

Meeting Minutes

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

Meeting: Owner/Architect/GC # 21
Date: 9/25/18
Start Time: 3:30

Open Date

Attendees

Attended

- | | |
|---|---|
| <input checked="" type="checkbox"/> Phil Kearns (Ridgefield Recreation Center) | <input type="checkbox"/> Paul Payne (Ridgefield Recreation Center) |
| <input type="checkbox"/> David Thaxter (Ridgefield Recreation Center) | <input type="checkbox"/> Carl Lecher (Ridgefield Recreation Center) |
| <input type="checkbox"/> Gerald D. Roche (Roche Incorporated) | <input type="checkbox"/> Rick A. Zini (Doyle Coffin Architecture, LLC) |
| <input checked="" type="checkbox"/> Jayne Byrnes (Ridgefield Recreation Center) | <input type="checkbox"/> Peter T. Coffin (Doyle Coffin Architecture, LLC) |
| <input checked="" type="checkbox"/> Barbara Dobbin (Ridgefield Recreation Center) | <input checked="" type="checkbox"/> Robert Schneider (Ridgefield Recreation Center) |
| <input checked="" type="checkbox"/> Dennis DiPinto (Ridgefield Recreation Center) | <input type="checkbox"/> Eileen Cipolla (Ridgefield Recreation Center) |

Item	Description	Responsible	Open Date	Closed
Old Business				
10-1	Construction 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 5-22-18 1. Submittals for Alternates 1 and 2 are being processed. 2. AKDO tile (for Deluxe Locker Rooms) due in week of 5/29. 3. Phase I Alternate 2 demo started. 6-5-18 1. RRC requested adding a 12" bench/ledge in front of Women's Lockers in General Locker Room. RI stated that it will increase cost and possibly schedule. 2. RRC discussed potential changes to Deluxe Locker areas, Alt #1. RI to price. 6-19-18 1. RRC approved the following: a. Dropped ceiling in Men's General Locker Room. b. Revisions to Alternate #1 in Men and Women's Deluxe Locker Rooms (7 Full length, not Z-style at Blow-Dry Station) c. Re-installing existing bench in Women's General Locker Room to 12" or as close as possible. 2. Adko tile is delivered and is in storage. 3. Floor drains for all locker room have arrived. 4. Air-Dec sinks are due 6/28/18 5. Final locker shop drawings to be submitted to DCA, including locker numbering, for approval. 6. Curtain rods to not come with rings for hanging curtains. 7-2-18		4/17/2018	<input type="checkbox"/>

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	<ol style="list-style-type: none"> 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. 			
	<p>7-16-18</p> <ol style="list-style-type: none"> 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. 			
	<p>7-31-18</p> <p>Men's General Locker Room</p> <ol style="list-style-type: none"> 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. 			
	<p>Women's Deluxe Locker Room</p> <ol style="list-style-type: none"> 1. Concrete demo complete, new concrete poured. 2. Demolition continuing. 3. Framing for showers started. 4. Plumbing to begin 8/2. 			
	<p>8-14-18</p> <p>Men's General Locker Room</p> <ol style="list-style-type: none"> 1. Completed and turned over on 8/10. 			
	<p>Women's Deluxe Locker Room</p> <ol style="list-style-type: none"> 1. Plumbing at showers completed. 2. Showers currently being waterproofed. 3. Tile to start by 8/17. 			
	<p>Men's Deluxe Locker Room</p> <ol style="list-style-type: none"> 1. Demolition started. 2. Concrete demo to start 8/15. 3. Plumbing underground to start 8/17. 4. New concrete by 8/23. 			
	<p>Punchlist</p> <p>Women's General Locker Room</p> <ul style="list-style-type: none"> - Secure one loose bench 			
	<p>Men's General Locker Room</p> <ul style="list-style-type: none"> - Install missing towel hooks - Add (1) recessed light - Relocate (4) lights - Check water volume on water heads - Install (2) grey plates 			

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Item	Description	Responsible	Open Date	Closed
	- 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			
	9-11-8			
	Women's Deluxe Locker Room			
	1. Tile Shower/Steam Substantially Completed			
	2. Rough Plumbing Completed			
	3. Rough Electrical Substantially Completed			
	4. Demolition Completed W/E 9/14			
	Men's Deluxe Locker Room			
	1. Hydro-Ban at Steam/Shower area Completed			
	2. Waterproofing to start W/E 9/14			
	3. Ceiling Framing to start W/E 9/14			
	RI to open wall between Ladies Deluxe & Men's General to review for water damage.			
	RI to add additional covering at carpet in between Deluxe Locker Rooms.			
	Punchlist			
	Women's General Locker Room			
	- Repair/touch-up wall			
	Men's General Locker Room			
	- Add (1) recessed light - Pending			
	- Relocate (4) lights - Pending			

New Business

21-1 Construction Update Continued

9/25/2018



ROCHE
INCORPORATED
General Contractors | Construction Management

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Item	Description	Responsible	Open Date	Closed
	9-25-18			
	Ladies Deluxe Locker Room			
	Framing of ceilings in progress			
	Lights/HVAC/sprinklers installation in ceilings today and tomorrow			
	Ceiling inspection tomorrow			
	Sheetrock ceilings Thursday			
	Tape Friday thru next Thursday			
	Sauna walls are installed			
	Sheetrock and hydro ban are installed			
	Corian, lockers are at respective suppliers			
	Men's Deluxe Locker Room			
	Ceilings are sheetrocked			
	Tape will be this Friday thru next Thursday			
	Mud floors in shower area completed			
	Waterproof and tile continues in showers and will continue thru to toilet area			
	Sauna walls will go in on Saturday			
	We are projected to be complete 10/12 per the schedule and conversation that I had with Dennis and Phil.			
	We are tracking exactly as the schedule shows at this point.			
	Punchlist			
	Women's General Locker Room			
	- Repair/touch-up wall			
	Men's General Locker Room			
	- Add (1) recessed light - Pending			
	- Relocate (4) lights - Pending			

Next meeting at 3:30 on Tuesday, October 9, 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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