Meeting Minutes No. 014

Project:
Dodd Middle School
Kitchen Renovations

BL Project No.:
09D1393

Client:
Town of Cheshire
Public Building Commission

User:
Cheshire Public Schools

Meeting Location:
Dodd Middle School

Date of Meeting:
September 16, 2010

Time of Meeting:
9:00 AM

Prepared By:
Denis Rioux

Issued:
September 21, 2010

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**
---|---
Mark Nash | Public Building Commission
Michael McCordle | Public Building Commission
Ron Palumbo | Public Building Commission
**George Noewatne** | Department of Public Works
Steve Shankar | Department of Public Works
**Jeff Solan** | Dodd Middle School
Alberta Landino | Dodd Middle School
**Vincent Masciana** | Cheshire Public Schools
Madeleine Diker | Cheshire Public Schools
Dan Li | Cheshire Public Schools
Dan Marseglia | Cheshire Public Schools
Frank Biancur | Cheshire Public Schools
Ken Michaels | Dattoo
Dan Sullivan | Chemscope
Charlene Henrietta | Gennarini Construction
**Jack Rometalli** | Gennarini Construction
Richard Wanner | Gennarini Construction
Geoff Klettinick | AB Mechanical
**Alan Judelson** | Modern Food Equipment
**Denis Rioux** | BL Companies

**Project Status:**
Cooler assembly has arrived and is being constructed.
Old Business:

5.2 The cooler and freezer will be manufactured 4 to 6 weeks after shop drawing approval. It will take one week to ship and install. Shop drawings will be dropped off today. 7/22 update: shop drawings returned to Contractor with minor corrections. Contractor will issue to food service subcontractor this week. 8/12 update: the cooler is expected to be delivered at the end of the month. The Contractor will verify the date with the kitchen equipment supplier. 8/12 update: the School will initiate the contingency plan for portable coolers and smaller more frequent deliveries for the first two weeks of school. 8/26 update: cooler ships on the 30th. Contractor to coordinate delivery so as not to interrupt school and bus operations. 9/9 update: Contractor to schedule training sessions in the afternoon of one of the following dates: Oct 14, Oct 27, as there is no lunch period on those days. 9/16 update: cooler construction will be completed this week, with possible start-up on Friday.

10.2 Paving should be scheduled for a Friday afternoon or September 9 (Rosh Hashana holiday), when school is closed. 8/26 update: site contractor will pour curbs and sidewalks along the same schedule. 9/9 update: site concrete in progress. 9/16 update: site work is complete, with the exception of garden wall caps, enclosure gates and field fences. The School can place the dumpsters in the enclosures.

10.4 CPS will call the door supplier to discuss keying requirements. 8/26 update: no contact yet. 9/2 update: CPS has assigned Frank Biancur to address keying. It will be handled through AA Lock in Wallingford, as they have the school contract. 9/9 update: doors will be here on September 22.

10.5 The Fire Department tested the approach to the corner. For ease of travel, it was decided that two parking spaces would be sacrificed by the installation of three bollards. This will allow a smoother swing by the ladder truck. 8/26 update: Gennarini will put a proposal together for the installation of these bollards. 9/2 update: Dattrco requested a trial run with a bus as well, which was performed following the meeting. No additional bollards are expected, but a final run will be performed after the new sidewalk is in place.

13.2 The best dates for freezer abatement will be Columbus Day weekend, as school is closed on Monday (October 11). 9/16 update: abatement confirmed for that weekend. The Contractor requested that particular attention be paid to dumpster location so as to avoid confusion during the abatement process.

New Business:

14.1 Food Services requested that one of the posts supporting the dock canopy be relocated to allow the cooler door to open 180 degrees. The Architect will issue a sketch to that effect.
14.2 Food Services also requested a handle to be mounted on the interior of the cooler door to facilitate closing the door. The handle will be mounted on the armorpate portion of the door.

14.3 Interior finishes: walls are painted, floors will start on Tuesday, followed by ceilings. The PTAC unit is being installed and will be in by the end of this week. The Contractor was advised that lockers should be mounted on the east wall (previously shown on the south wall), and that the wiremold with power and data should be mounted on the west wall (previously shown on the north wall).

14.4 Bollard sleeves will be red in color, with a white reflective tape.

14.5 The handrail assembly is at the galvanizer's and will be on site next week along with the remainder of the steel members. Contractor will delay the installation of the roof until the revised sketch is received from the Architect's office.

14.6 The Contractor will repaint parking stripes along the paver area to encourage parkers to pull up to the curb. The school will add 'Compact cars Only' signs along these spaces.

14.7 The long jump pit is being crowded by the new construction and may need to be addressed.

The meeting was adjourned at 8:50 AM. The next meeting will be held at this location on Thursday September 23, at 9:00 AM.

Denis J. Rioux, AIA LEED AP

[Signature]