



Meeting #1

C&S Companies
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Project: P26.002.001 - Hancock Central School Capital Improvements
 Project 2018-2019
 67 Education Lane
 Hancock, New York 13783

Hancock CSD - OACM Meeting Minutes

MEETING DATE: 02/05/2020 **MEETING TIME:** 11:00 AM - 12:00 PM Eastern Time (US & Canada)

MEETING LOCATION: Hancock CSD - Board Room.

OVERVIEW:
 Project design/strategy planning stage

NOTES:

ATTACHMENTS:
[Hancock CSD - Tentative Milestone Schedule.pdf](#) [Sign in Sheet - 2-5-2020.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Tim Weber	C&S Engineers Inc.	Cell: 315-380-9728 Tel: 315-455-2000	tweber@cscos.com	Present
Julie Bergman	Hancock CSD	Cell: Tel: (607) 637-2511	jbergman@hancock.stier.org	Present
Terrance Dougherty	Hancock CSD	Cell: Tel: (607) 637-2511	tdougherty@hancock.stier.org	Present
John Mauro	Hancock CSD	Cell: Tel: (607) 427-0095	jamauro@hancock.stier.org	Present
David Gilmore	Highland Associates	Cell: Tel:	dgilmore@ha-pa.com	Present

SED Submission

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	SED Submission/Approval				Open
<p>Description: Tim W: After coordinating with David G. the plan is to submit all required documents to SED on June 8th 2020. With current SED document review times this will allow the the project to go out to bid in a favorable time.</p> <p>Terry D: Would it be in the best interest of the School District to have a 3rd party review done of the documents to make sure the review is completed in a timely manner so we have no issues going out to bid when the Team needs to?</p> <p>Tim and David: At this time SED review is not too long. We will keep an eye on the document review timeline and if the Team feels we need to do a 3rd party review we can do so. we don't need to decide until the project documents are ready to be submitted to SED.</p>						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.
 Please contact C&S Companies if there are any discrepancies or questions with the content of these minutes.

Bid Date

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Bid Date				Open
<p>Description: The Teams plan is to Bid the project between October and December:</p> <p>Tentative Bid Date: 12/7/2020</p>						

Schedule/Strategy

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Schedule/Strategy				Open
<p>Description: Tim W. reviewed the Milestone Schedule.</p> <p>The team discussed potential early start items. The Bus Garage was one of the items that could get started early. Work on the Bus Garage could potential start in early March with the addition and renovation work. another item could be one of the Kitchens.</p> <p>Once full scope is determined, the Team will come up with a strategy that best fits the Districts schedule and needs.</p>						

Design Confirmation

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Design				Open
<p>Description: Dave G. will be working on scheduling programming meetings with the District. Follow up at next Meeting.</p> <p>Terry D. stated when the design is complete for each program, a space confirmation sheet will be signed-off on by all parties involved. this will insure that all program needs are met.</p>						

Financials

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Financials				Open
<p>Description: David G, Tim W and John will start working together on Incidental cost for the Project. Tim W stated he would put together a preliminary Incidental Budget for review and get it out to the team.</p>						

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Meeting #1

Open Discussion

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Prime Contract Discussion				Open
<p>Description: Terry D. asked if we had a plan/ ideas on how we wanted to separate contractors for this project. The Team discussed the following tentative contracts: General Contractor - Middle School High School General Contractor - Bus Garage Mechanical Contractor - All Buildings Electrical Contractor - All Buildings Plumbing Contractor - All Buildings Food Service - HS/MS & Elementary - (3) ideas - School purchases equipment through state contract and GC installs it, Co-Op Turn Key install, or bid Food Service as its own Prime Contract. Technology - BT BOCES - State Contract Roof Contractor - Co-Op</p> <p>As scope of work is more defined, Prime contracts will be as well.</p>						
6.2	1	Action Items				Open
<p>Description: Confirmed Budget - Incidentals - Tim W. will issue preliminary Budget</p> <p>Locker Sample - Tim & David: Full size locker for review by the Board. Tim W. to reach out to Nickerson Corporation.</p> <p>Schedule for Programming Meetings - David G.</p> <p>FF&E review - Tim and David - Office and Training at Bus Maintenance - Will School District get Aid?</p>						

Future Meetings

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Next Meeting(s)				Open
<p>Description: OACM Meeting: 9:00am Wednesday March 4, 2020</p> <p>Board Meeting (Overview of Project) May 26, 2020</p>						

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