

Meeting Minutes

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

Meeting: Owner/Architect/GC # 17
Date: 7/31/18
Start Time: 3:30

Open Date

Attendees

Attended

- | | |
|---|---|
| <input checked="" type="checkbox"/> Phil Kearns (Ridgefield Recreation Center) | <input checked="" type="checkbox"/> Paul Payne (Ridgefield Recreation Center) |
| <input type="checkbox"/> David Thaxter (Ridgefield Recreation Center) | <input type="checkbox"/> Carl Lecher (Ridgefield Recreation Center) |
| <input checked="" type="checkbox"/> Gerald D. Roche (Roche Incorporated) | <input checked="" 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 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				
1-4	Schedule	Gerald D. Roche	9/25/2017	<input checked="" 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> <p>1-31-18 Plans are with Charlie Fisher for review. Looking to go out to bid on 2/9/18.</p> <p>4-2-18 Start date - Phase I - 4/9/18 (7 weeks) Start date - Phase II - (11 weeks)</p> <p>4-17-18 RI provided Phase I schedule.</p> <p>5-8-18 RI to provide updated schedule upon receipt of floor drains.</p> <p>5-22-18 RI provided update Phase I Schedule (see attached). RI to prepare schedule for Phase II RI to review possibility of staggering finish dates to accelerate Phase II.</p> <p>6-5-18 RI stated that current schedule is on track.</p> <p>6-19-18 RI reviewed current progress estimated completion of Ladies General Locker room to be 7/6/18.</p> <p>7-2-18 RI provided updated schedule for all phases (attached). Ladies General Locker Room to be turned over for 7/12/18 use.</p>			

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	7-16-18 Ladies General Locker Room opened 7/16/18. Pending carpet delivery date. Re-install we be scheduled accordingly.			
10-1	<p>Construction Update</p> <p>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.</p> <p>5-8-18 1. Submittals continuing 2. Plumbing Fixtures ordered</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>7-2-18 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> <p>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.</p>		4/17/2018	<input type="checkbox"/>

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	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.			

Next meeting at 3:30 on Tuesday, August 14, 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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