

## SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –April 2, 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)	yes
Ellen Uzenoff (EU)	(SBC)	no
<u>Others:</u>		
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	Public	yes
Joanna Pfund	Public	yes
Kathy Meighan	Public	yes
Claudia Hahn	Public	yes
Mark Petrin	IES	no
David Maurer	IES	yes
Gene Leitermann	TPC	yes
William Warfel	WW, LLC	yes
Shashi Attawar	IES	yes

**Item #: Description/Discussion:**

**Action/Follow up:**

- |   |  |
|---|--|
| 1) <b>Attendance:</b>   | CRG as above   |
| 2) <b>Meeting Called to Order: @ 7:36 PM</b>  | JF   |
| a) JF announced the passing of John Cunningham, past member of the SBC; several SBC members spoke in remembrance of John, the contributions he made to the SBC and other construction projects within the TOW; all present expressed their appreciation of his service to the TOW   |  |
| 3) <b>Approve Minutes of Previous Meetings:</b>   |  |
| a) Approve Minutes of 3/19/08;  | AS motioned, RW 2 <sup>nd</sup> to approve min. of 3/19/08; approval unanimous;  |
| 4) <b>HS Auditorium:</b>  |  |
| a) SBC with IES, Consultants & the BOE continued the drawing review initiated on 3/19; an updated budget will be provided to CRG on 4/3/08; specific plan comments are: <ul style="list-style-type: none"> <li>i) The existing stage pit cover has been re-detailed to be covered when the thrust section is removed;</li> <li>ii) Seating is to bid separately to expedite the order as it is a long lead item; seating capacity as revised is 596; side aisles have been provided; multiple seat selections will be bid as discussed; TPC to expedite</li> <li>iii) Seat width varies from 20" to 22" wide for improved site lines;</li> <li>iv) Drawings are 99% complete &amp; will be ready for bidding on 4/4/08;</li> <li>v) IES will coordinate advertisement &amp; contractor contacts with TL;</li> <li>vi) The control booth window height will be studied further;</li> </ul> | IES to send a revised budget estimate to CRG on 4/3, with detail breakout; SBC will meet with the TOW Selectmen on Thursday 4/3 to discuss funding |
| b) Lighting & light fixture design are close to being finalized; W Warfel will further review lamp types to be used in the existing fixtures designated to remain;  | IES / W Warfel to provide details for bidding; plastic laminate needs  |

## SBC/BC MEETING MINUTES – 4/02/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
	<ul style="list-style-type: none"> <li>i) The plastic lens and detail for the unit over the door needs further refinement;</li> <li>ii) An allowance to be included for existing light refurbishment in the bid;</li> <li>iii) LED lights mounted at the sides of the recesses are to be set back to provide a light shield, <math>\pm 3"</math>;</li> </ul>	to be submitted to the SBC for approval
	c) All five auditorium entrances need house light controls; the one entrance is w/o a switch it will be added for bidding;	IES to follow
	d) The bid / construction schedule will be updated after bid receipt & review	IES to provide analysis & schedule with accepted bidder;
	<ul style="list-style-type: none"> <li>i) After receipt of bids and approval by all parties a final construction schedule will be developed; the drop-dead completion date must be 10/16/08;</li> </ul>	
	e) A finish material selection meeting will follow in April;	IES w/ TPC to coordinate;
5)	<b>TOW Roof Replacement:</b>	
	a) Roof bid to be received by HB Fishman 4/7/08 for review and recommendation at the 4/16 SBC meeting;	HBF to review the bids & make recommendations to the SBC;
6)	<b>O&amp;G Schedule / Progress:</b>	
	a) <b>HS:</b>	
	<ul style="list-style-type: none"> <li>i) Commissioning: Review complete; report to be submitted early in "08;</li> </ul>	BOE/Dan C & John V to follow with report & corrective work recommendations;
	b) <b>3-5 Close:</b>	
	<ul style="list-style-type: none"> <li>i) Close-out status: <ul style="list-style-type: none"> <li>(1) Pipe &amp; Power (Bond Co); KB / C&amp;W &amp; CRG &amp; O&amp;G have agreed on an approach to obtain the refund due the TOW;</li> </ul> </li> </ul>	CRG to follow with MS/O&G & KB/C&W; KB will compose a letter of request to re-coop some of the TOW overpayment even before a full settlement is negotiated;
	<ul style="list-style-type: none"> <li>ii) Commissioning: Review complete; report to be submitted early in "08;</li> </ul>	Dan C/BOE to follow with the final report in early 2008 w/ corrective work recommendations; ;
7)	<b>Alternate Energy Committee (AEC):</b>	
	a) The AEC committee is waiting for the RFP for presentation to the SBC;	RFP presentation to follow;
8)	<b>New Business as may properly come before the SBC:</b>	
	a) JF asked if a group donating for a SBC project could specify how their money can be used;	TL stated that the SBC & TOW will have to formally accept any donation offered & if the money comes with use restrictions they must be honored;
	b) Revson field was used in the past week; the field is still wet but better than earlier; the filed surface has been cleaned of foreign materials;	TOW & SBC to monitor the field;
9)	<b>Executive Session:</b>	
	a) None;	None;
10)	<b>Change Order &amp; Invoice Approval:</b>	
	a) 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, 4/16/08 @ 7:30; PM,</b> TOW, Commission Room	TOW, Commission Room
12)	<b>SBC &amp; BC Adjournment: Meeting adjourned @ 10:20 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 \_\_\_ / \_\_\_ / \_\_\_ by SBC  
 Carl R Goedecke, Owner's Rep. cc: All