

SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –June 4, 2008

<u>Attendance/Distribution:</u>	<u>Firm/Company:</u>	<u>Present:</u>
<u>Weston School Building Committee & TOW Building Committee:</u>		
Joe Fitzpatrick (JF)	Committee Chair (SBC/BC)	yes
Richard Wolf (RW)	Vice Committee Chair (SBC/BC)	yes
David Coprio (DC)	(SBC/BC)	no
Don Gary (DG)	(SBC/BC)	no
Allen Swerdlowe (AS)	(SBC/BC)	yes
Ellen Uzenoff (EU)	(SBC)	yes
<u>Others:</u>		
Carl R. Goedecke (CRG)	TOW, Owner's Representative	yes
Tom Landry	TOW Administrator	no
Dan Clarke	Dir, Facilities for BOE	yes
John Reed	Superintendent of Schools, TOW	no
Doris Fiotakie	Weston Public Schools	no
Dr. Margaret Wirtenberg	Public	yes
Donna Bauman	Public	yes
Kathy Meighan	Public	yes
Johanna Pfund	Public	yes
Lucy Li	Public	yes
Mark Petrin	IES	yes
David Maurer	IES	no
Gene Leitermann	TPC	no
William Warfel	WW, LLC	no
Shashi Attawar	IES	yes
Daniel Kacenski	Carlson Const., VP	yes
Alan Ridgeway	Carlson Const., VP	yes
Jay Vелlette	Carlson Const., Proj Mgr	yes
Arthur DiCesare	A, DiCesare Assoc., PC, Principal	yes
Kurt Goldbach	A, DiCesare Assoc., PC	yes
Roger Saleeby	A, DiCesare Assoc., PC, Owner's Rep.	yes

Item #: Description/Discussion:

Action/Follow up:

- | | |
|---|--|
| 1) Attendance: | CRG as above |
| 2) Meeting Called to Order: @ 7:32PM | JF |
| 3) Approve Minutes of Previous Meetings: | |
| a) Approve Minutes of 4/30/08& 5/14/08; | EU motioned, RW 2 nd to approve min as written; approval unanimous |
| 4) HS Auditorium: | |
| a) The SBC interviewed 3 engineers from DiCesare Assoc., P.C as candidates to provide Owners Rep. services for the HS Aud. Construction; Arthur D (AD) explained that the firm has been in business for 27 years, they provide service within the construction industry from engineering design to construction management, most work is structural in nature; Jay has been proposed as the Owner's Rep. for the Auditorium Project with Alan as the administrative back up; AD is a principal of the firm; the SBC questioned there understanding of the project and ability to read & coordinate interior construction work; AD stated they have done similar work; the committee can obtain a reference from The Middleton School (roof project) in Brookville; work performed in 2003/4; the SBC reviewed their proposal which included 2 site visits a week during const. with additional visits as required.; estimated time is about 320 hours; invoices will be on a time card basis; as the scope of work provided was not specific to this job the SBC will consider a revised scope; | SBC after asking many questions decided to have CRG provide a revised scope of work to the committee for future discussions with A. DiCesare Assoc., PC; CRG agreed to prepare the requested revised work scope; a decision for the Owner's Rep. contract will follow; |

SBC/BC MEETING MINUTES – 06/4/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
b)	IES introduced, Carlson Construction & SBC asked if the contractor understood the scope of work, that all work on the drawings would be included in the contract & specifically what was included for the wood wall finish; the SBC advised that all questions as to the work included needed to be answered by Carlson & IES prior to 6/11 the date of the TOW Town meeting in order to approve the project scope & cost; Carlson agreed that completion by NLT Oct 15, 2008 can be achieved if the contract is awarded within two weeks ±;	IES agreed to work with Carlson to clarify any open questions & prepare a report for the SBC to present at the TOW, town meeting on 6/11/08;
c)	Seating; as this is a long lead item the SBC discussed how to place the seating order; however ordered the CG will be responsible for receiving & installing the seating at the appropriate time of the schedule; seating & other finishes to be developed further by EIS for presentation at the next meeting;	SBC agreed to award the contract for seating through the Town offices;
5)	TOW Roof Replacement:	
a)	Joe F reported that the TOW Historic District Committee & approved the use of slate for the Town Hall roof replacement; the Board of Selectman has yet to approve the project and it is on hold pending Board of Selectman comments;	The Board of Selectman to follow;
6)	O&G Schedule / Progress:	
a)	HS:	
i)	Commissioning: Review complete; report to be submitted early in "08;	BOE/Dan C & John V to follow;
b)	3-5 Close:	
i)	Close-out status:	CRG to follow with KB/ C&W & MS/O&G;
	(1) Pipe & Power (Bond Co); to be discussed in executive session	BOE/Dan C to follow with the final report with corrective recommendations in early 2008;
ii)	Commissioning: Review complete; report to be submitted early in "08;	
7)	Alternate Energy Committee (AEC):	
i)	A report is being edited and will be issued to the BC for review in the near future; a preliminary discussion will be held with the BOS;	AEC to follow; grants available will be reviewed as well
8)	New Business as may properly come before the SBC:	
9)	Executive Session:	
a)	EU motioned RW 2 nd to move meeting to executive session	Approval unanimous
b)	EU motioned AS 2 nd to return meeting to open session	Approval unanimous
c)	RW motioned, AS 2 nd to allow C&W to proceed with the Bond Co. settlement as discussed in ex session; refund to the TOW to be ± \$140,000;	CRG to coordinate with KB/C&W
10)	Change Order & Invoice Approval:	
a)	Invoices: Soft cost invoices presented for approval;	Several invoices were submitted for approval / payment;
11)	Next Meeting Regularly Scheduled SBC & BC Meeting: Wednesday, <u>6/11/08</u> @ 6:30; PM, HS Auditorium vestibule	HS Auditorium
12)	SBC & BC Adjournment: Meeting adjourned @ 9:55 PM	AW motioned, RW 2 nd to adjourn; approval unanimous

This is a summary of the items discussed at the above noted meeting and is a record of the proceedings; should any participating party note discrepancies please make them known, in writing, to all parties within 2 working days of distribution.

SBC MINUTES NOTED for REVIEW; MINUTES APPROVED ____ / ____ / ____ by SBC
 Carl R Goedecke, Owner's Rep. cc: All