

Support Services Committee
January 29, 2018
6:00 P.M.
Location: Educational Services Center
DRAFT MINUTES

Support Services Members Present: John Schilling, Tina Stoll, Jonathan Kassa

Others Present: Scott Kennedy, Steve Skrocki, Bob Lanetti, Elaine Lawrie, Peter Medica-Bonnett Associates, Terry Prykowski

- I. **Mr. Schilling called the meeting to order at 6:00 p.m.**
- II. **Public Comments - None**
- III. **The minutes of the November 27, 2017 meeting were approved.**

The committee nominated Jonathan Kassa as chairperson of the Support Services Committee. Mr. Kassa thanked John Schilling for his many years of service.

IV. Items recommended for work session/action meeting

- a. **Change Orders** – Mr. Kennedy reviewed the following CREDIT change orders: Roofing projects at Gwynedd Square, Walton Farm, and Support Services; HVAC project at Oak Park; and the sprinkler system at Montgomery ES. The committee agreed to move the change orders forward to the Board Action Agenda.
- b. **North Penn High School Boiler** – Mr. Kennedy reviewed two engineering proposals to evaluate the existing boiler at the high school. The committee agreed to proceed with the ICS Consulting quote though it was slightly higher because it included a life cycle cost analysis. The committee agreed to move the item forward to the Board Action Agenda.
- c. **Replacement Cameras** – The committee reviewed a proposal to replace (3) cameras at Kulp ES and (4) cameras at North Penn High School. The committee agreed to move the item forward to the Board Action Agenda.
- d. **Demand Response Program** – Mr. Kennedy reviewed the summer demand response program. The committee reviewed the proposal from EnerNOC to continue the program through 2021. The committee agreed to continue with the Demand Response Program.

V. Informational Items:

- a. **Montgomery ES HVAC Unit** – Mr. Kennedy reported that the last rooftop unit for the Montgomery ES project is a substitute unit. The new unit has more capacity than the originally specified unit. Our design professional reviewed the substitution and it meets all other requirements (electrical, weight load, etc.).
- b. **Air Conditioning Projects Construction Management** – The committee discussed two options for managing this summer's air conditioning project – In house staff versus a construction management firm. Mr. Kennedy presented cost estimates for each option. The committee agreed to proceed with the in-house staff. Mr. Skrocki recommended moving this item to Personnel by March to make it effective April 1, 2018.
- c. **Athletic Field Study** – In 2016, Architerra made a presentation to the Support Services Committee with various options to improve the athletic fields at North Penn High School. Mr. Kennedy reviewed the options and offered a few recommendations. The committee agreed to obtain the services of Architerra to proceed with seeking a variance from the township to move the visitor side bleachers. This would allow us to install an 8 lane track and an appropriately sized field for all sports. Mr. Kennedy explained the process can take approximately 6-8 months.

- d. Facility Use Requests – Mr. Kennedy reviewed the report. The committee agreed this report should be submitted quarterly.
- e. Vandalism Report – No report for the month. The committee agreed this report can be submitted on a quarterly basis.

VI. Summary of items to be moved to Work Session and/or Action:

- Change Orders: Credit change orders for roofing projects at Gwynedd Square, Walton Farm, and Support Services; HVAC project at Oak Park and the sprinkler system at Montgomery Elementary School.
- North Penn High School boiler – engineering proposal
- Replacement cameras - (3) Kulp ES and (4) North Penn HS
- Demand Response Program – continue through 2021
- Air Conditioning Project Management – In-house staff
- Athletic Field Study – proceed with Architerra to obtain variance

VII. Adjournment: The meeting adjourned at 6:45 P.M.

**Next scheduled Support Services Committee meeting:
Monday, February 26, 2018, 6:00 PM at the ESC**