

**BOYERTOWN AREA SCHOOL DISTRICT  
FACILITIES COMMITTEE  
JULY 17, 2018  
MEETING MINUTES**

The July 17, 2018, Facilities Committee meeting was convened at 6:32 PM by Mr. Lewis, Facilities Committee Chair, in the Education Center Board Room.

The following board members were in attendance:

Rodney Boyer, Jill Dennin, Ruth Dierolf, Steven Elsier, Brandon Foose, David Lewis, Christine Neiman, Donna Usavage

The following board member was absent:

Clay Breece

Everyone participated in the Pledge of Allegiance to the United States of America and a moment of silence.

The minutes for the Facilities Committee meeting of June 19, 2018, were presented to the Board for approval. Motion moved by Mr. Elsier, second by Mr. Foose. Motion to accept the minutes of June 19, 2018, as presented, carries: Yea: Boyer, Dennin, Dierolf, Foose, Lewis, Neiman, Elsier, Usavage. Nay: None.

### **PRESENTATION/DISCUSSION**

#### **North Reading Avenue/Montgomery Avenue/Henry Avenue Traffic Signal and Intersection**

**Improvements:** Mr. Gasper, Facilities Engineer, reviewed the history related to the project. Mr. Gasper, explained the school district is responsible to pay for a change order in the amount of \$48,150 for Gilmore & Associates due to PennDOT required changes to the planning/design work.

#### **Intersection Project – Questions/Answers/Comments**

**Question:** Is Gilmore & Associates the engineering firm for Colebrookdale Township and is Boyertown Area School District committed to go through with this project.

**Answer:** Mr. Gasper said yes to both questions.

**Question:** Once PennDot gives approval to the planning/design phase how long would the approval be valid?

**Answer:** Mr. Gasper stated he did not know.

#### **Comments:**

The understanding of this project was if the school district wanted to make a left-hand turn from Monroe Street unto Montgomery Avenue a traffic light had to be done at the intersection of North Reading/Montgomery/Henry Avenues.

The jersey barriers the school district bought for the senior high building project can be used to block the left-hand turn from Monroe Street unto Montgomery Avenue until the traffic signal is installed.

Mr. Gasper stated the school district did not buy the jersey barriers – the barriers were rented.

Do not lose sight that this is the right thing to do for the community and there is a need to keep use of Monroe Street in perspective - only the left-hand turn from Monroe Street unto Montgomery Avenue cannot be done at this time.

Boyertown Area School District needs to find out if there will be an expiration date on the PennDOT approval.

A board member was 90% sure the Board authorized purchase of the jersey barriers. Administration needs to confirm whether the barriers were purchased or rented.

**Move To Board Meeting Agenda**

The board members were queried and a majority of board members were in favor of having the \$48,150 change order on the July 24, 2018, board meeting agenda.

**Montgomery Avenue Update:** Mr. Gasper reported the project is on schedule. Mr. Gasper stated there was an issue with a gas line and the issue is being addressed with UGI Utilities. The roadwork should be completed by August 6, 2018, and Monroe Street will be usable.

**Middle School West Project Update:** Mr. Gasper stated the project is on the last phase, Phase 4b, and the project is on schedule. The contractors have advised Mr. Gasper all items that need to be installed are already onsite.

**Butler Balancing \$48,000 Bid Award – Middle School West:** Mr. Gasper said Butler Balancing is a “third party” to check to make sure the Heating, Ventilation, and Air-Conditioning (HVAC) contractor’s work is correct and that the school district is getting what they are supposed to per specifications. Butler Balancing was used on the senior high and junior high east projects.

**Butler Balancing – Questions/Answers/Comments**

**Question:** Did we get what we paid for at the high school and junior high east?

**Answer:** Mr. Gasper responded yes and that Butler Balancing found things that needed to be fixed.

**Question:** There are problems at the elementary schools with the air-conditioning. Why was this not taken care of and balanced.

**Answer:** Mr. Gasper explained Butler Balancing was not hired for the elementary schools CM3 project and the Elementary HVAC project. Mr. Gasper said he did not know why the air-conditioning at the elementary schools was not balanced.

**Question:** If we use this firm will the school district be assured one room will not be cold and another room warmer?

**Answer:** Mr. Gasper stated he did not know how to answer the question. Butler Balancing will do the best they can to obtain the design limits. Mr. Gasper explained depending on the use of a room the design limits can be affected and the temperature levels in the room can be different. The school district employees will need to make adjustments to the system for the affected rooms.

The board member was not happy with Mr. Gasper’s answer as the problem has been ongoing for a year.

Mr. Gasper stated the HVAC contractor has not completed the punch list items. The HVAC system has not been turned over to the school district; therefore, the school district cannot do any needed adjustments. A board member said something needs to be done to address this issue with the HVAC contractor.

**Question:** Where does the budget stand on the Middle School West project and have any of the contingency funds been used?

**Answer:** Mr. Gasper stated the budget is at a good point and not much of the contingency funds have been used.

**Question:** Will the school district be communicating to outside groups, especially those who previously used Middle School West, when the project is complete and the building is again available for use?

**Answer:** Ms. Clouser stated a report can be printed from SchoolDude of what groups used Middle School West and an email can be sent notifying the contact person of the group that the building is available for use.

**Comments:**

Glad that the Middle School West project is on schedule. Would like Administration to plan a community day to show the finished project.

A balancing company is only responsible for meeting specifications. The school district would need to critique the rooms and make adjustments based on how the rooms are actually being used.

A board member has an understanding that balancing does not control temperature but air flow in the system. Mr. Gasper provided an explanation that air flow and water flow are checked as part of balancing a system.

**Move To Board Meeting Agenda**

The board members were queried and a majority of board members were in favor of having the Butler Balancing \$48,000 bid award on the July 24, 2018, board meeting agenda.

**Boyertown Area Senior High Construction Project Update:** Mr. Gasper stated there is a meeting every Tuesday to get contractors moving to resolve the punch list items. Mr. Gasper advised board members there are change orders coming.

**Boyertown Area Senior High Construction Project – Questions/Answers/Comments**

**Question:** Any idea when the punch list items will be completed?

**Answer:** Mr. Gasper stated the school district is holding payment to the contractors until the punch list items are addressed. Mr. Gasper said it depends on when the contractors decide they need/want payment.

**Question:** Any contractual obligation that require the contractors to be done by a certain time? Can Boyertown access dollars against the contractors if not done?

**Answer:** Mr. Gasper said there is wording in the specifications and D'Huy Engineering, Construction Management, and Mr. Gasper have hinted to the contractors they would be given "fair time" to complete the punch list items. If not completed in "fair time" the school district can access dollars against the contractor.

**Question:** Who makes that decision on "fair time" and what are the parameters? It has been a full year and how do we escalate this?

**Answer:** Mr. Gasper stated D'Huy has written a letter to contractors notifying them the school district is getting close to making a decision to access dollars against the contractor for work not completed.

**Question:** Does the school district need to put more pressure on the contractors.

**Answer:** Mr. Gasper stated he is trying to put more pressure on the contractors by have weekly meetings and sending the letter.

**Question:** Is there anything, as a Board, to do to get it completed?

**Answer:** Mr. Gasper said he does not think there is anything the Board can do right now. In the future the Board may need to approve having the District Solicitor do a letter if the school district needs to access dollars against a contractor. Mr. Gasper asked board members to be patient and see what

happens in regards to the letter sent out by D'Huy. Mr. Gasper said D'Huy has done an excellent job and, through their diligence, has saved the school district money. Mr. Gasper shared that he believes the high school was turned over to the school district on August 15, 2017. Mr. Gasper said the one-year warranties will be up on August 15, 2018.

**Comments:**

Appreciate the work Mr. Gasper's has done to get the punch list items completed; however, concerned about the warranties. Maybe it is time to get the District Solicitor involved to send out a letter.

Mr. Gasper stated the school district have a lot of documentation and detailed meeting minutes to support the school district.

**Rejection of Bid for Sewer Plant at Earl Elementary School:** Mr. Gasper shared there was only one contractor who bid. Mr. Gasper made the recommendation to reject the bid and to re-bid the project.

**Move To Board Meeting Agenda**

The board members were queried and a majority of board members were in favor of having the rejection of the bid and authorization to re-bid the project on the July 24, 2018, board meeting agenda.

**Memorial Stadium – Fidevia Contract Full-time and Fidevia Contract Part-time:** Mr. Gasper presented information on the two contracts: 1) Full-time – Design \$16,000 and Construction \$97,200 (6 months at \$16,200 per month) for a total of \$113,200, and 2) Part-time – Design \$16,000 and Construction \$52,200 (6 months at \$8,700 per month) for a total of \$68,200. Mr. Gasper recommended the full-time contract with Fidevia.

**Memorial Stadium Fidevia Contract – Questions/Answers/Comments**

**Question:** What is the six month period Fidevia would be at the school district?

**Answer:** Mr. Gasper said the six month period would begin after the design is done and all the contracts are awarded.

**Comments:**

Good with approving the full-time contract with Fidevia. Talked to people in construction and recommended the school district should go with a person on the project full-time. A full-time contract is the best way for the school district to go.

There was discussion on the Fidevia contract and the need for a wording change to protect the school district from paying Fidevia the monthly fee if construction work cannot be done due to unforeseen circumstances and weather delays. Possible wording: "If no contract work can be done over a certain period of time the fee will be prorated/adjusted". The District Solicitor needs to be involved to determine the best way to protect the school district.

Boyertown Area School District is getting into a contract with Fidevia before the school district knows what the scope of work is for the project. The school district has no idea what the cost is going to be for Fidevia. The contract dollars are based on a six month period. If a decision is made to do the project in phases the contract would be less and if a decision is made to do the entire project at the same time the contract could be more.

There were comments on why the entire project should be done at one time and comments on why the project should be done in phases.

The idea is to hire Fidevia to coordinate the entire project – beginning to end.

### **Move To Board Meeting Agenda**

The board members were queried and a majority of board members were in favor of having the Fidevia Contract Full-time on the July 24, 2018, board meeting agenda.

**Memorial Stadium Update:** Mr. Gasper stated four firms: 1) Fidevia, 2) Barry Isett & Associates, 3) KCBA Architects, and 4) Stadium Solutions, are doing work without a contract at this point. Representatives from the four firms attended a meeting and did a walk-through of the stadium. The firms are trying to get contracts to Boyertown for the project but they need to know what the school district wants. Mr. Gasper said he has given basic direction to the firms to move the contract process forward. Mr. Gasper shared he has given preliminary specifications to Stadium Solutions on what the school district is looking to do in the project: 1) Number of seats and type of bleachers, 2) Size of press box, and 3) Handicapped ramp location. Mr. Gasper informed board members work has been done to get the stadium ready for use this fall: 1) A temporary press box has been built, 2) Moved the public address system, 3) Purchased bleachers are being put together, 4) Two sheds are onsite for use as concession stands, and 5) Bleacher timeline for set-up on track – both purchased and rented.

### **Memorial Stadium Update – Questions/Answers/Comments**

**Question:** Does the board need to tell Mr. Gasper the scope of work now?

**Answer:** Mr. Gasper said it would be helpful to know if the entire stadium was going to be done at one time or if the project was going to be done in phases. Mr. Gasper understands this cannot be done since the Board does not have any cost figures. Mr. Gasper will try to get the best answers for the Board based on what he thinks the Board wants in the project.

**Question:** Is Jay Clough, KCBA Architects, responsible for the design?

**Answer:** Mr. Gasper stated KCBA Architects is responsible for the design drawings for the project which will be used to get approval from the municipalities for permits and used for the bid process. Barry Isett & Associates is responsible for the engineering design aspect of the project, and Stadium Solutions is responsible for the design/construction of the bleachers and the foundation for the bleachers.

**Question:** Why is Fidevia being paid \$16,000 for design when the other three firms are doing design work?

**Answer:** Fidevia is the Clerk Of The Works (construction management) and Fidevia is being hired to oversee all components of the entire project. Fidevia will make sure all the parts work together from design through construction.

**Question:** Can the school district use the bond proceeds to finance the project?

**Answer:** Ms. Clouser, Chief Financial Officer, said a bond resolution amendment would need to be done and the cost would be less than \$500.

**Question:** Can the temporary bleachers being rented by the school district instead be purchased by the group who uses Windlestrae Field? The group could loan the bleachers to the school district and then use the bleachers at Windlestrae Field when the school district no longer needs use of the bleachers.

**Answer:** Mr. Palladino, Athletic Director, stated a purchase order has already been issued by the school district to the company for rental of the bleachers. Mr. Palladino stated he has not had any conversations with the Boyertown Optimists who use Windlestrae Field.

**Question:** Is the seating of 3,000 for both the Boyertown side and the visitor side?

**Answer:** Mr. Palladino said the seating of 3,000 is just for the Boyertown side.

**Question:** Is anything going to be done on the visitor side?

**Answer:** Mr. Gasper said the school district may have to address for ADA compliance.

**Question:** Are the bleachers safe for use on the visitor side?

**Answer:** Mr. Gasper stated the bleachers on the visitor side are very safe.

**Comments:**

The direction Mr. Gasper gave to the firms did not include a façade and any of the other extra stuff the Board may want.

Mr. Gasper said he gave the direction and preliminary specifications as a starting point for the firms to begin the process. The firms cannot do contracts without direction from the school district. The firms are working on getting contract proposals for the Board to be put in the July 20, 2018, Weekly Board Packet.

The project is heading in right direction. The school district needs to get a design with everything and based on the costs make a determination on what is to be done and when - all at once or in phases. It is important to get the firms on board as current regulations have changed since the original stadium was built. In order to do this correctly the Board needs to let the professionals to their jobs.

Public Comment: None.

Committee Comment: None.

There being no other business for consideration the meeting was adjourned at 7:57PM moved by Ms. Dierolf, second by Mr. Foose.