

**Upper Perkiomen School District Facilities Committee**  
**Hereford Elementary School**  
**1043 Gravel Pike, Hereford PA**

August 13, 2018 - 7:00 p.m.

Welcome to the Facilities Committee meeting of the Upper Perkiomen School District

**CHAIR:** Melanie Cunningham

**MEMBERS:**

Raeann Hofkin

Mike Elliott

Ex-Officio: Dr. Kerry Drake, President

Superintendent: Dr. Alexis McGloin

Facilities Director: John Sheeran

We will be passing around a sign-in sheet.  
Please include your email address and phone number if you wish.

**AGENDA**

1. Approval of Minutes – July 19, 2018 Meeting (Attachment A)
2. Energy Study Update – John Sheeran
3. New Middle School Construction Update
4. Tour of Hereford Elementary School
5. Meeting Date Discussion

*In order to assist in keeping an accurate record of the proceeding  
of this meeting, the meeting is being videotaped by the District.*

*Facilities Committee Mission: To provide the board with an accurate description of the condition of all the district facilities and to recommend items and projects that will keep the facilities in optimum condition while maintaining fiscal responsibility to the taxpayers and ensuring a safe, secure learning environment for the staff and students.*

## UPPER PERKIOMEN SCHOOL DISTRICT

## FACILITIES COMMITTEE

July 19, 2018

The Facility Committee Meeting was held at 5:00 p.m. at the Upper Perkiomen Education Center with the following committee members attending: Melanie Cunningham (chairperson), Mike Elliott and Raeann Hofkin. Others in attendance were: Sandy Kassel, John Farris and Jim Mazeika.

**1. APPROVAL OF MINUTES**

Motion by Raeann Hofkin, seconded by Mike Elliott, to approve the minutes from the June 21, 2018 meeting. Motion carried; all voted aye.

**2. MONTGOMERY AVENUE SIDEWALK PROJECT – JIM MAZEIKA OF BARRY ISETT & ASSOCIATES, INC.**

Jim Mazeika provided an overview of the Montgomery Avenue sidewalk project. He reviewed the plans for all the properties that would be affected and explained why the district was pursuing the chosen plan. Jim Mazeka proceeded to review with the committee each parcel and the extent of work that would be done.

**3. CUSTODIAL STUDY – SANDRA KASSEL**

Sandy Kassel reviewed a proposal from Interstate Maintenance Corporation to assess our maintenance staffing, hours and shifts and train and work with our custodial maintenance staff for a three month period. The committee made a motion to recommend the proposal to the full board.

Motion by Melanie Cunningham, seconded by Mike Elliott to **recommend the proposal to the full board**. Motion carried; all voted aye.

**4. EDUCATION CENTER HVAC STUDY**

Sandy Kassel discussed the current state of the HVAC system at the Education Center. The committee decided they would like John Sheeran to provide the background on the HVAC system at the Education Center and its current status. They also stated the district should bring a company in to evaluate what was needed to resolve the issues with the HVAC system.

**5. ENERGY STUDY**

The committee decided the district should contact providers to see if they would provide free energy studies. Sandy Kassel noted that she would ask John Sheeran to reach out to possible vendors.

**6. TENNIS COURT – WINDSCREEN**

The committee discussed the need for the replacement of the windscreen around the tennis courts at the high school. The cost with the logo was \$11,486.19 the cost without was \$6,394.15. Mr. Elliott stated this item should go to the whole board and Mrs. Cunningham agreed. The committee also stated that the screen might be something for the foundation to support.

Motion by Raeann Hofkin, seconded by Mike Elliott to **adjourn the meeting at 6:17 pm**. Motion carried; all voted aye.