



Meeting Minutes No. 003

Companies

Project:

Cheshire High School
Partial Roof
Replacement

Date of Meeting:

July 29, 2011

BL Project No.:

11D1890

Time of Meeting:

8:00 AM

Client:

Town of Cheshire
Public Building
Commission

User:

Cheshire Public Schools

Prepared By:

Denis Rioux

Meeting

Issued:

Location:

Cheshire High School

August 5, 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)
Frank Biancur	Cheshire Public Schools (CPS)
Victor Sandoval	Cheshire Public Schools (CPS)
Terry Snell	Cheshire Public Schools (CPS)
Art Crooker	Public Building Committee (PBC)
Keith Goldberg	Public Building Committee (PBC)
Marc. S. Nash	Public Building Committee (PBC)
Joseph Barba	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 a quorum of the PBC Subcommittee

Project Status:

Field work is complete, and detail work is in progress.

Discussions:

- 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. 7/29 update: this work has been completed.
- 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. 7/29 update: pending visit by roofing manufacturer.

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- 2.3 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. 7/29 update: item completed.
- 2.4 Sheet metal roof edge Mock-Up was installed and approved. 7/29 update: all detail work will be completed within one week.
- 2.5 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.
- 2.6 The High School Maintenance Staff is stripping and refinishing the VCT 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.

3 New Items (7/29):

- 3.1 The Contractor presented a Change Order for the removal and reinstallation of gas pipe due to the increase in insulation height. The Subcommittee approved the Change Order (Barba motion, Crooker second, unanimous).
- 3.2 Chuck Russell, the roofing manufacturer representative, will inspect the site prior to the release of the warranty. Site inspection is scheduled for Wednesday August 10 at 10:00 AM, and is anticipated to be approximately 2 hours long.
- 3.3 The Contractor provided a substitute Requisition, which is slightly larger than the previously submitted requisition. The Subcommittee approved receipt of the Requisition, to be submitted to the full PBC for payment (Barba motion, Crooker second, unanimous).
- 3.4 The Contractor will provide to Cheshire Public Schools a proposal for yearly inspections and roof maintenance for the project roof, and also all other roofs at the high school.

The meeting was adjourned at 8:45 AM. There will be no additional meetings unless specifically called for by the Department of Public Works. All are welcome to attend the walkthrough on August 10, and the briefing afterwards.



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

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