

SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –October 1, 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)	no
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)	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 (TL)	TOW Administrator	no
Dan Clarke (Dan C)	Dir, Facilities for BOE, Weston Public Schools	yes
JoAnn Keating	BOE Finance Director, Weston Public Schools	yes
Doris Fiotakie	Weston Public Schools	yes
Dr. Margaret Wirtenberg	Public	yes
Claudia Hahn	Public	no
Donna Bauman	Public	yes
Kathy Meighan	Public	yes
Johanna Pfund	Public	yes
Lucy Li	Public	no
Mark Petrin (MP)	IES	no
Shashi Attawar (SA)	IES	no
David King	Kaestle Boos, Assoc, Inc. (KB)	yes
Diana McNeil	KB	yes
Jim Sperry	KB	yes

<u>Item #:</u>	<u>Description/Discussion:</u>	<u>Action/Follow up:</u>
1)	Attendance:	CRG as above;
2)	Meeting Called to Order: @ 7:34 PM	RW
3)	Approval of Previous Meeting Minutes:	
a)	Approval of the 9/17/08 minutes:	DG motioned, DC 2 nd , to approve the minutes as written; approval unanimous;
4)	HS Auditorium Project:	
a)	Construction Status:	
i)	The project is proceeding & more than 50% complete; remaining details to be decided/ completed are	CRG to follow;
	(1) Light boxes at the side entrances;	
	(2) Control room details;	
	(3) Curtain fabric questions;	
	(4) HC railing design;	
	(5) Other details to be discussed in the field;	
b)	Schedule Update:	
i)	The GC is requested to provide a schedule, in detail, for next meeting with a firm completion date & details;	CRG to pass the schedule request on to the GC;
c)	Review of pending C.O.'s	
i)	The GC contract does not provide for a specific C.O. procedure, the SBC needs to establish an acceptable outline;	At the SBC request CRG to discuss a CO proposal with the GC

SBC/BC MEETING MINUTES – 10/15/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
		including, 8% overhead, 10% profit, no supervision hours, real General Condition expenses are to be reviewed on an individual basis;
5)	TOW Town Hall Roof Replacement:	
	a) Work has commenced; scaffolding at the main entrance is in place; construction will begin in earnest on 10/6;	CRG to select a metal trim color from samples provided by HBF;
6)	Booster Barn:	
	a) KB presented, to the SBC, 3 possible designs for a new Booster Barn (BB); the presentation created a lively discussion as to the appropriate design, site work and materials suggested; the result of the discussion & presentation follows:	KB agreed to distribute a sketch to the SBC before the next meeting for review & comment;
	i) K&B to review the program & provide additional alternates to for SCB review on 10/15 or earlier;	
	ii) The BB should be incorporated into the bleacher footprint;	
	iii) The SBC did not feel that a prefabricated structure is suited for this project, i.e. a cost effective solution and too restrictive;	
	iv) Large glass folding doors are to be considered;	
	v) Examining how the press box can be better incorporated into the design;	
	vi) The SBC emphasized to K&B that the budget must be respected & maintained as is & is inclusive of all costs; (hard costs, soft costs, equipment, site & construction \$;	
	vii) No cooking will be allowed at this facility, only warming;	
7)	Alternate Energy Committee Discussion:	
	a) Discussion of proposals from the AEC were reviewed; no written report was presented to the committee; funding possibilities are still in the planning stage;	The AEC will make recommendations to the SBC in the near future;
8)	New Business that may properly come before the meeting:	
	a) None	None
9)	Executive Session:	
	a) None required	None
10)	Change Orders & Invoices for Payment Approval:	
	a) None presented	None
11)	Next Regularly Scheduled Meeting of SBC & BC Meeting:	
	a) Wednesday, <u>10/15/08</u> @ 7:30; PM, Town of Weston, Commission Room	TOW, Commission Room
12)	SBC & BC Meeting Adjournment:	
	a) Meeting adjourned @ 9:25 PM	AW motioned, EU 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