



Meeting Minutes No. 002

Companies Project:

Cheshire High School
Partial Roof
Replacement

Date of Meeting: July 15, 2011

BL Project No.:
Client:

11D1890
Town of Cheshire
Public Building
Commission

Time of Meeting: 8:00 AM

User:
Meeting

Cheshire Public Schools

Prepared By: Nicholas Semyanko

Location:

Cheshire High School

Issued:

July 15, 2011

This Meeting Minute Report, which has been furnished to the Client and User, sets forth an understanding of comments and decisions made during this meeting. BL Companies will rely on this report as set forth below. If there are any discrepancies or misunderstandings, the parties are directed to bring them to the attention of the preparer listed above in writing within five (5) calendar days from date of issue.

Attendees (in bold):

Name	Firm or Agency
George Noewatne	Department of Public Works (DPW)
Vincent Masciana	Cheshire Public Schools (CPS)
Dan Marseglia	Cheshire Public Schools (CPS)
Victor Sandoval	Cheshire Public Schools (CPS)
Terry Snell	Cheshire Public Schools (CPS)
Art Crooker	Cheshire Public Schools (CPS)
Keith Goldberg	Public Building Committee (PBC)
Marc. S. Nash	Public Building Committee (PBC)
John McConville	Silktown Roofing (SR)
Chuck Arnold	Silktown Roofing (SR)
Denis Rioux	BL Companies (BL)
Nicholas Semyanko	BL Companies (BL)

There was no quorum of the PBC Subcommittee

Project Status:

Construction meeting for the project.

Discussions:

- 1.1. The last day of school was June 22. Teachers will be out of the building June 23. After that, the entire work area can be vacated for the Contractor, with the possible exception of areas under asbestos abatement, which should be completed the first week in July (Room 87 and earth science labs). **(7/15) Abatement complete. Item Closed.**
- 1.2. As a contingency plan, the area above the locker rooms and kitchen can be completed last, as it has no impact on curriculum areas once school resumes in late August. **(7/15) Ongoing.**

- 1.3. ~~Material deliveries will start July 8. Mason will start the week of June 27, weather permitting. (7/15) Roofing construction ongoing. Projected completion by end of July. Masonry restoration ongoing. Projected completion July 22.~~
- 1.4. The parking lot behind the loading dock and driveway areas around the Home Ec wing will be made available to the Contractor once materials start arriving. **(7/15) Ongoing.**
- 1.5. The Contractor needs to apply for a permit, but Town fees have been waived. The Building Department already has signed and stamped documents, as they reviewed the project for State approval. **(7/15) Permit received. Permit posted at Main Office.**
- 1.6. The Architect will forward to the Contractor the PCB report for the roof. It was being completed during bidding and did not make the list of construction documents. The Contractor will notify the owner if, after review, there are items that change the scope for the work. **(7/15) Ongoing.**
- 1.7. Work hours will be 6:00 AM to 3:00 PM. Contractor should provide a worker roster to the Main Office at the High School daily. **(7/15) Ongoing.**
- 1.8. Once work starts, Chemscope will monitor abatement on behalf of the Owner. **(7/15) Ongoing.**
- 1.9. Requisitions should be provided to Architect no later than the last Wednesday of each month for incorporation into the PBC Agenda for approval. They meet the first Wednesday of each month. **(7/15) PBC will meet August 3. Requisition will be submitted to Architect on the week of July 18, with projected costs for the end of the month.**

New Items (7/15):

- 2.1 At the old Admin Area, Roof # 14, the pitched rigid insulation covers the weeps on the north parapet wall. The wall flashing will be extended the full height of the parapet to enclose the wall.
- 2.2 At the old Admin Area, Roof # 14, the cricket on the north side of the Existing Roof Top Unit comes within 4" of the top of the ERTU curb. John McConville will contact Firestone Roofing for a waiver for this low curb condition.
- 2.3 At the old Admin Area, Roof # 14, an abandoned electrical conduit at the north parapet wall will be removed.
- 2.4 Routing of Overflow Drains: In rooms where Overflow Drains go through exterior wall Glass Block, blinds must be lowered and openings cut in blinds for pipe prior to pipe installation. Pipe will daylight at the glass block in a 4" insulated metal sandwich panel.
- 2.5 The Contractor will review and submit any outstanding Shop Drawings.
- 2.6 Sheet metal roof edge Mock-Up was installed and approved.
- 2.7 Owner is installing a new exhaust fan in the north-west area of Roof # 12. Contractor will maintain a record of Time and Material slips for additional curb work at this fan and will submit bill directly to Owner.

2.8 The High School Maintenance Staff is stripping and refinishing the VGT flooring and will need to coordinate with the Plumbing Contractor who is in the proces of installing overflow roof drains. The Plumbing Contractor is doing work in the Cafeteria and the entrance of the old Admin area.

The meeting was adjourned at 9:00 AM. The next meeting will be held at this location at 8:00 AM, Friday, July 29, 2011.



Denis J. Rioux, AIA LEED AP

These Meeting Minutes are attested as being an accurate reporting of the meeting.



George Noewatne
Cheshire Department of Public Works