

DRAFT November 10, 2008

SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –October 29, 2008

Attendance/Distribution:	Firm/Company:	Present:
<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
Dan Clarke (Dan C)	Dir, Facilities for BOE, Weston Public Schools	yes
Dr. Margaret Wirtenberg	Public	yes
Donna Bauman	Public	yes
Kathy Meighan	Public	yes
Johanna Pfund	Public	yes
Peter Figliola	Public /Booster Barn	yes
David King	Kaestle Boos, Assoc, Inc. (KB)	yes

Item #:	Description/Discussion:	Action/Follow up:
1)	Attendance:	CRG as above;
2)	Meeting Called to Order: @ 7:33 PM	JF
3)	Approval of Previous Meeting Minutes:	
a)	Approval of the 8/17/08 & 10/15/08 minutes postponed until next meeting;	SBC to review Minutes for approval at next scheduled meeting;
4)	Booster Barn:	
i)	KB presented, a second revised design for a new Booster Barn (BB); the new design centers the BB under the bleachers & blends the structural\ structural columns within the building;	KB will provide drawings & budget for distribution to the SBC before the next meeting;
ii)	KB explained the bleachers will be accessed by one ramp;	
iii)	The BB construction is described as concrete block, bricks (in storage from the HS work), metal panels, lift up awning doors (metal & glass), epoxy paint finished interior, slab on grade & metal roof, columns from bleachers above to be round;	
iv)	The BB is designed to accommodate expansion to the full width of the bleachers in the future as needs develop;	
v)	Costs were discussed, KB will develop a detailed budget for next meeting on 11/12/08, costs NTE approved budget;	
vi)	Cooking , grill exhaust must be coordinated with the press box above;	
vii)	Site lighting will be required & needs to be incorporated into KB design;	
viii)	KB to review the need for the "brow" shown above the awning doors;	
ix)	DG advised KB to check with the Health Department for regulations before the final design is approved & working drawings developed;	
5)	HS Auditorium Project:	
a)	Construction Status:	
i)	The project is scheduled to be complete 11/26/08 at which time the HS can reinstall their sound system, JF emphasized the need to pressure Carlson Const. to meet the dates;	CRG to follow;

SBC/BC MEETING MINUTES – 10/29/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
	i) Carpet layout at the front row of the orchestra seating to be aligned with the rear of the chair mounts, this revises RFI-053 layout provided by IES;	CRG to notify all parties;
	ii) Stage smoke damper operation has been tested & found to be working, IES to clarify the code requirements;	CRG to coordinate w/ IES & Dan C;
	i) Treatment of entrances door #4 & 10 will remain as designed pending further budget review;	To be discussed at next SBC meeting;
	ii) Control Rm. HVAC will be installed as revised by IES, CCC (Carlson Const. Co.) to review cost implications;	CRG to follow;
b)	Field review comments:	
	i) HVAC grilles at the rear of the auditorium are to be revised to black;	CRG to coordinate the GC;
	ii) Wood stain finish is approved;	CRG to inform GC;
	iii) Paint colors selected are Benjamin Moore; "Cinnamon Slate", walls (eggshell finish), doors/metal (semi gloss finish) etc.; ceiling "Full Moon" flat;	CRG to coordinate with GC
	iv) Entrance wood trimmed openings to be revised per agreement;	CRG to follow;
	v) HVAC ducting above the first ceiling set back needs to be shielded or blackened;	CRG to review with the GC;
	vi) Exposed metal lath and sound board to be black, all field conditions to be repaired;	CRG to follow;
	vii) Electrical cover plates to be brown, emergency lights to be brown if possible;	CRG to have GC review cost implications;
c)	Budget Review & approval of pending C.O.'s	
	i) CRG presented the updated budget, it appears the anticipated costs are under budget by \pm \$20,000 to date, additional expenses may develop, JF cautioned the SBC that the budget cannot be exceeded;	CRG coordinate all additional work proposal(s) with the GC & obtain SBC approval before proceeding;
2)	TOW Town Hall Roof Replacement:	
	a) The roof slate installation is in progress over the Commission Room, revised gutter samples will be provided for final approval;	CRG to coordinate with HBF as required by the TOW & project schedule;
3)	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 provide recommendations to the SBC in the near future;
4)	New Business that may properly come before the meeting:	
	a) None	None
5)	Executive Session:	
	a) None	None
6)	Change Orders & Invoices for Payment Approval:	
	a) No Construction Applications, Consultant invoices & other invoices, were presented for approval;	None;
7)	Next Regularly Scheduled Meeting of SBC & BC Meeting:	
	a) Wednesday, <u>1/12/08</u> @ 7:30; PM, Town of Weston, Commission Room	TOW, Commission Room
8)	SBC & BC Meeting Adjournment:	
	a) Meeting adjourned @ 9:45 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