

## SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –April 16, 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)	no
Allen Swerdlowe (AS)	(SBC/BC)	no
Ellen Uzenoff (EU)	(SBC)	no
<u>Others:</u>		
Carl R. Goedecke (CRG)	TOW, Owner's Representative	yes
Tom Landry	TOW Administrator	yes
Dan Clarke	Dir, Facilities for BOE	no
John Reed	Superintendent of Schools, TOW	no
Doris Fiotakie	Weston Public Schools	no
Dr. Margaret Wirtenberg	Public	yes
Donna Bauman	Public	no
Joanna Pfund	Public	no
Kathy Meighan	Public	yes
Claudia Hahn	Public	yes
Mark Petrin	IES	no
David Maurer	IES	no
Gene Leitermann	TPC	no
William Warfel	WW, LLC	no
Shashi Attawar	IES	no
Kin Winchell	HBF	yes
John Morrissey	Silktown	yes
Steve Pumphrey	Silktown	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: @ 7:31 PM</b>	JF
3)	<b>Approve Minutes of Previous Meetings:</b>	
	a) Approve Minutes of 4/2/08;	No quorum, approval postponed to next meeting;
4)	<b>HS Auditorium:</b>	
	a) 4 bidders attended the "Mandatory Pre-bid Meeting", however, additional contractors requested the chance to bid & noted that they did not attend the meeting for reasons of not finding the location & various other;	The SBC felt that 4 bidders was inadequate and voted to amend the Specs. to remove the "Mandatory" pre-bid requirement
	b) IES is to be instructed to have another pre-bid meeting / walk thru on 4/23/08	CRG to notify IES; 6ES to coordinate
	c) Bids due 5/7/08; wood refinishing to be listed in the bid as a separate item with alternate re-finishing specifications;	CRG to coordinate with IES; IES to issue Addendum
5)	<b>TOW Roof Replacement:</b>	
	a) HBF, Kim Winchell, reviewed the Roof bids noting that bids of \$607,000 & \$912,000 were received; the bids exceeded the HBF budget estimate by \$105,000; Kim explained that the cost increase cost was due in part to the following:	Comments by HBF Fishman;
	i) HBF failed to include the entrance canopy work in there budget, \$32,000;	
	ii) HBF failed to include soffits vents in the budget, \$40,000;	

## SBC/BC MEETING MINUTES – 04/16/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
	<ul style="list-style-type: none"> <li>iii) Accounting for material (copper mainly) experienced recent cost increases, \$17,000;</li> <li>iv) Labor increases;</li> </ul>	
b)	HBF reviewed the low bidders submittal (Silktown) & confirmed all work as specified was included & therefore recommended approval of the Silktown bid; \$607,000	HBF recommended approval if Silktowns bid & asked for questions & comments
c)	The SBC reviewed ways to cut the cost, including: <ul style="list-style-type: none"> <li>i) Using less or revised scaffoldings;</li> <li>ii) Changing the slate roof to other materials; associated warranties were reviewed;</li> <li>iii) Revising soffits venting in favor of circular vents; code requires linear to obtain required square area of venting;</li> <li>iv) Elimination of certain roof work in light of future TOW plans;</li> </ul>	SBC agreed that Scaffoldings is required; roof vents were designed to meet code; HBF was to review removing roof #R2 or revising the spec to asphalt shingles
d)	HBF is to investigate with Silktown the savings for removal of roof #R2 & using asphalt shingles & report back to the SBC	HBF to follow
e)	HBF again stated that <b>no</b> work below the finish roof is included within there scope of work; structural rot replacement is included	DC noted that considerable trim work needs repair / replacing
f)	Once the SBC receives the revised \$ the next steps are to: <ul style="list-style-type: none"> <li>i) Provide a SBC/BC recommendation to the Board of Selectmen;</li> <li>ii) Selectman &amp; BOF need to approve the work;</li> <li>iii) "Letter of Intent" is to be issued to proceed with the work; Construction will take <math>\pm</math> 12 weeks</li> </ul>	Waiting additional info from HBF
6)	<b>O&amp;G Schedule / Progress:</b>	
a)	<b>HS:</b>	
i)	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:	CRG to follow with KB/ C&W & MS/O&G;
(1)	Pipe & Power (Bond Co); to be discussed in executive session	
ii)	Commissioning: Review complete; report to be submitted early in "08;	Dan C/BOE to follow with the final report in early 2008;
7)	<b>Alternate Energy Committee (AEC):</b>	
i)	No business discussed;	None;
8)	<b>New Business as may properly come before the SBC:</b>	
a)	TL reported that the Army Corps will require additional site work to the wetlands located behind the HS; Stu F/AM&G & Triton are working with the Army Corps to define the work	TL to follow
9)	<b>Executive Session:</b>	
a)	DC motioned, RF 2 <sup>nd</sup> to move meeting to Executive Session;	Approval unanimous;
b)	RW motioned, DC 2 <sup>nd</sup> to return meeting to Open Session;	Approval Unanimous;
10)	<b>Change Order &amp; Invoice Approval:</b>	
a)	HS: Applications for Payment / Close-outs; presented for review & approval;	None;
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
11)	<b>Next Meeting Regularly Scheduled SBC &amp; BC Meeting: Wednesday, 4/30/08 @ 7:30; PM,</b> TOW, Commission Room	TOW, Commission Room
12)	<b>SBC &amp; BC Adjournment: Meeting adjourned @ 10:10 PM</b>	DC motioned, RW 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 \_\_\_ / \_\_\_ / \_\_\_ by SBC  
 Carl R Goedecke, Owner's Rep. cc: All