



## PLANNING & BUILDING COMMITTEE

Merrimack School District

<http://www.merrimack.k12.nh.us/PBC/>

Minutes  
November 24, 2008

Present: G. Perry, R. Hendricks, L. Rothhaus, F. Rothhaus, S. Heinrich and School Board  
Liaison E. Coburn

Excused: J. Vliet

S. Heinrich called the meeting to order at 7:40 PM.

### **Approval of Prior Minutes**

F. Rothhaus made a MOTION to approve the minutes of April 14, 2008. Second: R. Hendricks. MOTION PASSED 4 – 0 – 1, with L. Rothhaus abstaining.

R. Hendricks made a MOTION to approve the minutes of November 11, 2008. Second: F. Rothhaus. MOTION PASSED 5 – 0 – 0.

### **Updates**

E. Coburn told the Committee that Security Cameras had not yet gone out to bid. She told the Committee that the bid had been pulled back during the summer because that high school was closed for a time during the mercury spill clean-up.

S. Heinrich told the Committee he had received a Facility Naming Request but the application was incomplete as it did not include three letters of support. He indicated he would contact the applicant to request an additional letter of support.

S. Heinrich said that, after reviewing the list of “already named” areas that the Superintendent has provided and which he had emailed to all members, he contacted her with questions about some of the areas included as well as some areas he thought were not included. He said he expected to provide corrected information to the Committee at the next meeting.

### **Facilities Naming Requests Committee Matrix**

Members reviewed and refined the matrix by which each as an individual, and the committee as a whole, would be rating each application. The categories suggested were

1. Quality of Service/Level of Commitment/Distinguished Leadership to MSD  
Commensurate with Item Requested
2. Impact on Furtherance of Quality of Educational Experience in MSD
3. Uniqueness of Request/How is this “Over and Above What is Generally Expected”
4. Overall Record of Service in MSD or Community Demonstrating Ethics, Integrity, Role Model, Mentorship, Character, Courage

L. Rothhaus made a MOTION that each application must receive an average of 3 or better in

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each category and a total average of 17 or better from those who were voting on the application in order to receive a positive recommendation. Second: G Perry. MOTION PASSED 5 – 0 – 0.

Members discussed whether a quorum was sufficient, whether a super-majority of members had to be present when voting on any application and whether an application had to receive a positive recommendation from at least four members. S. Heinrich reminded members that as long as a quorum was physically present, those absent could participate by speakerphone. In addition, it was noted that some members may feel a conflict of interest and thus, need to abstain. No final decision was reached; however, members did agree that a member could request that a recommendation be delayed.

**School Board Charge: SAU offices**

By consensus, members decided that more information and more time was needed before updating the space utilization inventory.

F. Rothhaus suggested that the Committee get up-to-date information on the Town Build-Out study as well as additional information about population projections from the Nashua Regional Planning Commission.

**Next meeting**

The next meeting is scheduled for December 8, 2008.

L. Rothhaus made a MOTION to adjourn. Second: G. Perry. MOTION PASSED. The meeting was adjourned at 9 PM.