

EMERGENCY GENERATOR SUBCOMMITTEE – Meeting Minutes
Monday, June 12, 2017
8:00 AM – Cheshire High School, 525 South Main Street

Members Present: Steven Durkee, Chairperson
Richard Clavet
Art Crooker

Additional Present: George Noewatne, Director of Public Works and Engineering
Vin Masciana, Chief Operating Office - Cheshire Public Schools
Bob Boisfort, Cheshire Public Schools
Terry Snell, Cheshire Public Schools
Mike Cashman, All-Electric
Steve Gendreau, Diversified Technology Consultants

The meeting was called to order at 8:00 AM. A quorum was determined to be present.

All-Electric will provide Certificates of Insurance and a Performance and Payment Bond to the Public Works Department.

All-Electric will provide a schedule of values.

Work hours will be from 7:00 AM – 3:30 PM.

There will be additional data closets to be covered by the generator.

A temporary fence must be installed.

CHS will need to be shut down for one day over the summer to accommodate the work.

The committee toured the site.

Motion to adjourn made at 9:00 AM by Art Crooker and seconded by Richard Clavet. The motion carried with a unanimous vote.

Respectfully submitted,

George Noewatne, Director of Public Works and Engineering



Town of Cheshire
Installation of Emergency Generator at CHS
Pre-Construction Meeting Agenda

1. Start date: June 19, 2017
2. End date: August 18, 2017
3. Provide emergency contact list electronically and Town will add contact information
4. Insurance certificate on file: No, please provide to Janet Ray (jray@chshirect.org)
5. Fully executed contract on file: Yes.
6. Performance and Payment Bond on file: No, provide original via mail to Janet Ray
7. Prevailing wage rates – must submit weekly certified payroll prior to receiving payments
8. Material stockpile locations?
9. Work area restrictions –
 - a. make safe for pedestrians
 - b. school use during summer?
10. Dumpster locations?
11. Work hours?
12. Payment requisition due to Town by 24th of each month. Can estimate work that will be complete by end of month.
13. OSHA safety requirements must be observed for all work activities
14. Submittal schedule/status – submit as required by DTC per specifications
15. Building permits must be taken. Fees will be waived.
16. Unit prices:
 - a. Coordinate measurement verification with the CPS Director of Facilities & Grounds, or Director of PW (George cell - 203/645-4709)
 - b. Notify above immediately if any exceptional circumstances are encountered that will result in a change order
17. Extra work must be authorized prior to it being performed. No payment will be allowed for extra work not previously approved by Public Works or the Public Building Commission.
 - Staff can authorize up to \$2,500.
 - The project committee can authorize up to \$5,000
 - The Public Building Commission's approval is required for anything over \$5,000
18. Project meeting schedule?