

BIG SPRING SCHOOL DISTRICT

Newville, Pennsylvania

BUILDING AND PROPERTY COMMITTEE MEETING MINUTES

MONDAY, OCTOBER 5, 2020

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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 seven (7) directors present: Richard Roush, Committee Chairperson, William Swanson, Committee Member; Todd Deihl, David Gutshall, William Piper, John Wardle and Frank Myers.

Absent: Hurley, Over

Others in attendance: Richard W. Fry, Superintendent; Kevin C. Roberts, Jr., Assistant Superintendent; Robyn Euker, Director of Curriculum and Instruction; Robert Krepps, Director of Technology; Richard E. Kerr, Jr., Business Manager; Cathy Seras, Meeting Minutes.

1. Presentation – Trane Indoor Quality Assessment Report, Trane Team Members/Mr. Andrew O’Dell and Mr. Scott Delo
 - Mr. O’Dell began the meeting communicating that Trane members reviewed the equipment, conditions and operations of the Districts buildings HVAC systems as well as assessing the buildings Indoor Air Quality (IAQ).
 - Mr. O’Dell shared and defined the four key areas of Indoor Air Quality listed:
 - **Dilute** – Increase ventilation with outdoor air;
 - **Exhaust** – Maintain building pressurization;
 - **Contain** – Control indoor humidity;
 - **Clean** – Safety use air cleaning technology as appropriate
 - Mr. Delo defined the airborne transmission infectious particle dispersion process which presents a unique challenge with infectious disease.
 - Mr. Delo continued with stating the importance of increasing the ventilation with outdoor air within the District buildings. He noted that mechanically, the HVAC systems in all the buildings are very well maintained. Mr. Delo shared that the HVAC systems at the High School and Oak Flat Elementary will run at 100% outdoor air (no recirculation) whenever the outdoor temperature is below 75F and warmer than 40F. The Middle School, Newville Elementary and Mt. Rock Elementary are not capable of running 100% outdoor air mode, due to system design limitations. It was stated that the outdoor air percentages in all schools vary between 10% and 25% and all building units have been increased to at least 25% outdoor air where possible.

- Mr. Delo communicated that it's not possible to increase the outdoor air at the Middle School, Newville Ele and Mt. Rock Ele. Mr. Delo stated that all schools are capable of exhausting sufficient air to maintain building pressurization.
 - Mr. Delo continued in defining the energy recovery units for increased efficiency and to maintain space humidity in all buildings. Specific filters for the HVAC system at the High School were recommended.
 - The recommendations and estimated cost were discussed with the administration and Board of School Directors. Purchase of Sensors were discussed to assist with space humidity.
2. Administrative Updates – Mr. Richard E. Kerr, Jr., Business Manager
- **Snow Removal RFP** – Mr. Kerr talked about the Snow Removal RFP Contract which was a 1-year agreement and needs to be renewed and the snow removal will go out to bid. Mr. Myers asked about how many snow removal bids were submitted for the last contract; Dr. Fry stated it was less than five. Mr. Kerr shared that a lot of companies shy away from assisting school districts with snow removal knowing that the districts will need to be the first client on their list for the removal of snow. It was noted that BSSD maintenance take care of the snow removal at the Middle School.
 - **Master Project List Discussion** - Dr. Fry briefly reviewed the Master Project List and talked about the Interactive TV's at the High School and Middle School which will be discussed further in detail at a future Building and Property Meeting.
 - Dr. Fry continued with discussions on refinancing and stated that the District Financial Advisors have been in communication with District Administration regarding the opportunity to refinance. A 2018 Bond was discussed which will become callable in 2023. It was noted that discussions will continue on refinancing in the upcoming months.
 - Dr. Fry shared that there is significant kitchen work that needs to be completed at the High School and Mt. Rock Ele. It was noted that Mt. Rock has no air conditioning in the kitchen and the High School is in need of upgrading the air conditioning within the kitchen.
 - Dr. Fry continued discussing upcoming projects within the buildings that will need to be addressed in the upcoming years. Dr. Fry reminded the Board of School Directors that the High School is now 18 years old. It was noted that humidity sensors should be purchased for the High School, Mt. Rock Ele., Newville Ele. and the District Administration Office.
 - Mr. Kerr noted that more information will come at the next Building and Property meeting regarding the Master Project List.
 - Mr. Roush shared his thoughts on the Geothermal filtration systems.

The Building and Property Meeting adjourned at **7:02 p.m.**

