

**BOYERTOWN AREA SCHOOL DISTRICT  
FINANCE COMMITTEE  
JUNE 5, 2018  
MEETING MINUTES**

The June 5, 2018, Finance Committee meeting was convened at 6:30 PM by Mr. Elsier, Finance Committee Chair, in the Education Center Board Room.

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

The following board members were in attendance:

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

No Minutes for Approval.

Mr. Elsier stated the board members were going to have a presentation/discussion on Summer Projects/Priorities from 5-year Capital Plan and Capital Projects Fund Summary. Board members had previously received a copy of the Plan. The Summer Projects/Priorities from 5-year Capital Plan was originally to be discussed at the May 29, 2018, Finance Committee meeting.

Mr. William Gasper, Facilities Engineer, did a presentation on the Summer Projects/Priorities from 5-year Capital Plan.

Discussion/Questions/Comments by board members: 1) New items being added since the last 5-year Capital Plan, 2) Concern that school building roof repairs on plan are projected for 2019-2020 and later – if roofs require repairs they need to be done immediately to avert potential major damage, 3) Rely/trust on Mr. Gasper and principals to determine priority of items, 4) Suggestion to use numbering system to set priority level, 5) Suggestion to get a group to donate the scoreboard needed at Middle School East, 6) Should some of the high school items have been included as part of the construction project, 7) Maintenance of Bear Stadium, 8) Current water problem with tennis courts needs to be addressed with vendor and corrected if not within specifications (tennis courts resurfacing is scheduled 2022-2023 & Beyond), 9) Thanked Mr. Gasper for work done on the Plan, 10) Numerous roofs were on the 2015-2016 list, and 11) Some items on the Plan for 2018-2019 have already been approved by the Board

Ms. Rebecca Clouser, Chief Financial Officer, did a presentation on the Capital Projects Fund Summary. The balance as of May 31, 2018, was \$5,174,586 minus projects approved by the Board \$1,578,407 which leaves a remaining balance of \$3,596,179.

Discussion/Questions/Comments by board members: 1) Capital Projects Fund does not include any funds relating to the construction projects at Boyertown Area Senior High, Middle School West, Monroe Street /Montgomery Avenue, and Montgomery Avenue/Reading Avenue/Henry Avenue Traffic Light, and 2) Funding for Traffic Light is separate from the Boyertown Area Senior High funds.

The board members were queried and a majority of board members were in favor of having the Capital Projects for the 2018-2019 school year on the June 12, 2018, board meeting agenda.

Ms. Clouser provided information on the Memorial Stadium estimated timeline.

The estimated timeline is: 1) Hire architect and engineer June-July 2018, 2) Bid Work July-August 2018, 3) Demolition/Removal of Grandstand November 2018, and 4) Construction of Bleachers Completed by August 2019.

Mr. Gasper reviewed the different types of bleachers.

Types of bleachers: 1) Semi Closed, 2) Fully Closed, 3) Tongue and Groove, 4) Welded, 5) Interlocking, and 6) No Penetrating Interlocking.

Mr. Gasper, based on his research, installation procedure, and maintenance required, recommended the No Penetrating Interlocking type of bleacher. The bleachers can be bought under "Keystone Purchasing" which would offer better pricing and save the school district money rather than going through the general contractor.

**Question:** What kind of bleachers do other school districts have for their grandstand and could board members visit other school districts to see their grandstands?

**Answer:** Mr. Gasper said he would need to collect data and then board members can set up an appointment with other school districts to see their grandstands.

**Question:** What is the life span of the bleachers?

**Answer:** Mr. Gasper said galvanized will last 50 plus years.

**Question:** Can sections of the bleachers be replaced if needed?

**Answer:** Mr. Gasper stated the interlocking bleachers can be replaced in sections.

**Question:** A board member received an email stating Memorial Stadium in the past has not been available for use for the PAC10 District Track meet. Once rebuilt will Memorial Stadium be available for the PAC10 District Track meet?

**Answer:** Mrs. Torchia, Assistant Superintendent Operations, contacted Mr. Palladino, Athletic Director. The reason the PAC10 District Track meet is not held at Memorial Stadium is due to parking issues. The meet starts on a Thursday during the school year and adequate parking is not available as staff and students are using the parking spaces.

**Question:** Are storage sheds going to be available for the Music League to use as concession stands this fall?

**Answer:** Mr. Gasper confirmed two storage sheds were going to be available for use as concession stands this fall.

**Question:** On the timeline the hiring of an engineer was listed. Does this mean someone like D'Huy Engineering or Fidevia?

**Answer:** Mr. Gasper stated this would be an actual engineering firm like Barry Isettt & Associates. D'Huy and Fidevia are clerk of the works firms.

**Question:** Why is a clerk of the works not listed on the timeline?

**Answer:** Ms. Clouser stated Mr. Gasper said he would have time available to oversee the project as construction at the middle school would be complete. The Board would need to make the final decision.

**Question:** Why is demolition being done in November and not sooner.

**Answer:** Mr. Gasper said the best course of action is for the general contractor to do the demolition. The general contractor would be following the drawings. In the event something is demolished that should not have been the general contractor is held responsible.

**Comments:**

Several board members stated everything should be done at the same time and not in stages. Financial information needs to be provided so the Board can make decisions based on doing everything (bleachers/restrooms/press box/concession stand) at the same time versus doing in stages. At a minimum, bleachers and restrooms need to be done at the same time.

A board member said the school district had a clerk of the works before for years and that person could be used if the Board decided not to have Mr. Gasper perform the clerk of the works duties as part of his position.

A board member said one of the concession stands will be located near the Cancer Memorial Garden. Since there will be more activity/traffic in that area precautions to protect the garden are needed.

Mr. Elsier stated it is his understanding that board members have asked for more information on Keystone Purchasing, getting data from other school districts on their grandstands and being able to visit other school districts' to see their grandstands, getting all aspects of the project done at the same time, and having a clerk of the works.

Ms. Clouser provided information on the Memorial Stadium cost estimates.

Cost Estimates: 1) Demolition of grandstand - \$350,000, 2) Bleachers (basic) - \$1,000,000, 3) Press Box -- \$150,000, and 4) Unknown cost for restrooms, concession stand, architect fees, and engineering fees.

Ms. Clouser provided information on the Memorial stadium financing options. Ms. Clouser reached out to Mr. Brad Remig, PFM Financial Advisors LLC, who helped with the 2015 bond issue. Ms. Clouser, Mr. Remig, Mr. Elsier, and Mr. Taylor met to discuss financing options. A handout of financing options was given to board members.

Financing Options: 1) Capital Projects Fund, 2) Unspent proceeds from the 2015 bond issue, and 3) Bank Loan.

Discussion/Questions/Comments by board members: 1) Request to add Key Bank to list of potential banks to secure a loan, 2) Request to receive presentation materials prior to meeting so that information can be reviewed, 3) Chief Financial Officer will be making a recommendation in the future on what financing option is best for the school district, 4) Amending resolution on 2015 bond issue, and 5) What would cost be to have bond counsel amend resolution.

Mr. Elsier had Ms. Clouser review the financing options information.

**Question:** A board member asked if the unspent proceeds from the 2015 bond issue could be used for the roofs.

**Answer:** Ms. Clouser said yes but would require amending the resolution.

A board member asked why the board members received a "check register" in their weekly packet instead of the regular bill list. The regular bill list is much easier to read. Ms. Clouser said she would check to see why a different document was in the weekly packet.

Public Comment

Linda Curry would like handouts/presentation materials to be made available to the public online and at the meetings as done in the past. Mrs. Curry wanted to know why there is only one Public Comment period which is at the end of the meeting. Previously, there were two Public Comment periods – one at the beginning and one at the end of the meeting. Mrs. Curry wanted to know how old the Education Center heating and air-conditioning units were that are scheduled for replacement in the 2018-2019 school year.

No Committee Comment.

Adjournment

There being no other business for consideration the meeting was adjourned at 8:05 PM moved by Ms. Dierolf, second by Miss Neiman.

Public Meeting Announcements:

The board meeting scheduled on June 12, 2018, at 6:30 PM has been moved from the Education Center to the Boyertown Area Senior High new auditorium.