

SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –January 7, 2009

Attendance/Distribution:	Firm/Company:	Present:
Weston School Building Committee & TOW Building Committee:		
Joe Fitzpatrick (JF)	Committee Chair (SBC/BC)	yes
Richard Wolf (RW)	Committee Vice-Chair (SBC/BS)	yes
David Coprio (DC)	(SBC/BC)	yes
Don Gary (DG)	(SBC/BC)	yes
Raisa Kendall (RK)	(BC)	yes
Allen Swerdlowe (AS)	(SBC/BC)	yes
Ellen Uzenoff (EU)	(SBC)	no
Others:		
Woody Bliss	First Selectman, TOW	yes
Carl R. Goedecke (CRG)	TOW, Owner's Representative	yes
Dan Clarke (Dan C)	Dir, Facilities for BOE, Weston Public Schools	no
Peter Figliola	Public /Booster Barn	yes
Phil Shaner	Soccer Club	yes
Dave King	KB Architects	yes

Item #:	Description/Discussion:	Action/Follow up:
1)	Attendance:	CRG as above;
2)	Meeting Called to Order: @ 7:30 PM	JF / Chairman;
3)	Approval of Previous Meeting Minutes:	
a)	Approval of minutes for the 12/17/08 meeting;	DG motioned, AS 2 nd to approve minutes as written; approval unanimous;
4)	Booster Barn (BB):	
a)	Health Dept. has been contacted, no code review comments / approval to date; KB is pursuing a review;	DM / KB to follow;
b)	Joe Fitzpatrick asked Woody Bliss who would be managing the project for the Town. He stated that per his discussion with Jerry Belair, Superintendent of Schools, Dan Clarke would assume that role.	Dan C / WB
c)	Design comments:	KB to investigate the design comments; biddable drawings to be available for Dan C/BOE review & bidding on 1/21/09;
i)	SBC acknowledged and approved the simplified design for the Booster Barn (BB); KB did not have an updated cost estimate; the SBC suggested to save costs KB is asked to investigate:	
(1)	Using plastic laminate in lieu of stainless steel kitchen built-ins;	
(2)	Review the equipment with the food service vendor;	
(3)	Review the size & layout of the ADA toilets;	
ii)	The kitchen grease trap needs design confirmation to accommodate occasional usage;	
iii)	K&B is to touch base with the TOW Building Inspector & Fire Commissioner to obtain design comments / approval;	
iv)	The Boosters Club has requested that the BB be complete by 5/1/09; the Booster Club offered to help the process where possible;	
d)	KB to issue drawings for review & pricing by contractors on 1/21/09;	Dan C to review bid list with BOE, Boosters Club & KB;
e)	Proposed time line is:	
i)	Drawings for review & bid 1/21/09	SBC & Dan C to review drawings;
ii)	Final permit approvals 1/7 – 2/2/09	
iii)	Bidding 1/21 – 2/4/09	Dan C to coordinate bids;
iv)	SBC bid review & recommendation 2/4/09-2/18/09.	SBC to review bids & approve;
v)	Contract award 2/18/09	TOW to award contract;
vi)	Construction 2/18/09 – 5/1/09 (10 weeks)	Successful contractor;

SBC/BC MEETING MINUTES – 1/07/09– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
f)	Possible Contractor list to include:	
	i) Carlson Construction Co.	Dan C/SBC to coordinate
	ii) DeBarge Construction	DG to investigate
	iii) Roger Roth Construction	DG to investigate
	iv) Siska Construction	DC to investigate
5)	HS Auditorium Project:	
a)	Construction Status:	
	i) Auditorium space will be complete for punch listing by IES on or about 1/14/09; seating & stage work punched by TPC 12/8/08; mechanical equipment scheduled to be complete by 1/13/09;	CCC to follow; Dan C to review & IES to schedule the punch list review;
	ii) IES to produce a consolidated punch list;	CRG / Dan C & CCC to follow with IES;
	iii) CCC stated DC reviewed the TPC Theater Equipment punch;	Dan C confirmed completion of this work
	iv) TPC seating punch list was issued 12/8/08; Duchamp corrective work to be scheduled;	CRG / Dan C to follow;
	v) HS communication system to be completed by 1/14/09	Dan & Doris to follow;
	vi) Programming of the LED lighting will be coordinated with Supertech & the lighting installer;	Dan C & CCC to follow;
	vii) The projector tie in to the communication system will be by Supertech	Dan C to coordinate
	viii) Field review on 1/7 noted the following concerns / comments:	CCC / Dan C to follow;
	(1) Flutter board nail holes must be filled;	
	(2) Flutter board wood finish needs to be dulled to match wood sample;	
	(3) Exit lighting, one new light needs to be replaced;	CCC noted the light is ordered;
	(4) HVAC equipment is scheduled to be complete by 1/13/09	
	(5) Removing & reinstalling of the lighting on rear the panels to the front panel bottoms to be priced;	CCC to provide an estimate for the work;
6)	TOW Town Hall Roof Replacement:	
a)	The roof slate installation is approximately 70% complete;	HBF is following with TL
7)	Alternate Energy Committee Discussion:	
a)	AS & DG will meet with CCAT to review the TOW options for a future presentation to the SBC/BC;	AS & DG to follow;
8)	New Business that may properly come before the meeting:	
a)	None;	None;
9)	Executive Session:	
a)	None;	None;
10)	Change Orders & Invoices for Payment Approval:	
a)	No Construction Applications submitted for approval;	IES invoices are to remain on hold pending completion of the Punch List & construction; other invoices were approved as submitted;
b)	Several Consultant invoices or other work invoices, were presented for approval;	
11)	Next Regularly Scheduled Meeting of SBC & BC Meeting:	
a)	Wednesday, <u>2/04/09</u> @ 7:30; PM, Town of Weston, Commission Room	SBC / TOW, Commission Room
b)	A special meeting was scheduled for <u>1/21/09</u> @ 7:30 PM, location to be announced;	
12)	SBC & BC Meeting Adjournment:	
a)	Meeting adjourned @ 9:55PM	RW motioned, AS 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