

Meeting Minutes

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

Meeting: Owner/Architect/GC # 13
Date: 6/5/18
Start Time: 3:30

Open Date

Attendees

Attended

- | | |
|--|---|
| <input checked="" type="checkbox"/> Phil Kearns (Ridgefield Recreation Center)
<input 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) | <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				
1-4	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> <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>			
10-1	Construction Update		4/17/2018	<input type="checkbox"/>
	<p>1. Submittals being processed.</p> <p>2. Tile Ordered</p> <p>3. Phase I demolition near completion</p>			

Meeting Minutes

Job: 22-10 Repairs & Improvements to RRC

Meeting: Owner/Architect/GC # 13

Item	Description	Responsible	Open Date	Closed
	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.			

Next meeting at 3:30 on Tuesday, June 19, 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

Copy To: