

# SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –January 23, 2008

Attendance/Distribution:	Firm/Company:	Present:
<u>Weston School Building Committee &amp; 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)	yes
Steven Ezzes (SE)	(BC)	no
Don Gary (DG)	(SBC/BC)	yes
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	yes
Dan Clarke	Dir, Facilities for BOE	yes
John Reed	Superintendent of Schools, TOW	yes
Dr. Margaret Wirtenberg	Public	yes
Donna Bauman	Weston Arts	yes
Joanna Pfund	Weston Arts	no
Kathy Meighan	Weston Arts	yes
Mark Petrin	IES	yes
David Maurer	IES	yes
Jill Collins	TPC	yes
William Warfel	WW, LLC	yes

<u>Item #:</u>	<u>Description/Discussion:</u>	<u>Action/Follow up:</u>
1)	<b>Attendance:</b>	CRG as above
2)	<b>Meeting Called to Order: @ 7:36 PM</b>	JF
3)	<b>Approve Minutes of Previous Meetings:</b>	
a)	Approve Minutes 1/9/08	EU motioned, RW 2 <sup>nd</sup> to approve min. of 1/9/08 as written; approval unanimous
4)	<b>HS Auditorium:</b>	
a)	IES & TPC presented the current schematics & budget to the SBC; after extended discussion with input from the SBC & John Reed, BOE Superintendent, it was agreed that competing opinions regarding the placement of the control rooms or rooms needs to be settled between the BOE/Staff & SBC before the project could continue; it was agreed that a resolution was need ASAP; to that end the BOE agreed to meet with the Architect, SBC members & school Staff early next week; a report & location recommendations is hoped for by the 2/6/08 SBC meeting so that the project can move forward & stay on schedule	John Reed, BOE Superintendent, will organize a meeting with the school & others; a report is requested with location recommendation by 2/6/08
b)	Budget determination is necessary and will be discussed in detail at the next meeting	JF to follow
c)	It was noted that the proposed plan will seat 599, the current capacity is 647	BOE must agree to count
d)	A commitment to providing a motorized rigging system was affirmed	SBC concurred
e)	If HVAC equipment is roof mounted the SBC feels it must be shielded or located so that the profile of the auditorium is not altered	IES to follow
f)	Lighting proposals, upgrades were discussed; the final design will be budget dependent & developed once the TOW final fund allocation is known	JF; SBC; TOW to follow
5)	<b>HS &amp; TOW Roof Replacement:</b>	
a)	The bid package from HBF for the Town Hall, TOW was discussed; the SBC recommends the TOW proceed with HBF as the roof designer for bidding, start-up, close-out & Contract Administration; JF provided CRG with contract concerns & clarifications for inclusion within the Bid Documents;	CRG is to request HBF incorporate the discussed contract concerns within the Bid Documents; TOW will be informed of the SBC contract recommendations for approval; DG motioned, RW 2 <sup>nd</sup> to

## SBC/BC MEETING MINUTES – 1/23/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
		approve extending HBF contract as submitted; approval unanimous
6)	<b>O&amp;G Schedule / Progress:</b>	
	a) <b>HS:</b>	
	i) Close-out status:	CRG to follow
	(1) Final close-out paper work pending for:	
	(a)	
	(b) M.J Daley final Application for Payment will be submitted for SBC approval	
	ii) Claims outstanding: FT; possible for Shawn's Lawns & C&H Elec.	CRG to discuss with KB/C&W to review the claim further
	(1) FT has not provided the rebuttal to the TOW report and the mediation for 2/1/08 will have to be rescheduled	
	(2) CRG to discuss with KB the SBC's willingness to review, again, C&H's requested claims regarding the P1 fixtures & the Harmonic Transformer; all other claims are non negotiable	
	iii) Commissioning: Review complete; report to be submitted early in '08;	BOE/Dan C & John V to follow with report & corrective work
	b) <b>3-5 Close:</b>	
	i) Close-out status:	KB/C&W with CRG to follow
	(1) Pipe & Power (Bond Co); KB/C&W has been, again, promised the Bond Co. report by 1/25/08; if not issued the SBC recommends that C&W pursue legal action	
	ii) Commissioning: Review complete; report to be submitted early in '08;	Dan C/BOE to follow with the final report in early 2008
	c) <b>Hurlbutt Close out status:</b>	
	i) Close-out: Shawn's Lawns: Shawn's Lawns; Rob has documents & promises submissions for the next meeting;	RM/O&G to follow;
7)	<b>Alternate Energy Committee (AEC):</b>	
	a) For review of the AEC discussions see the "Draft" minuets by the AEC dated 1/15/08	AEC / AS to follow
	b) Photo voltaic & other alternate energy options were discussed; more detail discussion to follow at the next AEC meeting	
8)	<b>New Business as may properly come before the SBC:</b>	
	a) K&B revised digital file was to be issued to TL from K&B by late afternoon on 1/23; as of the meeting the file delivery was not confirmed	TL to distribute the file to all concerned
9)	<b>Executive Session:</b>	
	a) Open issues were discussed for SBC info	None
10)	<b>Change Order &amp; Invoice Approval:</b>	
	a) HS: Applications for Payment / Close-outs; presented for review & approval;	Selected invoices were approved for payment
	b) HS: Proposed CO were presented for approval;	None
	c) 3-5 School: Applications for Payment were presented for approval;	None
	d) 3-5 School: Proposed CO were presented for approval;	None
	e) Invoices: Soft cost invoices were presented for approval;	Selected invoices were approved for payment
11)	<b>Next Meeting Regularly Scheduled SBC &amp; BC Meeting: Wednesday, 2/06/08 @ 7:30; PM,</b>	
12)	<b>SBC &amp; BC Adjournment: Meeting adjourned @ 10:18 PM</b>	RW motioned, AS 2 <sup>nd</sup> 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 \_\_\_\_ / \_\_\_\_ / 08 by SBC  
 Carl R Goedecke, Owner's Rep. cc: All