HIGHLAND
ASSOCIATES

MEETING MINUTES

Report Date: March 13, 2014

Meeting Date: March 12, 2014
Topic: **Committee Meeting 3**

Project: Hancock CSD
Capital Project

HA PN: 2014-072P

Attendees:

HCSD	Terrance Dougherty (HCSD)	tdougherty@hancock.stier.org
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Discussion Items:

#.	Item	Resp	Due Date
1.	The next meeting of the Committee will be Wednesday March 26, 2014, 3:00. Topics of discussion will be: • Review of Updated Capital Project Scope • Discussion of Security – Chuck Gabriel • Discussion of Technology – BT BOCES We are tentatively planning on initial conversations with Fiscal Advisors for the April 9 Committee Meeting.		

#.	Item	Resp	Due Date
2.	The following items were reviewed and will be added to the Project Scope document. **MS/HS** • The existing trophy cases near the main entrance are free standing glass and wood cabinets that sit on the floor. The existing glass in the cabinets should be replaced with new safety glazing or new built in trophy cabinets would be recommended. • All exterior aluminum doors and hardware are in poor condition and should be replaced with new aluminum security doors with 1" insulated laminated glass. Quantities are required. • It was requested for better lighting control in the Classrooms. Most rooms have dual level switching, the remainder of the classrooms need to have this added. *Quantities are required.* • Provide new instrument storage cabinets in the Music Classroom. • The Classroom flooring is in poor condition and should be replaced with new flooring and new subfloor. Removal of the subfloor is required, replace with luan or treated plywood then new resilient tile finish. Quantities are required. • Provide additional lighting in the Corridors to increase illumination / Footcandles. **Elementary School** • The sidewalk to the playground exceeds the maximum slope of 1:20 for accessibility and re-grading or a ramp would be required to meet the Building Code and ADA.		
3.	A request was made by the Library Board of Trustees was made for work at the Library to be added into the Project Scope. • The Board would like to request from the school that the library be added to the surveillance system. Specifically if cameras could be installed in the front and back of the library to monitor activity (or at least in the back where said activity is going on).		
4.	The Capital Project Scope Update was reviewed, the following are the revisions to the items.		

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	MS/HS • **Auditorium** – The reference to renovation consistent to SHPO guidelines referred specifically to the chair replacement. • **First Floor Lobby Ceiling** – A sketch of the reflected ceiling is required of what will be intended for this area. • **Corridor Terrazzo Floors** – This item has been eliminated fro the Scope. It was determined that the repair of such cracks will look worse than the existing cracks. • **Corridor Ceilings** – The item mentioned above in item 1 will be added to the lighting replacement, for additional and brighter lighting in the corridors. • **Weight Room** – A tectum ceiling was recommended for this area. The District has existing spare tectum tiles that may be used for this area. Existing corridor lights may be used for the weight room in lieu of buying new lights. • **Building Entrance Security** – The District will contact Chuck Gabriel to set up a review meeting for Security in the building. • **Classroom Security** – Need a count on the doors for replacement. • **Window Sills** – The sills are not leaking at this time. • **Stage Curtains** – Replacement of the window curtains are required as well. • **Boiler Room Penetrations** – Quantity of penetrations are required. • **Music Suite** – A sketch is required of the music areas. Adding new instrument storage cabinets in the Music Classroom from above will be included. • **Library** – A sketch is required of the Library areas. Other computer rooms will be used in lieu of 231. • **Servers and Switches** – The upgrades need to be defined. • **Exit Signs** – Quantities of exit signs are required. • **Display Technology** – Quantities and locations are required from the District. District to contact BT BOCES to visit the buildings. • **Program and Speech Audio Reinforcement** - Quantities and locations are required from the District.		

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	• **Auditorium Sound Hearing Assistance Devices** – Sound in the Auditorium is acceptable, hearing assistive devices are required. • **Wifi Access Points** – District to contact Aruba about visiting the buildings and making recommendations. **Elementary School** • **Door Replacement** – The doo that needs to be replaced is in the Boiler room, west side. • **Special Needs** – Another location will be selected due to the need to keep the full size classroom for larger grades. • **Servers and Switches** – The upgrades need to be defined. • **Display Technology** – Quantities and locations are required from the District. District to contact BT BOCES to visit the buildings.		
5.	Other items for review: • HA to review the hardware and locking of the MS/HS Locker rooms in case of a lockdown. The door swings are scheduled to be reversed due to code. • HA to review the MS/HS plumbing and the long length of time it takes to get hot water to the faucets. Instantaneous heaters were discussed. • HA to review if any funds are available for emergency generator work, as the MS/HS building is a Red Cross Shelter • In looking at the new secure vestibule for the District Administration, the corridor at the end of the school needs to hold about 300 students for cuing for the busses. Possible addition of a canopy outside for overflow.		

This meeting summary has been prepared to the recollection of the A/E. If there are any discrepancies in this summary as per your knowledge, please contact our office within three (3) days of receipt; otherwise, this summary shall stand as issued.

Submitted By: David Gilmore

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