Meeting Minutes No. 017

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: October 7, 2010
Time of Meeting: 9:00 AM
Prepared By: Denis Rioux
Issued: October 18, 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 Blanchard  Cheshire Public Schools
Ken Michaels  Dattco
Dan Sullivan  Chemscope
Charlene Henrietta  Gennarini Construction
Jack Rometgall  Gennarini Construction
Richard Wanner  Gennarini Construction
Geoff Klettner  AB Mechanical
Alan Judelson  Modern Food Equipment
Denis Rioux  BL Companies

Project Status:

Plumbing fixtures are installed, door and hardware installation are under way.
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. 8/26 update: the School will initiate the contingency plan for portable coolers and smaller more frequent deliveries for the first two weeks of school. 9/9 update: cooler ships on the 30th. 9/16 update: cooler construction will be completed this week, with possible start-up on Tuesday. 9/26 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. 10/7 update: replaced valve, freezer holding temperature at minus 12 degrees F.

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. 10/7 update: wall caps are being installed, but ends will be recast because of bad measurements. Dips in the asphalt pavement will be repaired at the completion of the project.

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: Datifico 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.
14.6 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. 10/7 update. The Contractor agreed to install school-provided signs and posts.

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

New Business:

17.1 The food service items stored in the faculty room will begin to be relocated next week. Work in the locker/storage room will be complete at the end of next week.

The meeting was adjourned at 9:50 AM. The next meeting will be held at this location on Thursday October 14, at 9:00 AM.

Denis J. Rioux, AIA LEED AP

[Signature]

George R. DeCesare
Deputy Director of Public Works