Meeting Minutes No. 016

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 30, 2010
Time of Meeting: 9:00 AM
Prepared By: Denis Rioux
Issued: October 6, 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 McCardle    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        Dattco
Dan Sullivan         Chemscope
Charlene Henrietta  Gennarini Construction
Jack Rometigalli    Gennarini Construction
Richard Wanner      Gennarini Construction
Geoff Kittnick      AB Mechanical
Alan Judelson       Modern Food Equipment
Denis Rioux         BL Companies

Project Status:

Interior finishes are complete, cooler is operational and undergoing testing.
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. 9/23 update: electrical work has been completed, Warehouse to activate the cooler shortly. Potential envelope leak will be looked at today. 9/30 update: no further leaks after sealing was completed, however, freezer temperature is fluctuating. Contractor will initiate a service call.

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. 9/30 update: caps will be installed before the next meeting, followed by the relocation of the dumpsters. Gates will be installed by the steel fabricator once he comes back on site.

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. 9/23 update: doors delayed to October 1. 9/30 update: doors are in, hardware will be in on Tuesday. The District agreed to have regular cylinders installed and they will undertake changing the cylinders to school standard.

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: Dattco 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. 9/30 update: the remainder of the
downstairs work as well as the stair work will be completed once abatement has been performed.

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. 9/23 update: sketch has been issued, which will require some rework of the corner column bearing plate. The steel will be refabricated next week, plus one week at the galvanizer's.

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.

15.1 Kitchen hand sinks will be installed this coming week. 9/30 update: plumbing will be completed this week.

**New Business:**

The meeting was adjourned at 9:45 AM. The next meeting will be held at this location on Thursday October 7, at 9:00 AM.

[Signature]

Denis J. Rioux, AIA LEED AP

The following Meeting Minutes were voted on by the Building Subcommittee:

Meeting Minutes No. 01 (06/09/10), 02 (06/21/10), 03 (07/01/10), 04 (07/08/10), 05 (07/15/10), 06 (07/22/10), 07 (07/29/10), 08 (08/05/10), 09 (08/12/10), 10 (08/19/10), 11 (08/26/10), 12 (09/02/10), 13 (09/09/10), 14 (09/16/10), 15 (09/23/10).

Motion by Mr. Nash, seconded by Mr. McCardle, unanimous vote.

[Signature]

George Aristide

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