



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 # 12
Date: 5/22/18
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)

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

Old Business

1-3 Funded Budget Gerald D. Roche 9/25/2017 [checked]

Review of Town-funded budget against original proposed scope of work. Gerald (RI) to review reduced scope and propose plan of renovation by phase.

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.

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.

1-9-18 Additional funding of \$139K will be requested from Town for Alternates.

4-2-18 Funding of \$50,000 has been added to available funds. See attached budget.

4-17-18 RRC Provided budget dated 4/16/18 to Selectmen for funds requested in new Town budget.

1-4 Schedule Gerald D. Roche 9/25/2017 [unchecked]

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.

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.

12-7-17 Project start date will be 2/19/18.

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Item	Description	Responsible	Open Date	Closed
	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.			
	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.			
<b>8-1</b>	<b>Bid Results</b>		<b>3/22/2018</b>	<input checked="" type="checkbox"/>
	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.			
<b>10-1</b>	<b>Construction Update</b>		<b>4/17/2018</b>	<input type="checkbox"/>
	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.			

**Next meeting at 3:30 on Tuesday, June 5, 2018.**



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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:**