

MEETING MINUTES

DATE OF MEETING: 13 December 2005
PROJECT: Mount Greylock Regional High School
PROJECT NO.: 05-505
SUBJECT: Programming Ideas
ATTENDING: Staff, Students, Parents

ARCHITECTS
PROJECT MANAGERS

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- Small separate cafes – near outdoor area
- Nurse near principal's office
- Administration at front entrance
- Students don't have free periods to access library – distance in current configuration
- Parent drop off difficult
- Bathrooms are terrible
- Not enough stalls in locker rooms
- Takes a long time from gym to science
- Can't get through the lines in the cafeteria
- Some students like courtyards, "Japanese garden"
- No defined space for upper classmen
- Hallways feel narrow
- Girls Locker Room too small
- Would like wireless throughout new building
- Little theater "black box" for small group presentations – with full A/V components
 - Current small improvised theater works well
- Teacher planning area (common) to all centrally located in building
- Need area to hang student work and still comply with fire regulations
- Want natural light in all rooms – maximize
- Want operable light

Lockers

- Need to manually remove student locks. May like combination locks
- Don't like double stacked lockers
- Would like wider lockers, not necessarily taller
- Need large lockers for sports duffel bags. Maybe locate in more remote area of building below display cases?

Cafeteria

- Natural light needed
- Location is too remote
- Need proper egress to exit cafeteria in emergency situation

Courtyards

- Maintenance issue
- Security issue – “no one uses”

Parking

- Provide better student/staff parking areas that provide convenient access to buildings. Student are now at rear of parking lot with teachers in the front

Entrance

- Want visible identifiable entrance
- Need administration greeter at entrance

Security

- None present
- Some limited motion sensors in corridors
- No door alarms
- Front doors wedged open can't stop access of public into building
- Some exterior doors don't shut well
- Can't lock down academic and other areas during after hours use
- Card swipe system good
- Student ID's swipe to access of only certain areas of the building

Exterior

- Outdoor walkways deteriorated; concern over emergency egress from building especially for ADA students
- Need paved access road around building (fire access)

Furnishings & Equipment

- Flexible furnishings so desks can be grouped together
- Digital overhead in all classrooms

Library

- Stacks that won't fall over
- Cozy nooks, small group work areas
- Existing library is not inviting and very “cold”
- Library not in central location now
- Students study in halls – no good areas provided – need “break out” rooms. Need to be supervised

Gym

- For half the year students take P.E. outside – need exterior door that provides access back into the building
- Need to control circulation to locker rooms and have separate access to girls/boys locker rooms
- Need to be able to secure (separate) spaces for visiting teams within the locker rooms
- Need drinking fountains at gym area and locker rooms

- Shower's inadequate at girls locker room
- Lots of third party use of fields deteriorates fields for school use
- Would like more flat space "practice"
- Track events held at Williams College
- Track is in very poor condition
- Larger bathrooms for public at gym lobby needed
- Need formal after hours gym entrance
- Need to access locker rooms without entering gym
- Gym 5 teaching stations including former cafeteria
- Multipurpose room thought of as wrestling room because of wrestling mat always left out and constant use – school needs this as teaching space
- "Adventure" curriculum with ropes course uses abutter's property – would like high ropes course and indoor climbing wall
- New lockers needed
- Improve ventilation and lighting
- Scheduling issue creates situation where up to 125 to 200 students in gym for P.E. at same time
**Comply with Title 9 requirements
- Dedicated wrestling room?
- Need room to display trophies (now in storage)

Schedule

- 7 periods per day (rotating)
 - 6 gym periods/day small class 65 (1 teacher) up to 200 students at a time – requiring up to 4 teachers
 - Seems to be scheduling conflict with science lab planning/program start-up
- Some class sizes for general classrooms have larger swings

ADA

- Once 30% assessed value exceeded 100% ADA compliance required
- Hearing impaired students would like audio assist
- Audio assist would be helpful for all classrooms

Maintenance

- Carpet vs. VCT – prefer limited carpet
- Request for storage – central storage for maintenance staff
- Loading dock needed and receiving area
- Need classroom storage and central book storage
- Need janitor storage throughout building
- Snow removal and lawn maintenance is currently contracted out – back in future?

Teachers

- Would like lockable storage cabinets and desks within classrooms
- Need department book storage
- Need workshop for general repairs
- HVAC replacement needed
- Air quality issues are reported as prevalent

- Fresh air ventilation is not adequate
- Auditorium sized for full school assembly currently too small
- Lack of signage throughout building
- Building is too sprawling; difficult to get from point A to point B within designated time frames

- MS/HS separation would be preferable
- School culture “wrapped” up in “bad” building. Start over
- 7th/8th graders feel intimidated because they mix with older students
- Layout is overwhelming to parents and some students because it is so spread out
- Increased absenteeism because of “sick” building perception
- Students with allergies have lots of difficulties because of such poor air quality at the school
- Discussed separate middle school entrance. Ideal would be high school on one side and middle school on the other side with core area separating them.

- Need for public meeting rooms located for after hours access
- Prefer a two-story building vs. one-story
- Green building concept very desirable
- Must have as much pitched roof as possible
- Traffic study was completed for housing development two years ago (** BIG ISSUE – sightlines at entrance)
- Hank Art Williams environmental studies siting plan for new building
- Take advantage of natural views at all sides of building
- Would like 2 story structure with new gym – larger gym desired
- Can you make safer entrance with state highway – move entrance to highest portion of the site
- Auditoriums size up in the air – if larger town meetings could be there? Could rent out to WTF (Williams Theater Festival)
- Review lighting at main entrance
- Traffic circulation is confusing in one way in morning different from afternoon drop off
- Canopy at bus area during inclement weather
- Lobby for auditorium is way too small
- Need for more natural light
- Synthetic turf field??

- If new project could there be a place for a cell tower? Could provide revenue for the district?

- Wind power?
- Solar power?
- Biomass System – wood chip system?
- Co-Gen facility?
- Geo-thermal?
- Athletic space is at a premium in both towns – town meeting space and third party youth programs
- Adult education opportunities for school to generate interest
- Outdoor amphitheater?
- Need to develop survey questionnaire to go out to the public – through PTO

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
Architects ■ Project Managers

Lee P. Dore, Assoc. AIA, CSI
Project Manager

c: File