Members felt that those for whom a naming application is submitted should have a direct connection, involvement, or impact on the furtherance of education in Merrimack. In addition, members wanted it to be clear that education included school sports as well as all academic areas including fine arts, vocational and technology education.
- ❖ Members asked if the degree or scope of the connection, involvement or impact should be considered relative to the size of the area that the applicant wants to be named.
- ❖ By consensus, members agreed that they needed to establish and maintain a high standard as well as do an investigation and give each application due diligence.
- ❖ The question of whether the applicant would/could be asked for funds have to pay for the naming plaque or help maintain the named area.
- ❖ Members discussed developing a matrix to evaluate each application, whether certain qualifications or criteria should have more value or be given higher priority than other criteria and what value or score an application would need in order to be recommended.
- ❖ By consensus, members agreed that the service provided had to be “over and above what was normally expected” in order to receive a recommendation.
- ❖ In addition, members discussed whether some areas that might be named might merit a higher score in order to have a naming request for that area recommended by the Committee.

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G. Perry made a MOTION to request applicants be asked to provide three letters of recommendation along with their application. Second: L. Rothhaus. MOTION PASSED.

F. Rothhaus made a MOTION that Committee make a policy to review only one application at a time. Second: R. Hendricks. MOTION PASSED.

Members decided to meet on October 13<sup>th</sup> at the Rothhaus residence to further discuss and refine drafts of the application and matrix that will be created in the interim.

R. Hendricks made a MOTION to adjourn. Second: L. Rothhaus. MOTION PASSED.

The meeting was adjourned at 10 PM.