

UPPER PERKIOMEN SCHOOL DISTRICT

Education Center

2229 E. Buck Road, Pennsburg, PA

Facilities Committee Meeting

January 16, 2020

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

CHAIR: Melanie Cunningham

MEMBERS:

Mike Elliott

Peg Pennepacker

Ex-Officio: Raeann Hofkin, Board President

Facilities Director: Mr. Doug Kenwood

Business Manager: Mrs. Sandra Kassel

Superintendent: Dr. Allyn J. Roche

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

AGENDA

1. Approval of Meeting Minutes:
 - a. October 17, 2019 (Attachment A)
 - b. September 10, 2019 (Attachment B)

2. Updates/Discussion
 - a. Building Updates
 - i. **Middle School**
 1. Construction Update
 2. Gym Floor Repair
 3. Summer Music Camp
 - ii. **High School**
 1. Parking Lot Lights Repair
 2. PA System Installation
 3. Pool Completed and Pending Repairs
 4. Walt Graber Road
 5. Pole Vault Pit
 6. Baseball Scoreboard
 - b. Budgeted Facilities and Operations Position
 - c. GESA Update
 - d. Wood Property

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.

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

UPPER PERKIOMEN SCHOOL DISTRICT

FACILITIES COMMITTEE

October 17, 2019

The Facility Committee Meeting was held at the Upper Perkiomen Education Center with the following committee members attending: Melanie Cunningham (chairperson), Mike Elliott, and Raeann B. Hofkin. Others in attendance were: Sandy Kassel, Doug Kenwood, and Scott Graham.

1. UPDATES/DISCUSSION

a. Building Updates

i. Marlborough Elementary –

1. Secure Entrance Update

Scott Graham, a representative from Muhlenberg Green Architects, spoke about the experience of his firm and presented an update on the Marlborough secure entrance design which is about 95% complete. Scott will also be working on the design for the high school secure entrance. He is looking at a single contractor for Marlborough. Mr. Graham spoke to the Board about an alternate for security film which prevents glass from shattering and an alternate for a canopy. The committee likes the idea of the planters at Marlborough. Scott will work up an estimate on the project.

High School secure entrance –

Mr. Kenwood explained that we will be looking at the auditorium area. Mr. Graham explained what would occur and that they are proposing using a time and expense proposal for the high school not to exceed \$12,000, for architectural design and construction. The Marlborough project should take a month to a month and one half to complete.

2. Domestic Water Pumps

Mr. Kenwood described the issue regarding pressure drops caused by multiple synchronized use. Currently working on a diagnosis of the issue.

ii. High School

1. Parking Lot Lights

There is an issue with the parking lot lights being out. Some were replaced and they are looking to see if there is another issue with conduit. This is being looked into.

2. Chiller and Cooling Tower

The motor on the cooling tower needs to be replaced. There is also an air leak in the chiller. This will be looked at in late November or December. No mold issues this year, the staff was very diligent in monitoring the situation.

3. PA System

We are having problems with the new system. They believe it has been fixed as of the day of the facilities meeting.

The sound system in the natatorium has been replaced and working well.

4. Tennis Courts Water Runoff

The water runoff is causing water to run into the pole barn. Mr. Kenwood is currently investigating a cost effective way to divert the water runoff.

The baseball fencing near the dugouts needs to be adjusted. For safety purposes we will look at increasing the height or put up netting.

iii. Middle School

1. Gym Floor

There is an issue with the center circle that was sanded down due to the sub-contractor painting it incorrectly then removing the paint. The removal caused a concave effect. A letter was sent by the district not accepting the floor. A solution was proposed that was not acceptable to the district or Board committee. Mrs. Cunningham asked about scratches on the middle school floor.

Motion was made by Raeann Hofkin, seconded by Melanie Cunningham, **to reject the floor and repair plan for the main middle school gym floor.** Motion carried; all voted aye.

2. Camera System

The cameras are very modern but the main back end software is out of date and needs to be upgraded. The elementary schools were upgraded recently with a new system but the middle school was not altered during construction so we will need to upgrade the software and we may need more storage for the videos. We are waiting for a quote. Mr. Kenwood would like to give video connection to the police departments.

3. Exterior Lighting

Mr. Kenwood was asking the committee if there are hour restrictions. Currently we have them go out by 10:00 pm. Custodians leaving the building at 11:00 pm. expressed a concern. Mr. Kenwood is looking into controlling the lights. There was a suggestion to do the cleaning on the Chrisman side first to reduce the lighting on that side in the evening.

iv. 4th & 5th Grade Center

1. Outstanding Change Order Requests

We received the final change orders for the 4th & 5th Grade Center. They are GC-26 for \$33,186.79, GC-27 for \$4,209.79, GC-28 for \$2,633.79, and GC-29 for \$469.29 for a total of \$40,499.66.

Mr. Kenwood will send out where we are with total change orders.

2. Dumpsters

One is filled with metal that will be removed.

The vandalism at the new playground was discussed.

2. Safe School Grant Deadline – November 4th

Part A is being submitted. Mr. Kenwood said it seems that the grant is steering us towards school assessments, administration training, and trauma informed education. Mr. Kenwood and Dr. Farina will be working on this grant.

3. GESA Update

Mr. Kenwood reported that we would work with Provident to develop a RFP. Provident would author the RFP and monitor the project for a fee.

Mr. Elliott asked about custodial staffing. We are still short several positions.

Motion by Raeann Hofkin, seconded by Melanie Cunningham, to **adjourn the meeting at 8:22 pm**. Motion carried; all voted aye.

UPPER PERKIOMEN SCHOOL DISTRICT

FACILITIES COMMITTEE

September 10, 2019

The Facility Committee Meeting was held at the Upper Perkiomen Education Center with the following committee members attending: Melanie Cunningham (chairperson), and Raeann B. Hofkin. Absent member was Mike Elliott. Others in attendance were: Allyn Roche, EdD., and Doug Kenwood.

1. APPROVAL OF MINUTES

Motion by Raeann Hofkin, seconded by Melanie R. Cunningham, to approve the **minutes from the August 15, 2019 meeting**. Motion carried; all voted aye.

2. UPDATES/DISCUSSION

a. Building Updates

i. Middle School –

Opened Tuesday, September 3rd for Teachers and Thursday, September 5th for students. The contractors are working on the punch lists and training is being provided to the custodians on the systems. The gym is starting to be painted. Life Skills classroom is still being worked on, a tour and a Board meeting will occur Thursday evening.

ii. 4th & 5th Grade Center

The administrative area is being worked on, casework needs to be put in. The front entrance glass and hardware need to be installed and the carpet needs to be installed in the auditorium. We will be there for our Board meeting in October preceded by a tour of the building. A question was asked about the signage which has been ordered.

iii. Off-site Walkways

The walkways and bike path have been completed. Crosswalks and stop signs are up and the school zone signs are operational. We have anew crossing guard at 8th and Montgomery.

iv. Change Orders

Middle School -

Boro Developers – GC-12, time regarding preparation for the washer and dryer. - \$2,654.01

4th & 5th Grade Center –

Gordon H. Baver – GC-20, asbestos work per directive 001 to encapsulate - \$27,448.68.

Gordon H. Baver – GC-21, primer and joint sealer for the auditorium plywood - \$8,687.25.

Gordon H. Baver – GC-22, update the final completion date.

Gordon H. Baver – GC-23, deduction of VCT and VCB due to change in flooring (\$2,150).

Gordon H. Baver – GC-24, reengineering costs for the lift area - \$27,922.02.

R.J. Electric – EC-003 – update the completion dates.

Rogers Mechanical – MC-005 – update the completion dates.

b. Marlborough Secure Entrance

Mr. Kenwood reported on the redesign of the Marlborough Secure Entrance. Two possible alternates are being considered. One would be security film on the windows and the other would be ballards or planters as a vehicular barrier. Mrs. Hofkin asked if we could get the opinion of the fire department regarding the vehicle barriers. Mr. Kenwood asked for the committee preference on the options presented.

c. 4th & 5th Grade Center Quilters Space

Mrs. Cunningham and Mr. Schmoyer would like to use Room 123 if it is available for the quilters. More research needs to be done. Dr. Roche will speak to Art Vigilante.

NEW BUSINESS

Anthony Spano lives on Walt Graber Ln. He claims the High School refuses to pay for half the stone because they spread it.

Additional discussion occurred on the use of the road by parents, school personnel, and others even though it is a private road.

Mr. Elliott said we will have to do some fact finding on this issue.

A parent asked about the delays between HS, MS and the elementary schools. The district is working to improve the situation.

Doug reported that the intercom system was completed at the high school.

Motion by Mike Elliott, seconded Raeann Hofkin, to adjourn the meeting at 7:56 pm.