

DRAFT November 10, 2008

SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –October 15, 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)	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)	no
<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	no
Doris Fiotakie	Weston Public Schools	no
Dr. Margaret Wirtenberg	Public	yes
Claudia Hahn	Public	no
Donna Bauman	Public	no
Kathy Meighan	Public	yes
Johanna Pfund	Public	no
Lucy Li	Public	no
Peter Figliola	Public /Booster Barn	yes
Mark Petrin (MP)	IES	no
Shashi Attawar (SA)	IES	no
Jay Veillette	Carlson Const. LLC	yes
David King	Kaestle Boos, Assoc, Inc. (KB)	yes
Diana McNeil	KB	no
Jim Sperry	KB	no

<u>Item #:</u>	<u>Description/Discussion:</u>	<u>Action/Follow up:</u>
1)	Attendance:	CRG as above;
2)	Meeting Called to Order: @ 7:32 PM	JF
3)	Approval of Previous Meeting Minutes:	
a)	Approval of the 10/01/08 minutes:	AS motioned, RW 2 nd , to approve the minutes as written; approval unanimous;
4)	HS Auditorium Project:	
a)	Construction Status:	
i)	The project is proceeding, more than 65% complete; seating floor elec. Box locations have been inspected by a Ducharme representative & approved; additional BOE requested floor boxes for internet access were approved by the SBC, cost \$5,272, to be included in the project costs; remaining details:	CRG to follow;
(1)	Clarify the smoke dampers operation;	CRG to coord. w/ IES;
(2)	Light boxes at the side entrances;	
(3)	Control room details;	
(4)	Light box details to be further clarified with AS & KM;	
(5)	Treatment of door entrances @ #4 & 10;	GC to clarify;
(6)	Control Rm. HVAC	IES to specify action;
(7)	Other details to be discussed in the field;	

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

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
b)	Schedule Update:	
	i) The GC is provided an updated schedule, in detail; completion date is scheduled for Wednesday 11/26/08, Ducharme's seating will be installed 11/24 – 26; the SBC emphasized the need to meet the schedule as programs are planned for the space;	CRG to coordinate the schedule completion with the GC;
c)	Budget Review & approval of pending C.O.'s	
	i) CRG presented the updated budget as it appears that to date the anticipated costs are under budget by ± \$27,000; additional expenses may materialize; JF cautioned the SBC that the budget cannot be exceeded; decorative & additional work will not be approved unless required by code or operational necessity;	The SBC request CRG coordinate all additional work proposal(s) with the GC & obtain SBC approval before proceeding;
5)	TOW Town Hall Roof Replacement:	
	a) The roof slate is on site; installation is in progress; the Commissioning Room roof has been reinforced per plans; gutter samples will be provided for approval; metal trim color has been selected;	CRG to coordinate with HBF as required by the TOW & project schedule;
6)	Booster Barn:	
	i) KB presented, a revised design for a new Booster Barn (BB); the new design centers the BB under the bleachers & around the bleacher structural columns which are fixed;	KB will distribute revised sketches to the SBC before the next meeting; budget outline to be included;
	(1) KB explained the bleacher ramps can be adjusted for the BB design, within limits;	
	(2) The BB construction is described as concrete block, epoxy finished, slab on grade, glass fold up doors & metal roof;	
	(3) The BB is designed to accommodate expansion to the full width of the bleachers in the future as needs develop;	
	(4) Costs were discussed, KB will develop a detailed budget, costs NTE approved budget;	
	(5) Cooking , grilling, is a must according the BB Committee & needs to be accommodated into the design, code required vents can possibly be incorporated into the press box feature of the design;	
	(6) Site lighting will be required & needs to be incorporated into KB design;	
7)	Alternate Energy Committee Discussion:	
	a) No discussion or written report was presented to the BC; 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) CRG presented, Construction Applications, Consultant invoices & other invoices, TOW/Town Hall Roof invoices, to the SBC/BC for approval	Applications and Invoices approved as recommended;
11)	Next Regularly Scheduled Meeting of SBC & BC Meeting:	
	a) Wednesday, <u>10/29/08</u> @ 7:30; PM, Town of Weston, Commission Room	TOW, Commission Room
12)	SBC & BC Meeting Adjournment:	
	a) Meeting adjourned @ 10:15 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