

SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –March 5, 2008

Attendance/Distribution:	Firm/Company:	Present:
Weston School Building Committee & TOW Building Committee:		
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
Others:		
Carl R. Goedecke (CRG)	TOW, Owner's Representative	yes
Tom Landry	TOW Administrator	no
Dan Clarke	Dir, Facilities for BOE	yes
John Reed	Superintendent of Schools, TOW	no
Doris Fiotakie	Weston Public Schools	yes
Dr. Margaret Wirtenberg	Public	yes
Donna Bauman	Weston Arts	yes
Joanna Pfund	Weston Arts	yes
Kathy Meighan	Weston Arts	no
Claudia Hahn	Weston Arts	no
Mark Petrin	IES	yes
David Maurer	IES	yes
Gene Leitermann	TPC	yes
William Warfel	WW, LLC	no

Item #: Description/Discussion:

Action/Follow up:

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| <p>1) Attendance:</p> <p>2) Meeting Called to Order: @ 7:35 PM</p> <p>3) Approve Minutes of Previous Meetings:</p> <p style="padding-left: 20px;">a) Approve Minutes of 2/6/08;</p> | <p>CRG as above</p> <p>JF</p> <p>A revision to item 8,a,ii; was requested by DG; after discussion a revision was agreed to; DG motioned, RW 2nd to approve min. of 2/6/08 as revised; approval unanimous;</p> |
| <p>4) HS Auditorium:</p> <p style="padding-left: 20px;">a) JF reviewed the budget and funding for the Auditorium per a spreadsheet provided at the meeting; as the programmed costs outlined are in excess of the current funding the SBC requested that IES prepare the bid documents to provide a base contract bid with alternates for the improvements/enhancements deemed essential to the alteration;</p> <p style="padding-left: 20px;">b) IES's budget, provided at the meeting, was deemed to have inconsistencies; the SBC requested that IES review and update the budget with clearly defined alternates for distribution to the SBC prior to the next SBC meeting on 3/19;</p> <p style="padding-left: 20px;">c) The bid / construction schedule, in the estimation of the SBC, is falling behind; IES assured the SBC that they will meet the schedule for construction to commence on or about June 1, 2008; IES was requested to attend the next SBC meeting 3/19/08 to present the final design, finishes, budget and schedule;</p> <p style="padding-left: 20px;">d) Specific design items discussed:</p> <p style="padding-left: 40px;">i) 599 seats will be provided within the auditorium;</p> <p style="padding-left: 40px;">ii) The first row of seats is deemed too close to the thrust stage, 4'-6" ±</p> <p style="padding-left: 40px;">iii) Acoustical panels with lights needs further development for the SBC approval</p> | <p>The SBC will evaluate the final budget presented by IES and then determine how to proceed with requests for additional funding; JF will discuss the required changes with Dave M in further detail;</p> <p>JF will review with IES;</p> <p>IES to address these and other open items at the 3/19 SBC meeting;</p> |

SBC/BC MEETING MINUTES – 03/05/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
	<ul style="list-style-type: none"> iv) Existing wood acoustical wall treatment needs to be refinished, however, the SBC believes the panels should remain; v) Refinishing, in gypsum board, the audience side of the proscenium, to hide new electrical work, was discussed and approved in principal vi) Ceiling work will be required, IES to delineate in detail with lighting vii) Location of the stair from the auditorium to stage was questioned and needs to be resolved; 	
	e) CRG will be request that Tom Landry provide IES with the TOW required "Front End" for the bidding documents to include; insurance, bonding, payment schedules, bidding, bid advertising, etc.;	Tom L to follow with IES;
5)	HS Roof Replacement:	
	a) HB Fishman provided the final paper work and warrantees to closing out the contract and payments	SBC approved closing the contract pending C&W approval;
6)	TOW Roof Replacement:	
	a) Pre bid meeting scheduled for March 17, 10:00 at the Weston Town Hall	HBF; TL to attend with bidders;
	b) Roof bids due Monday April 7, 2008; to be sent to TL, TOW	TL to coordinate with HBF;
7)	O&G Schedule / Progress:	
	a) HS:	
	i) Close-out: Shawn's Lawns: Final close-out paper form Shawn's Lawns was approved pending C&W approval	CRG / DG to follow with C&W;
	ii) Commissioning: Review complete; report to be submitted early in "08;	BOE/Dan C & John V to follow with report & corrective work;
	b) 3-5 Close:	
	i) Close-out status:	CRG to follow with MS/O&G;
	(1) Pipe & Power (Bond Co); KB / C&W & CRG have requested that MB & MS/O&G provide the final account analysis	
	ii) Commissioning: Review complete; report to be submitted early in "08;	Dan C/BOE to follow with the final report in early 2008;
	c) Hurlbutt Close out status:	
	i) Close-out: Shawn's Lawns: Final close-out paper form Shawn's Lawns was approved pending C&W approval	CRG / DG to follow with C&W;
8)	Alternate Energy Committee (AEC):	
	i) AEC interviewed Jack Davidoff as a future AEC Sub-Committee member	SBC agreed to invite Jack to join the AEC; Appointment to follow
9)	New Business as may properly come before the SBC:	
	a) None	
10)	Executive Session:	
	a) None	
11)	Change Order & Invoice Approval:	
	a) HS: Applications for Payment / Close-outs; presented for review & approval;	SBC approves payments for Shawn's Lawns
	b) 3-5 School: Applications for Payment were presented for approval;	None
	c) 3-5 School: Proposed CO were presented for approval;	None
	d) Invoices: Soft cost invoices were presented for approval;	Selected invoices were approved for payment
12)	Next Meeting Regularly Scheduled SBC & BC Meeting: Wednesday, <u>3/19/08</u> @ 7:30; PM, location to be determined	TOW, Commission Room
13)	SBC & BC Adjournment: Meeting adjourned @ 10:45 PM	DG 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/BC MEETING MINUTES – 03/05/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
	SBC MINUTES NOTED for REVIEW; MINUTES APPROVED ___ / ___ / ___ by SBC Carl R Goedecke, Owner's Rep. cc: All	