

GENERAL SERVICES MEETING

03/27/2023 [04:00 PM-05:00 PM] @ Board of Directors Room

1. Call to Order

Minutes

Mr. Rizzo called the meeting to order at 4:00 p.m.

2. Roll Call

Minutes

Members in Attendance: Robert Bennett, Maria Memmi, Michael Rizzo, and Terry Singer

Citizen Advisors in Attendance: John Fowler

Citizen Advisors Absent: Julie Goolsby, Paul Latham, and Sofia Vidalis

Non-Voting Members in Attendance: Michele Agee, Mark Anderson, Sheryl Pursel, and Stacy Winslow

Staff/Public in Attendance: Phil Ayala and Tawnjah White

3. Approval of Summary Minutes

Minutes

Following a motion by Mrs. Memmi, and a second by Mr. Bennett, the Minutes were approved.

4. Unfinished Business

4.a. Projects Update

4.a.a. Concession Stand

Minutes

Mrs. Pursel shared the following:

- received second draft from solicitor - a few changes
- sent back to Mr. Ted Vdock
- will meet later this week to establish a timeline

4.a.b. Sinkhole Mitigation (Storm Water Basin) Bid Timeline

Minutes

Dr. Winslow shared the following:

- out to bid right now, last day for questions is March 31
- 3 or 4 contractors have been out to the site
- bid opens April 6
- won't be an interference for students
- bid listed on Penn Bid a public sight that gives access for all to see the questions posed and the responses

4.a.c. RFP/Architect Timeline

Minutes

Mrs. Pursel shared the following:

- 5 responses/proposals received
- build a rubric to gage the 5 responses
- would like to pare it down to 3 groups to interview
- proposals show their costs to do the work
- interviews by April 20
- there is no obligation to take the lowest bidder
- fee should show a breakdown of the costs

4.a.d. Traffic Study (Front of High School)

Minutes

Dr. Winslow shared the following:

- study conducted by Rettew of the traffic in front of the high school
- study did not warrant an extra lane - left hand turn
- next general services will provide an overview of the study
- 3-5 year project

4.a.e. Memorial Field/Softball Field Parking Lots

Minutes

Dr. Winslow shared the following:

- Mr. Caldwell provided a layout of the parking lots that we approved
- the layout is currently with the Derry Township for review and approval

5. New Business

5.a. Capital Plan Working Document

Minutes

Mrs. Pursel shared the following:

- 22-23 projects are noted and the progression of them
- some projects may need to be bumped out to the 23-24 cap plan
- will make the annual transfer from the general fund to cap reserve of \$1,000,000
- want to start to make an extra transfer each year into cap reserve that is specifically identified for debt service as we get into bonds and the elementary build

6. Public Comment

Minutes

There was no public comment.

7. Adjournment

Minutes

The meeting was adjourned at 4:35 p.m. with a motion from Mrs. Memmi followed by a second from Mr. Bennett.