

Meeting Minutes

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

Meeting: Owner/Architect/GC # 20
Date: 9/11/18
Start Time: 3:30

Open Date

Attendees

Attended

- | | |
|---|---|
| ☒ Phil Kearns (Ridgefield Recreation Center) | ☒ Paul Payne (Ridgefield Recreation Center) |
| ☐ David Thaxter (Ridgefield Recreation Center) | ☐ Carl Lecher (Ridgefield Recreation Center) |
| ☒ Gerald D. Roche (Roche Incorporated) | ☐ Rick A. Zini (Doyle Coffin Architecture, LLC) |
| ☒ Jayne Byrnes (Ridgefield Recreation Center) | ☐ Peter T. Coffin (Doyle Coffin Architecture, LLC) |
| ☐ Barbara Dobbin (Ridgefield Recreation Center) | ☒ Robert Schneider (Ridgefield Recreation Center) |
| ☐ Dennis DiPinto (Ridgefield Recreation Center) | ☐ 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	☐

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Item	Description	Responsible	Open Date	Closed
	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.			
	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.			
	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.			
	8-14-18 Men's General Locker Room 1. Completed and turned over on 8/10.			
	Women's Deluxe Locker Room 1. Plumbing at showers completed. 2. Showers currently being waterproofed. 3. Tile to start by 8/17.			
	Men's Deluxe Locker Room 1. Demolition started. 2. Concrete demo to start 8/15. 3. Plumbing underground to start 8/17. 4. New concrete by 8/23.			
	Punchlist Women's General Locker Room - Secure one loose bench			
	Men's General Locker Room - 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			



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Next meeting at 3:30 on Tuesday, September 25, 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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