

Meeting Notes

Project: Westport Center for Senior Activities	Attendees: Sue Pfister, WCSA Director Steve Smith, Town of Westport Lynn Goldberg, Co-chair Lisa Mockler-Taylor, Co-chair Leslie Wolf, Committee Nancé Vigneau, Committee Brian Scheuzger, ARS Architecture (<i>via Skype</i>) Tom Walsh, AP Construction Sydney Worobel, AP Const. Jim Bartram, AP Construction
Subject: Building Committee Meeting	
Meeting Date: January 11, 2018, 9:00 am	
Meeting Location: Bldg Dept Conf Room	
Prepared by: Brian Scheuzger	

No.	Item	Action
1.0	General	
1.1	Meeting Schedule. Building Committee meetings will be scheduled every week, with adjustments as needed. As construction nears, the meeting schedule will change/adapt.	
2.0	Permitting	
2.1	Zoning Permit. <ul style="list-style-type: none"> ▪ Design Team Package: All Items approved except for additional materials requested by landscape subcommittee to show tree removal on landscape plans (already shown on site/civil plans) and mark trees on-site. ARS coordinating with P&Z, Bruce Lindsay, and Eric Rains Landscape. ▪ Construction Access at Route 1: AP coordinating the effort, including with D'Andrea Surveying to complete new A-2 Survey of area at Route 1. D'Andrea started yesterday (1/10/18). AP reports that P&Z sign-off required prior to DOT approval. Steve agreed to correspond with DPW (Pete R.) to stress temporary nature of work. Sue agreed to forward bus schedule to AP to facilitate coordination when construction begins. 	ARS Architecture, Eric Rains Landscape, AP Construction, Building Committee, Town of Westport, D'Andrea Surveying
2.2	Building Permit. AP coordinating submission. Building permit plans review meeting yesterday (1/10/18) with Fire Marshal (Nate Gibbons), Steve, Tom, Sydney, and Brian (via Skype). Meeting went quickly/smoothly due to previous design team reviews with Nate Gibbons. No changes except no corridor smoke doors at new addition, which are not required by code. Nate Gibbons requested a supplementary letter indicating all the applicable codes followed. Also required is a Structural Special Inspections (SSI) form and check for state education fee. ARS will forward code list letter and SSI form (from structural engineer) to AP for inclusion in submission. Related to SSI form, Tom indicated that AP will help coordinate hiring a materials testing lab as well. Steve to coordinate fee. Building permit can be issued once zoning permit is obtained.	AP Construction, ARS Architecture, Town of Westport
3.0	Budget & Schedule	
3.1	Bid Packages. AP Construction posted all drawings, specs, and bid materials, coordinated with the Town, and issued bid packages for all trades this week. Ads will appear in required newspapers tomorrow (1/12/18). AP followed up	AP Construction, Town of Westport, ARS Architecture

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	with their regular group of bidders to encourage bidding. Bids are due February 1. Addenda will be issued to answer any questions (RFIs = Requests for Information) should they arise so that all bidders have all the information (AP to coordinate with ARS, who will coordinate with the rest of the design team).	
3.2	Schedule. After bids received there will be a 10-day review. Tom reported that the timeline is good for construction with an early spring start. AP will provide expanded schedule for construction with 2-week look-ahead schedule.	AP Construction, ARS Architecture, Town of Westport, Building Committee
4.0	Site	
4.1	Cut & Fill. AP's current budget includes hauling excess fill off-site. Other options TBD (Longshore Golf Club?). Building Committee to contact Jen Fava and Steve Edwards to advise on possible alternative locations to save money. AP reported that they will need to know by mid-March at the latest.	AP Construction, Town of Westport
4.2	Cypress Tree. Will now need to be moved in spring. AP to coordinate with Bruce Lindsay. Needs to be addressed/coordinated by <u>March 1.</u>	Tree Warden, AP Construction
4.3	Existing Log Cabin/Garage. Tom confirmed that project includes removing garage. Town would like to utilize square footage of garage as a grandfathered condition to create new small park storage structure as part of future Baron's South Park project. Jen Fava to follow-up with P&Z.	Parks & Rec Dept.
5.0	Misc. Items	
5.1	Security. Tom reported that security will not be part of construction project, but work will be coordinated with vendor. Door contacts, fitness emergency call, and attic-to-basement conduit are included. Bid packages, including fire alarm, indicate to coordinate with Security Solutions, who has done work on the building and is the Town's preferred vendor.	AP Construction, Security Vendor, Town of Westport
5.2	List of Alternates. AP included list of alternates started by ARS in the bid packages. ARS to formalize in alternate bid spec section. List includes: entry sidewalk, TRX supports, heating pad @ reception, site ramps (could do one or the other or both), meadow path, plugs at rain garden, grab & go, existing sawtooth roof upgrades, and replacing flooring in corridor/public spaces and new & affected rooms only. An additional alternate regarding the sawtooth roofs will be added to include heat trace only (at downspouts and potentially along roof crickets).	AP Construction, ARS Architecture
5.3	Existing Basement Item. Sue reported that while she was on vacation last week a water issue occurred in the existing basement, which Mike Frawley addressed. Brian to follow up with Mike (to confirm that new work will address issue) and touch base on kitchen hand-wash sink existing plumbing (related to Grab & Go drainage) and sawtooth roof alternate options.	ARS Architecture, Town of Westport Maintenance
6.0	Next Meeting. The next building committee meeting will be on 1/18/18 at 9:00 a.m.	

*Yardage
check off site*

Sue

These minutes constitute the author's understanding of the meeting. Kindly report any discrepancies to the author.