

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BUILDINGS AND PROPERTY COMMITTEE MEETING MINUTES

MONDAY, APRIL 7, 2015

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I. CALL TO ORDER

The Buildings and Property Committee of the Board of School Directors for the Big Spring School District met in the Large Group Room, Room 140, of the Big Spring High School at 6:00 P.M. with Robert Barrick, Chairperson, presiding. Six (6) directors present: Robert Lee Barrick, Committee Chairperson; William Piper, Committee Member; Richard Roush, Committee Member; William Swanson, Committee Member; Richard Norris, Board member; and Wilbur Wolf, Jr., ex-officio Committee Member.

David Gutshall, Committee Member, was absent.

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Richard E. Kerr, Jr., Business Manager; Rick Gilliam, Supervisor of Transportation and Buildings and Grounds; James Bridges, CenterPoint Engineering; Tim Drawbaugh, HVAC Technician; Toby Wolf, Wolf Consulting Engineers; and Brenda Line, Board Minutes.

II. DISCUSSION ITEMS

A. Discussion of HVAC Problems at Oak Flat Elementary School

1. Propane Hot Water Heaters

The new propane boiler was causing the propane hot water heaters to trip off several times a day. Barton Associates recommended an increase in the size of the propane regulator outside. The problem was fixed at no cost to the District.

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II. DISCUSSION ITEMS (Continued)

**A. Discussion of HVAC Problems at Oak Flat Elementary School
(Continued)**

2. Power Failure Emergency Backup

During the renovation project at Oak Flat Elementary School, some boiler and pump electrical connections were removed from the emergency backup panel and placed into a regular panel; therefore, the boilers and pumps did not stay on during a weekend power failure. Honeywell sent an electrician the day after the incident to fix the problem.

3. Propane Boiler Malfunction

The new propane boiler malfunctioned, and the Honeywell system was not set up to turn on the two backup oil-fired boilers. Honeywell has made changes in the software so that the backup boilers activate when necessary.

4. Boiler Alarm for Low Water Level

The repeated boiler alarm for a low water level was isolated as a manufacturer's problem (Honeywell). The manufacturer has not yet replaced the sensor in that water heater. The manufacturer also needs to adjust the water flow, and that should fix noisy actuators in some areas. Honeywell will also be required to address the energy makeup units that are tripping on overload.

5. Unit Ventilators

When the building lost power during a weekend of extreme cold, three unit ventilators were destroyed from frozen pipes. The manufacturer fixed those units at no cost to the District.

When District personnel were fixing the unit ventilators, large areas of air infiltration were discovered in areas where insulation was nonexistent. It is believed these gaps contributed to the negative pressure and humidity problems the Oak Flat building has experienced since the building was constructed. The gaps went undetected until the unit ventilators were being repaired from the outside.

These gaps have been insulated, and encased with blue board and sealed with foam. New grills will be installed in the next couple weeks.

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In response to a question from Director Piper regarding how this problem could have gone undetected, Mr. Toby Wolf responded that there was a tremendous amount of work accomplished in a short period of time last summer, which could explain some of the oversights. Mr. Wolf added that Honeywell has been fixing the glitches.

Mr. Fry indicated that the project last summer was a complete re-engineer of the HVAC system, and he added that Honeywell warned the District that there would be nuisance problems during the first year after the installation. Mr. Fry noted that Honeywell sends a representative to make repairs usually the day after a problem is reported.

Mr. Kerr indicated that some of the problems at Oak Flat have been the result of power failures. The Oak Flat building is notorious for power outages, and roughly 40 percent of the time the building requires a manual restart of the electrical systems after a power outage. This issue has been investigated using a data logger, and a cause has yet to be determined for the building's inability to power up automatically after a power outage. The main breaker was replaced, but that did not address the problem.

In response to a question from Chairperson Barrick, Mr. Kerr indicated that smartphone alerts regarding power outages at Oak Flat are not yet available; however, a part has been ordered to enable these smartphone alerts. Honeywell is working to upgrade all the schools' HVAC systems to enable text alerts regarding power failures.

Mr. Gilliam indicated that Oak Flat's main office was constantly cold. Increasing the heat from 68 to 72 has addressed that problem. Also, installing insulation in the walls near the unit ventilators has helped with drafts.

It is unknown why the installers last summer wouldn't have reported the gaps and missing insulation when installing the new unit ventilators. The 36 unit ventilators have now been sealed to limit air infiltration.

B. Mowing Bid Summary

Mr. Gilliam indicated that J&A Lawn Care, Inc., is recommended to be awarded the high school regular mowing contract for 2015 and 2016 years, per the included bid response, at a cost of \$300 per mowing. J&A's physical location is near the high school, and that company currently does a good job mowing the middle school and stadium as well.

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Possibilities are being explored for rough-cut mowing in the area of the high school retention pond and the surrounding 35 acres. There are concerns related to the abundance of thistles growing in that area. Spraying is prohibited, so it may not be suitable for farming.

In response to a question from President Wolf, Mr. Gilliam indicated that an effort is being made to get the best value for the school with regard to the mowing.

Mr. Fry noted that the prior bidder on rough-cut mowing did not have the equipment required to do the job. A rotary mower cut is preferred. Mr. Fry added that some of the subject 35 acres is used as a running track.

C. Phase II Paving Bid Summary

Mr. James Bridges, CenterPoint Engineering, indicated that the bidding period for Phase 2 for Oak Flat Elementary School ended on March 26, 2015. Of the 14 bid packages that were sent out, only Valley Quarries bid on the project

The work includes 15,200 square yards of pavement with 1,800 square yards of full-depth and isolated patching. Traffic flow changes will be made to the area, with the student pick-up/drop-off in the front and bus pickup/drop-off in the back, and new signage and mitigation of the wet area along the access drive were part of the bid.

Mr. Bridges recommended awarding the 1.5-inch pavement overlay and full-depth asphalt in the amount of \$317,132. The 2-inch paving bid would cost \$358,832, which is \$41,700 more than the 1.5-inch pavement. The paving would be full depth under the bus route. the 1.5-inch overlay geotextile would be applied over the parking area, play area, access area, and front of the building.

The Solicitor reviewed the bid and approved it with the comment that, as long as it is properly advertised and the Board approves, it is legal for the Board to accept a bid when only one bid is received.

In response to a question from Chairperson Barrick, Mr. Bridges indicated that someone from CenterPoint Engineering would be present every day when the paving is completed to ensure that the work is done properly.

Mr. Gilliam indicated that a prebid meeting was conducted for small paving projects. Three local pavers expressed interest in bidding: Schlusser's Paving, Randolph Paving, and North Mountain Paving.

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D. Summer Project List

Mr. Gilliam offered a presentation entitled "2015 Summer Projects List." Please refer to the attached document.

Mr. Gilliam noted that even though the heading of the summer project list is "2015," some items have been delayed until 2016.

Mr. Gilliam reviewed the list, and the following additional items were noted:

1. The **high school pool locker rooms, diving board, HVAC, and railing projects** have been moved to 2016.
2. The **high school cafeteria seating modifications** will include the removal of one-third of the high school tables to the middle school where they are desperately needed. The new tables at the high school will provide a more versatile area for learning and improve catering opportunities.
3. Regarding the new **school crossing lights and tunnel study**, Mr. Fry indicated that he received a correspondence from PennDOT saying that the money is available and that the District must show the State updated numbers. Mr. Fry indicated that the District is working to provide updated numbers to the State. A meeting regarding the school crossing lights is slated for Thursday, April 9, 2015.

Mr. Gilliam indicated that the District had a 48-hour period to submit a grant for this project. Mr. Gilliam believes that solar lighting may be more appropriate for this area. Mr. Fry added that the engineer at Thursday's meeting could advise the District on the type of lighting that is most suitable.

4. Three quotes were sought for the installation of **two high school urinals**. Eric Mainhart and H.B. McClure submitted quotes; however Hoover's Plumbing & Heating declined to submit a quote.
5. The **nonfunctioning kiln at Oak Flat Elementary School** will be removed during the summer of 2015.
6. District **records are required to be kept in storage** for 99 years. Additional DAO storage and HVAC are necessary. The District has outgrown the current storage facility, and records are being stored in an area that is not dehumidified.

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The District still maintains all paper records; however, discussions are underway to convert to digital human resources paperwork, registrations, and applications. There are guidelines related for maintaining paper records based on the 1947 school code. Old records could be scanned; however, when last investigated, such a project would be cost prohibitive.

Mr. Kerr added that a database would be required to accommodate the records, and he noted that paper records must be kept until the 1947 School Code changes. Mr. Fry noted that special education paperwork can be requested long after a student has graduated.

Chairperson Barrick inquired whether the old band room could be used for records storage; however, it was noted that the area is damp and would require mold remediation, a new HVAC system, and handicap accessibility measures.

7. **Additional storage in the Mount Rock Elementary School gymnasium area** is needed. This project will be completed in conjunction with the repair of basketball nets and motors. Two nets will be removed, and the four remaining nets will be repaired. The youth basketball league and off-season sports use this gymnasium quite a bit.
8. The **hot water leaks in the high school music practice/instrument storage room** will be fixed in the summer of 2015. There are no water shut-off valves in this area. The water must be shut down in the whole building to do the repair.
9. The **drywall in Room 400 at the middle school** is in a "sad state of disrepair." Quotes will be solicited for that project.
10. A standalone **AC unit is necessary for the Newville server room**. The room is located in the middle of the building and is not vented by the existing HVAC system. The problem is compounded when the building is shut down Fridays, Saturdays, and Sundays during the summer months.
11. **White Knight for the middle school and DAO roofing** is slated for September 2015.
12. The **HVAC in the maintenance server room** has been repaired.

E. Discussion of Stadium Project

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1. A water valve in the line to the stadium needs replacing. An 800,000 gallon leak has been discovered from the middle school to the stadium. One leak has been fixed, and another leak remains. Pricing for the repair is expected by the end of May.
2. The lights and bleachers at the stadium passed inspection and require no repairs.
3. The buildings and fencing at the stadium must be replaced. There are no working restrooms in the stadium buildings. Portable toilets are rented for all events at the stadium. A bond refinancing is possible in the near future, and the Board could consider payment of stadium building repairs as part of the bond refinancing.
4. Investigation is underway to determine if the existing private well, along with public sewer, could serve the District's needs at the stadium.

F. Items from the Floor

Newville Elementary School

The administration recommends that the District employ an architect to prepare paperwork and realistic cost estimates for renovations that need to be completed at Newville Elementary School in the next five years. With PlanCon changes looming, it would be in the District's best interests to hire an architect to prepare the appropriate documents now so that when the PlanCon changes occur, the District is positioned to gain the maximum funding benefit possible.

The architect could prepare the documents now, and the project could be delayed until the time is right to proceed with the construction. The Newville Elementary School project at this time would qualify as a reimbursable project. In the future, if PlanCon is eliminated and Big Spring has preexisting paperwork prepared, funding is still possible.

Along with borrowing for the work at Newville Elementary School, Mr. Fry recommended that the middle school auditorium and other smaller projects could be included as subsidiary projects addressed in a single borrowing. Mr. Fry believes that at a minimum, the Newville project could cost \$6 million. With the subsidiary projects added to that figure, the cost could approach \$12 million. The Newville project would be a gut and remodel.

Mr. Fry noted that the District has been fortunate in the past not to have students in buildings when they are being remodeled; however, the Newville project may be an exception because there is nowhere to bus the

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students while construction is underway, and the project cannot be completed over one summer.

III. ADJOURNMENT

The meeting was adjourned at 6:59 P.M.

A handwritten signature in black ink, appearing to read "Robert Lee Barrick". The signature is somewhat stylized and is positioned above a horizontal line.

Robert Lee Barrick, Chairperson