

# **BIG SPRING SCHOOL DISTRICT**

**Newville, Pennsylvania**

## **BUILDINGS AND PROPERTY COMMITTEE MEETING MINUTES**

**MONDAY, JULY 22, 2013**

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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. Eight (8) directors present: Robert Lee Barrick, Committee Chairperson; Richard Roush, Committee Member; William Swanson, Committee Member; and Wilbur Wolf, Jr., ex-officio Committee Member; William Piper, Board Member; David Gutshall, Board Member, Richard Norris, Board Member, and John McCrea, Board Member.

William Piper, Board Member, joined the meeting in progress at 6:02 P.M.

Richard Norris and Wilbur Wolf joined the meeting in progress at 6:04 PM.

Dave Gutshall joined the meeting in progress at 6:05 PM

Others in attendance: Richard W. Fry, Superintendent; Jeanne Temple, Assistant Superintendent; Kevin Roberts, Director of Curriculum & Instruction; Richard E. Kerr, Jr., Business Manager; Rick Gilliam, Supervisor of Transportation and Buildings and Grounds; and Carol Kuntz, Board Minutes. Also present: Tim Drawbaugh, Michael Radar, Barton Associates; Tobie Wolf, Wolf Consulting Engineers.

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**II. DISCUSSION ITEMS**

**A. Update on Window Replacement Project**

1. Mr. Tobie Wolf indicated that Phase I of the DAO window project is complete, and Phase II is near completion. Phase III and Phase IV are both started. August 16<sup>th</sup> is the completion date and we look to make that deadline. Blinds are being installed.
2. The Oak Flat security changes are being completed. The glass and door system was moved inward. You now enter the building through the office. The secretaries can now see who is requesting access to the building.
3. The Middle School Food Station enclosure will be completed by the end of the week.
4. Middle School Drive it needs repaired. The question for the Board is to repair the Drive it or brick it. Change order 9 or 13 address the two choices for the Drive it. If you brick it, it would cost \$6,947. The cost to repair the Drive it would be \$1,577.00.

Mr. Wilbur Wolf asked if you repair the Drive it how long would it last?

Mr. Tobie Wolf replied with lawn mowers going by or children being able to throw things, it would not last long.

Mr. Piper inquired how many bricks would be required for the job.

Mr. Tobie Wolf responded that he did not know but he would find out. He said the end of the building is about 11 foot high by 24 foot long.

Mr. Piper questioned if we could get relatively the same brick.

Mr. Tobie Wolf answered it is the same brick that we are using at all the other locations right now.

Mr. Barrick suggested that the brick is not perfect but it is close.

Mr. Fry informed the Board if you drive around the back of the Middle School to the old band area you can see where they have replaced some other areas with brick. You can tell the difference but it is close.

Mr. Tobie Wolf suggested that the brick matches very close. The mortar we got as close as we could but we will never match it exact.

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**II. DISCUSSION ITEMS (Continued)**

Mr. Fry informed the Board that we have done research. The Drive it takes work about every 10 years.

Mr. Piper asked how much they were charging per brick?

Mr. Tobie Wolf would check on the cost and get back to the Board.

Mr. Swanson inquired with all these additional cost are we still under the original bid price that we thought.

Mr. Tobie Wolf informed the Board that the original contract was \$679,800. The change orders add an additional \$97,440 to the cost. The total project cost would be \$777,240.

Mr. Fry stated that we added the Oak Flat project and the Middle School food station project. This is not a true definition of the project. We added other things into this project.

Mr. Barrick told the Board it would take about 1500 brick to close the drive it in. It would be roughly \$4.60 per brick. Remember that it is not just the brick it is also the demolition.

**B. Discussion of Middle School Pipe Insulation Removal and Replacement**

Mr. Tobie Wolf reported to the Board regarding findings related to the middle school pipe insulation in the steam tunnels. The project is going very well. We started this project the last week of June. In a week or two, the project will be complete. They are ahead of schedule.

Mr. Barrick asked if they found any water in any of the pipes.

Mr. Tobie Wolf replied they had not. There was no water in any of the pipes.

**C. Proposal for the Oak Flat HVAC Project**

Mr. Michael Radar from Barton Associates reported to the Board a proposal for the Oak Flat HVAC project. Barton Associates would help us solicit proposals for energy savings contractor (ESCO) to perform the Oak Flat HVAC renovation project.

Mr. Kerr reminded the Board about how the ESCO would work.

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Mr. Fry had Stock and Leader checked over this process and they signed off. They had some questions but Mr. Kerr provided answers to those questions.

Mr. Barrick asked if they are doing the design work not the ESCO work.

Mr. Radar responded that is correct.

Mr. Barrick asked if we have anyone interested in doing the ESCO where they are not in control of the design work.

Mr. Radar replied that it is his understanding that we have two ESCO's interested in the project. We have worked with both those companies in the past.

Mr. Kerr informed the Board that one of the companies is Trane. The other company is Honeywell. Both are good companies.

Mr. Fry stated that several schools around us have used Honeywell with great success. We could not go wrong with either company.

Mr. Wolf questioned how the district would be paying the engineer. Is the \$150,000 a cap?

Mr. Radar replied if we stick to the 2 million dollar figure that would be correct. This is our best estimate at this point. It is based on a percentage of the project.

Mr. Piper if there were additional fees you would not receive any additional money?

Mr. Radar informed the Board that would be correct unless the Board decided to do change orders.

Mr. Piper inquired if there were other cases where you did this type of work?

Mr. Radar answered that they have worked with both these companies on projects before.

Mr. Barrick asked what the time line is for completion of this project? Can we do this while school is in session?

Mr. Radar stated that ideally it would be a summer project. There is work that has to be done to get ready for this project in order for us to start this summer.

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Mr. Wolf responded the first two phases are design phases. It has nothing to do with construction.

Mr. Kerr informed the Board if the old architect would be doing this project it would be a flat rate of 6%. We developed this new idea to cover the District.

Mr. McCrea stated the effort would be the same. If the scope changes than the cost would be adjusted.

Mr. Barrick replied the hardest part is to determine the scope of the project.

**D. Fire Alarm Project**

Mr. Gilliam reviewed the district fire alarm system that is not working properly. We get alarms all the time that are false alarms. The system is malfunctioning.

Mr. Fry gets a call stating the alarm is going off. We get trouble alarms that something in the system is malfunctioning. I have to determine whether to call the fire company or not. It is a great concern.

Mr. Gilliam states the proposal would have to go up for bid.

Mr. Barrick questioned the proposal being in 5 phases.

Mr. Gilliam stated that we needed a proposal that we could live with financially. The system is getting worse. We need to get the system fixed sooner than later. We asked for a plan over a 5 year period that we could live with financially.

Mr. Fry stated that in bad weather it is a given that we will get malfunctioning alarms.

Mr. Barrick reiterated that this system would not include Mifflin, Plainfield, or Frankford. What would be the total price of this project.

Mr. Gilliam replied \$192,000.

Mr. Barrick asked how are we going to pay for this.

Mr. Kerr stated it would have to go into the capital project.

Mr. Barrick is this something that has to be done as a summer project?

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Mr. Fry stated that he believes it is something that we could get done throughout the school year. Is this something that needs to be done based on safety? The answer is yes. It is not the safety of our students but the number of calls we receive when the building is not occupied. This was a five year plan.

Mr. Wolf asked how can we put in new equipment and tie it into the old equipment.

Mr. Fry stated that this project needs to be done under one umbrella.

Mr. Barrick inquired if Blacks were going to monitor this?

Mr. Fry replied no.

Mr. Barrick asked if Blacks put in the security system?

Mr. Gilliam stated that is correct.

Mr. Barrick asked are we looking at a wireless system. Are they going to pull out the old wires and put in new wires?

Mr. Gilliam replied I will check on this and get back to you.

Mr. Kerr states I am pretty sure that it is wired. I don't believe they would allow us to do a wireless system.

### **E. Update/Review of Projects**

1. Mr. Drawbaugh discussed the Newville Elementary Project. We renovated the all-purpose room at Newville. We put in new LED lights and new ceiling tile was installed. We did some drywall and cleaned it up. We made the room bigger. It is a vase improvement. .
2. Mr. Gilliam informed the Board on the installation of hot water heaters at Oak Flat and the High School. The propane tanks have been buried. The lines have been run. The heaters are in place at both schools. Next week we are hoping that they will fire up the hot water heaters.
3. Mr. Gilliam discussed the district roof situation. Marc Harder from Garlin visited to walk the District roofs and they are preparing a report. .
4. Mr. Gilliam informed the Board on the cross country building. It will be a two-story 20 x 40 building. The permits seem to be in order. Part of the building will be used to sell concessions. A concern is for a

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building to be this large not to have water and sewer. Water is not an issue – sewer is a concern. This would be a concession stand. They would be selling candy bars, chips, and soda.

Mr. Fry told that Board there is an excellent chance that we will be hosting the State meet here in the near future. Electricity is not an issue. There is a water source there. It is the same brick that we used at the dug-outs. They have \$12,000 in their account. They are raising the remainder of the money.

Mr. Wolf asked the purpose of the building.

Mr. Fry replied storage, concession, and a viewing area from the second floor. We will get back to the Board with more information in the future.

5. Summer cleaning is still on schedule. Even with last years cut backs of custodial hours, we feel comfortable having our buildings prepared by the first week of August. No additional hours have been requested at any building.

**F. Other**

1. Mr. Gilliam – the HS Stage is badly in need of repair. The project would replace all boards in the stage area. We would refinish it and then repaint the back area. We received an estimate of \$19,000. We negotiated with the contractor to do our own painting. We would save \$1575. We are looking to begin the project around August 26 and the project to be complete around September 13.

Mr. Fry informed the Board that the money will not come from the general fund or the capital fund. The condition of the stage can be attributed to the techniques of the set design. Our Drama Club and Fall Play will be paying for the new stage. It will be paid over a three year period.

Mr. Wolf questioned if it was a good idea for us to do the painting ourselves and not use the contractor.

Mr. Gilliam replied that it is just plain black paint behind the curtain.

Mr. Wolf stated he thought it was the area in front of the stage.

Mr. Gilliam informed the Board that the front part of the stage is maple and needs to be finished properly.

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Mr. Piper asked what we are replacing, the entire front of the stage. Are the boards tongue and groove?

Mr. McCrea inquired if there was any possibility of recycling any of the boards.

Mr. Gilliam stated that is a possibility. Because many of the boards are damaged, we have to do a full replacement. Not many of the boards will be good enough to salvage.

Mr. McCrea asked about the payment of the stage contract. The contractor is not going to waiting for three years to get paid. The money will be coming for the District accounts.

Mr. Fry replied that they have \$12,000 in their account that will be used up front. The agreement after that is they will pay \$2,000 a year for the remainder of the money.

2. Mr. Fry stated just a quick note on safe routes to school. A letter was sent to Valley Quarries. They were the winning bid. The fee for inspection has come in at \$43,000.

### **III. ADJOURNMENT**

The meeting was adjourned at 7:19 P.M.

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Robert Lee Barrick, Chairperson