

Meeting Minutes

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

Meeting: Owner/Architect/GC # 11
Date: 5/8/18
Start Time: 3:30

Open Date

Attendees

Attended

- | | |
|---|---|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Phil Kearns (Ridgefield Recreation Center) <input checked="" type="checkbox"/> David Thaxter (Ridgefield Recreation Center) <input checked="" type="checkbox"/> Gerald D. Roche (Roche Incorporated) <input checked="" type="checkbox"/> Jayne Byrnes (Ridgefield Recreation Center) <input checked="" type="checkbox"/> Barbara Dobbin (Ridgefield Recreation Center) <input checked="" type="checkbox"/> Dennis DiPinto (Ridgefield Recreation Center) | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Paul Payne (Ridgefield Recreation Center) <input type="checkbox"/> Carl Lecher (Ridgefield Recreation Center) <input checked="" type="checkbox"/> Rick A. Zini (Doyle Coffin Architecture, LLC) <input type="checkbox"/> Peter T. Coffin (Doyle Coffin Architecture, LLC) <input checked="" type="checkbox"/> Robert Schneider (Ridgefield Recreation Center) |
|---|---|

Item	Description	Responsible	Open Date	Closed
Old Business				
1-3	Funded Budget	Gerald D. Roche	9/25/2017	<input type="checkbox"/>
	<p>Review of Town-funded budget against original proposed scope of work. Gerald (RI) to review reduced scope and propose plan of renovation by phase.</p> <p>10-16-17 The project team discussed options regarding additional funding requests to achieve the intended renovation goals for work that may not be completed with the approved budget versus the original proposed. budget.</p> <p>12-7-17 RRC to advise if \$50k withheld from Town budget will be released in time to incorporate into accepting bids. In addition, RRC to use \$60K for lockers, etc for Alternate #1. Additional funding will be requested from Town for Alternate #3.</p> <p>1-9-18 Additional funding of \$139K will be requested from Town for Alternates.</p> <p>4-2-18 Funding of \$50,000 has been added to available funds. See attached budget.</p> <p>4-17-18 RRC Provided budget dated 4/16/18 to Selectmen for funds requested in new Town budget.</p>			
1-4	Schedule	Gerald D. Roche	9/25/2017	<input type="checkbox"/>
	<p>Discussion of current timeline and how project scope can work with the Winter schedule of the Rec Center. Gerald (RI) to propose phasing schedule to possibly start with renovating the General Locker rooms first, the renovating the Wellness Center Locker Rooms second. Based upon the Town-approved budget, the Family Locker Rooms up front will likely be deleted from the project. Project will likely be scheduled out for Spring 2018, based on the Winter patron usage.</p> <p>10-16-17 RI reviewed the current schedule. RI to update and present again as needed to correspond with the determined phases of work. Project team discussed the most beneficial timeline, for purpose of determining the best schedule to complete the base project between the heavy winter usage and the summer camp season.</p> <p>12-7-17 Project start date will be 2/19/18.</p>			

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	1-31-18 Plans are with Charlie Fisher for review. Looking to go out to bid on 2/9/18.			
	4-2-18 Start date - Phase I - 4/9/18 (7 weeks) Start date - Phase II - (11 weeks)			
	4-17-18 RI provided Phase I schedule.			
	5-8-18 RI to provide updated schedule upon receipt of floor drains.			
2-1	Phasing Develop an overall phasing plan for proposed renovations by prioritized scope. Determine alternates that can be bid as options and included along with the phases that must absolutely be completed under the base scope. Phasing plan to be presented at the next meeting. 10-30-17 Phase 1 will address: Men's Lockers - Showers (4), Handicapped Shower (1), Changing Area (5) Women's Lockers - Showers (4), Handicapped Shower (1) 12-7-17 Phase 1 - General Locker Room Shower Areas Phase 2 - Wellness Center Showers and vanity/bathroom area. Alternate #1 - Wellness Center Locker Room Alternate #2 - General Locker Room Dressing area Alternate #3 - Family Bathrooms 1-9-18 Alternate #4. Flooring in Fitness Center. 4-2-18 RI Recommends awarding Phase I and II. Upon completion of Phase I demolition, and if within budget, award Alt #2. Upon completion of Phase II demolition, award Alt #1. 4-17-18 Alt#2 pending recommendation from RI 5-8-18 RI stated that Alternate #1 and Alternate#2 will be about \$10K over allotted budget. RRC to approach Town for additional funds. RRC to advise. RRC voted and approved Alt # 1 and Alt #2 providing Town allocates additional funds.		10/16/2017	<input checked="" type="checkbox"/>
8-1	Bid Results RI reviewed bid results (see attached) and budget implications. RRC to meet with Town to review funds that will be made available. RI to perform scope review with trades and report back at next meeting. RI stressed that any savings should be allocated first to a contingency fund. RI received Building Permit. Note: Phil Kearns attended meeting via telephone.		3/22/2018	<input type="checkbox"/>

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10-1	Contruction Update 1. Submittals being processed. 2. Tile Ordered 3. Phase I demolition near completion 4. RRC requested installation of access panels at all valve shutoff locations and in an area to view shower valve wall cavity. 5-8-18 1. Submittals continuing 2. Plumbing Fixtures ordered		4/17/2018	<input type="checkbox"/>

Next meeting at 3:30 on Tuesday, May 22, 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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