HIGHLAND
ASSOCIATES

MEETING MINUTES

Report Date: May 9, 2014

Meeting Date: May 6, 2014
Topic: **Committee Meeting 6**

Project: Hancock CSD
Capital Project

HA PN: 2014-072P

Attendees:

HCSD	Terrance Dougherty (HCSD)	tdougherty@hancock.stier.org
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Lend Lease		
Highland	David Gilmore (HA)	dgilmore@ha-pa.com
Griffiths		
Lightspeed	Merri Bragg	merri.bragg@lightspeed-tek.com
SCRIC	John Madden	jmadden@btboces.org
	Phil Sage	psage@btboces.org

Distribution:

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Discussion Items:

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1.	The next meeting of the Committee will be Wednesday June 11, 2014, 3:00. Topics of discussion will be:		

#.	Item	Resp	Due Date
	• Finalized scope documents submitted to Lend Lease for pricing. Follow up meetings scheduled are: • July 16 – review of the costs, prioritization of the scope and initial discussions with Fiscal Advisors • Aug or Sept – Committee recommends project to the Board.		
2.	The following items were presented and reviewed regarding the Civil Scope of Work. **Civil Elementary School** • ES playground • ES accessible path to playground from school • ES drain tile north of playground and school • ES Parking and drive areas of mill and overlay and patching **Civil Middle School High School** • MSHS Community sledding area • MSHS Softball and Field Hockey field regarding and softball backstop and fencing • MSHS repair of Tennis Courts • MSHS accessible path to tennis courts • MSHS Parking and drive areas full depth replacement and curbing • MSHS Bluestone replacement with bluestone stamped concrete • MSHS sidewalk repair **Added Civil Items** • MSHS add angled parking on access road west of the school • MSHS Add pavement repair east of the high school • MSHS provide accessible walk to Softball field Hockey Field • ES provide shrub removal southeast of playground. It was also discussed that dugouts will not work for field hockey and cannot be provided.		

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3.	The following items were presented and reviewed regarding the Buildings Scope of Work. **Elementary School** • Add the wildcat graphic to the lettering on the side of the gymnasium. • The options for the classroom windows were discussed. The District will review if the addition classroom windows were operable. It was recommended that operable windows be provided in the new window wall design. **Middle School High School** • No new work items were presented on the MSHS Building		
4.	Merri Bragg of Lightspeed reviewed the Classroom Audio component of the project. **Classroom Audio** • The audio reinforcement equipment was reported to have a positive effect on students and learning and has been extremely successful. • The District will provide quantities of units now used and recommend the required additional units for classrooms. • The units may be purchased of State Contract. • Lightspeed does not handle sound amplification for auditoriums. Highland will contact Boynton Pro Audio out of Norwich, NY for recommendations for the auditorium.		
5.	Phil Sage and John Madden of the South Central Regional Information Center reviewed the Information Technology Infrastructure Assessment. **Servers and Storage** • Existing Servers are both Physical and Virtual. The Physical Servers are reaching the end of their warranty periods. • It was recommended the district maintain the investment in virtualization technologies by replacing the Intel Modular Chassis with 2 Physical VMware ESX servers, and add a separate NetApp Storage Area Network (SAN.) This will replace the combined		

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	functions of the Modular Chassis server with separate computing and storage components, and provide a stable, supported platform for at least 5+ years. • Server licensing agreements which are annual costs will be required. • Costs for back-up and storage will be developed. **Switch and Core Infrastructure** • Existing conditions were reviewed. • The existing fiber between the elementary and high school should be re-certified and the media converters should be removed • Upgrades should include transition of the fiber backbone to laser optimized fiber to meet the needs of the additional learning devices. Recommend to install dual CAT6A to increase capability of wireless in the schools. • BT BOCES will review the impact of additional cameras on the infrastructure. **UPS and Wireless Infrastructure** • Existing UPS were reviewed. • Replacement recommended for the older and NOC UPS. Some existing UPS may be re-batteried or repurposed. • Planning ongoing for providing upgrade to wireless in both buildings and possibly outside the buildings. **Other discussion items:** • VOIP will be developed in the future. This will not affect the recommendations above. • The above changes also do not required additional personnel being hired by the District. • The District and BT BOCES are reviewing GroupWise email. • The costs that BT BOCES are providing will not include escalation. The escalation costs will be included by Lend Lease in their project costs. • SCRIC requested that pdfs of the floor plans be provided for review of the District wireless coverage. HA provided 5/7/14 to SCRIC.		

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	• SCRIC will update the Assessment and forward to the District.		

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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