

**Facilities Committee Meeting**  
**Central office**  
**April 16, 2014 / 4:00pm**  
***Minutes***

I. OPENING PROCEDURES

A. Time- *Call to Order: 4:00 PM*

B. *Attendance:* C. Gunkle, B. Merkle, L. Christman, A. Deatline-Buchman, T. Bergey,  
S. Knoll

II. APPROVAL OF MINUTES OF March 19, 2014

III. PRESENTATIONS / REPORTS

IV. CURRENT BUSINESS

- **Construction Manager RFP: update**
  - D'Huy, Quandel & Reynolds received RFPs
  - Addendum sent - April 11, 2014
  - Optional site visit – April 17, 2014
  - Proposals/recommendations have been requested for a 26 month and 36 month Schedule. Pros and cons of both schedule is being requested.
  - Proposals due – April 29, 2014
  - Mrs. Christman, Mr. Melber and Mr. Bergey will review the proposals and follow-up with questions or requests for presentations as needed
  - Administrative recommendation to Facilities Committee planned – May 21, 2014 with board recommendation planned for May 28, 2014
  
- **Chiller / Energy Conservation ESCO Project: update**
  - Exterior lighting being installed is very energy efficient but it does not light the property nearly as well as the old lighting. Contractor understands and as offered to rectify. Sample lighting is being tested.
  - Two existing VFDs shorted out during startup of the new chillers. Accountability is unclear but the contractor will install new \$2000 units at no cost to the district.
  - Chiller startup – Startup occurred within two days of original schedule. They are functional and working but not completely tied in with full building automation.
  - Water Heaters – The CM3 proposal of \$31,000 was not accepted. Administration sought two additional proposals for equal installation with a low quote of \$19,500 for two heaters. A PO will be issued to install one of the two water heaters at a cost of \$9,750.
  - Open / In Process – Controls, Lighting, Transformers
  
- **Middle School Security Cameras: update**
  - WireGuy price under Costars contract \$33,844. The Wireguys installed the HS security cameras and was extremely good to work with during that project.
  - Competitive price sought from CM3 for comparison \$32,720
  - Administration is reviewing both offers to clarify all equal.

- **Lower Milford Roof: recommendation**
  - Bid opened April 8<sup>th</sup>
  - Seven bidders responded.
  - Low bidder RT contracting \$203,750 – second lowest ProCom \$240,938 – Bids ranged from \$203,750 to \$354,498
  - Average of all was \$263,255 – Isett's budget was \$250,000
  - There was discussion on need considering building was closing, advantages from favorable pricing offsetting advantages from waiting a year, lack of firsthand knowledge with contractor and potential need for additional inspections.
  - Mr. Bergey recommended replacing the roof unless the committee feels there is a good chance that the building will be demolished. Mr. Bergey sees value in keeping the building and maintaining.
  - The Facilities Committee agreed that it was in the District's best interest to replace the roof with favorable pricing.
  
- **High School Insurance Claim: update**
  - Total claim with Liberty Mutual should be approximately \$45,000
  - Liberty Mutual has been excellent through the entire process.
  - All complete except Cabinetry, Doors and Furniture. They will be installed in a few weeks.
  - The classroom is being used with folding tables and chairs.
  
- **Liberty Bell Asphalt: update**
  - Core samples were on display and explained. The existing asphalt falls well below standards.
  - The primary issue is the bus circle. The parking area is still acceptable and does not require re-paving at this time.
  - Revised estimate \$164,250 compared to original estimate of \$110,000. The increase in cost is explained by hash winter, core samples.
  - Mr. Merkle requested a detailed explanation of increased costs. This will be forwarded to all committee members by email.
  - Request for bids anticipated May 1, 2014
  - Award anticipated June 9th
  
- **Intermediate School Brick: update**
  - Breslin, Watsontown & SLSD inspected during 2013
  - All parties agreed to monitor and wait until spring 2014
  - Recent Inspection identified 136 spalled brick
  - There was discussion on potential cause and parties at fault.
  - Administration shares Mrs. Gunkle's concern that replacing the brick is not adequate. A solution to the cause must be found.
  - Breslin is working with Watsontown to resolve.

- **High School Sign along 309: update**
  - The existing Sign failed in the fall of 2013. Records do not exist nor are any dates found on the sign but it was likely in place since the late 1980s or early 1990s.
  - The technology used in the existing sign is obsolete and parts are no longer available requiring the installation of a new sign. Nearly all remotely changeable sign technology is LED.
  - Zoning application submitted because of a known ban on LED signage in residential areas. This was confirmed in response from Township
  - Township suggested a waiver application and hearing. Administration plans to proceed the follow up with additional requirements that includes permits and engineer seals
  - Total cost including sign, installation, engineering and permits is anticipated to be \$20,000
  
- **Continuous Energy Improvement Program / PPL**
  - Kick off meeting is being held on April 24<sup>th</sup>.
  - Approximately 160 hours per year is required from the Champion. Mrs. Christman indicated many districts are hiring a part time person of this function.
  - A steering committee has been organized to include S. McKenna, J. Lily, E. Malmberg, A. Deatline-Buchman, T. Bergey, and G. Collins. The goal is to get students involved, possibly creating a club and/ or doing something during the Spartan period.

VI. VISITORS' COMMENTS

VII. ADJOURNMENT: 5:10 PM

Following is a list of projects planned for completion this spring and summer. All falls in the general budget and are being shown for information purposes only. Discussion is not planned. Specific questions will be addressed on any items.

- **High School Sign along 309** – No longer works – parts not available – LED replacement planned – LED sign does not meet zoning – waiver application, hearing and permits
- **Middle School Stage Curtains** – Replacement planned - dry rotting – installed 1969 – many repairs yearly – require fire retardant.
- **Zero-turn Mower** – Replacement – Problems with 10 year old LB mower – New to grounds and 3 year old to Lower Milford.
- **Track Repair** – Subsurface water causing bubbles in track. 2013 was not an issue – 2012 issues. Part of yearly maintenance
- **Asphalt Repair** – Winter was horrible on asphalt. Cracks will be sealed and pot holes repaired.
- **Cafeteria Table Replacement** – Cafeteria table replacement plan – safety concern – 10 will be replaced at the Middle School.
- **Building Numbering** – Safety recommendation – reflective numbering for doors and windows – have all numbers – to be installed before end of May.
- **Drainage Ongoing Investigation/Monitoring** – Ground water issues continue at Intermediate School and Middle School – One Call & dig by staff – engineer review source and possible source.
- **Fields & Grounds** – DryJect, top dress, seed, etc. – Godshall Mulch
- **Continuing Energy improvement** – Reported at 4/14 board meeting - \$50,000 grant – 160 hours – yearly savings after 3 years \$30,000 to \$150,000.
- **Carpet** – yearly carpet replacement plan
- **Gym Floor Refinish** – yearly floor screen and recoat rotation
- **Water Heater Replacement** – Liberty Bell – replace bad now replace second as needed
- **High School Stage Extension** – researching options to permanent wood construction
- **Middle School Roof Repair** – most seams bad – re-seam about \$10,000 per year – roof has 5 years life remaining.
- **Lower Milford Brick Repair** – Damage during snow removal – to be repaired May/June.
- **Summer Help** – Sue and Rita interview and hire approximately 35 part time workers for summer. Most are students – clean desks, lockers, paint, grounds work
- **Air Quality Testing** – Random Air Quality testing is performed at all buildings. Results are a lead indicator for developing problems associated with HVAC and building maintenance.