



INCORPORATED

General Contractors | Construction Management

Meeting Minutes

Job: 22-10 Repairs & Improvements to RRC
Location: 195 Danbury Road
Ridgefield, CT 06877

Meeting: Owner/Architect/GC # 19
Date: 8/28/18
Start Time: 3:30

Open Date

Attendees

Attended

- Phil Kearns (Ridgefield Recreation Center)
David Thaxter (Ridgefield Recreation Center)
Gerald D. Roche (Roche Incorporated)
Jayne Byrnes (Ridgefield Recreation Center)
Barbara Dobbin (Ridgefield Recreation Center)
Dennis DiPinto (Ridgefield Recreation Center)
Paul Payne (Ridgefield Recreation Center)
Carl Lecher (Ridgefield Recreation Center)
Rick A. Zini (Doyle Coffin Architecture, LLC)
Peter T. Coffin (Doyle Coffin Architecture, LLC)
Robert Schneider (Ridgefield Recreation Center)
Eileen Cipolla (Ridgefield Recreation Center)

Table with 5 columns: Item, Description, Responsible, Open Date, Closed

Old Business

Table row for item 10-1: Construction Update, with detailed description of construction progress and dates.



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Item	Description	Responsible	Open Date	Closed
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- 1. RI stated that Women's General Locker Room ceiling inspection was approved today.
- 2. Ceiling materials for Men's General Locker Room is ordered, due week of 7/9/18.
- 3. Locker Room submittals are with DCA.

7-16-18

- 1. Women's Deluxe Locker Room demo started 7/16/18.
- 2. Men's General Locker Room wall/drywall to be completed by week's end. Tile to resume 7/23/18.
- 3. Concrete demolition to start 7/17/18.

7-31-18

Men's General Locker Room

- 1. Pending ceiling tiles, due Thursday 8/2.
- 2. Sprinkler, HVAC, electrical to be installed 8/3.
- 3. Inspection for ceiling 8/6.
- 4. Close up ceiling 8/7.
- 5. Carpet 8/8.
- 6. Certificate of Occupancy 8/8.

Women's Deluxe Locker Room

- 1. Concrete demo complete, new concrete poured.
- 2. Demolition continuing.
- 3. Framing for showers started.
- 4. Plumbing to begin 8/2.

8-14-18

Men's General Locker Room

- 1. Completed and turned over on 8/10.

Women's Deluxe Locker Room

- 1. Plumbing at showers completed.
- 2. Showers currently being waterproofed.
- 3. Tile to start by 8/17.

Men's Deluxe Locker Room

- 1. Demolition started.
- 2. Concrete demo to start 8/15.
- 3. Plumbing underground to start 8/17.
- 4. New concrete by 8/23.

Punchlist

Women's General Locker Room

- Secure one loose bench

Men's General Locker Room

- Install missing towel hooks
- Add (1) recessed light
- Relocate (4) lights



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Item	Description	Responsible	Open Date	Closed
	- Check water volume on water heads - Install (2) grey plates - Remove grout stains			
	8-28-18 Women's Deluxe Locker Room 1. Shower/steam tiling 2. Demo continuing			
	Men's Deluxe Locker Room 1. Demo Continuing 2. Framing at showers started 3. Plumbing in Showers/Bathrooms started			
	Punchlist Women's General Locker Room - Secure one loose bench - Completed			
	Men's General Locker Room - Install missing towel hooks - Completed - Add (1) recessed light - Pending - Relocate (4) lights - Pending - Check water volume on water heads - Completed - Install (2) grey plates - Completed - Remove grout stains - Completed			

Next meeting at 3:30 on Tuesday, September 11, 2018.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Prepared by: Gerald D. Roche

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