

## Meeting Minutes

Date: May 6, 2016  
 Title: Field Meeting 2  
 Time: 10 am  
 Place: Topsfield Housing Authority  
 Project: Structural Repairs & Upgrades  
 Project No.: 1403 298021  
 Recorder: AP

Present: See attached attendance sheet

Old Business	Description	Action	Completed
29 APR 16 - 1	Housing Authority Comments, Questions or Concerns		
	1. Tenant Relocation Update		
	1.2. A new 30 day notice will be issued for the affected tenants of Building D on 5/4.	HA	5/4/2016
	2. Hose bib repairs		
	2.1. HA pointed out that existing hose bibs are located within the demolition zone of the project and requested that they be relocated. APA to issue a COR to get pricing for this work.	APA	5/6/2016
29 APR 16 - 2	GC Project Update		
	2. 2 week look ahead		
	2.1. GC to inform Abatement Consultant at least 48 hours prior to abatement work to coordinate observation.	GC	5/6/2016
	2.1.1. <b>Abatement to begin on 5/9/2016</b>		
29 APR 16 - 3	Change Orders		
	1. Review COP # 1		
	1.1. The labor burden is proposed at 45% which is too high. GC to revise with subcontractor and resubmit.	GC	5/5/2016
29 APR 16 - 4	Application For Payment		
	1. Review Pencil Req & SOV		
	1.2. The Clerk will verify stored flooring material in person.	APA	5/6/2016
	1.3. GC will include items 5 & 6 in the SOV within item 2 and reissue the payment app for approval at Field Mtg2.	GC	5/6/2016

New Business	Description	Action	Completed
06 APR 16 - 1	Housing Authority Comments, Questions or Concerns 1. In the back hallways, the HA would like to provide new baseboard heaters instead of reinstalling the existing heaters. HA will coordinate with GC.		
06 APR 16 - 2	GC Project Update 1. Work completed since last meeting 1.1. Silt sock completed, Conservation Approval 2. 2 week look ahead 2.1. Shoring on units 7 & 8 will be completed. APA to schedule Structural Engineer Inspection for 5/13. 2.2. GC has found mold present on framing and insulation and it looks to extend higher than the 2 foot zone indicated in the OD's. As GC performs abatement and demo, if mold is present beyond the 2 foot zone, the rest of the GWB surface should be removed up to the ceiling. GC will remove some exterior siding to try and determine the likely extent of mold and rot ahead of the abatement crew and the team will assess the best course of action moving forward. 3. Schedule review	APA	5/11/16
06 APR 16 - 3	Submittals 1. Submittal Log Review 1.1. GC asked APA to prioritize submittals for Exterior Doors, Casework and Gypsum Sheathing as these are long lead items.	APA	5/10/16
06 APR 16 - 4	RFIs 1. RFI Log Review 1.1. RFI #4 Response – drawing C-2 indicates new grading around the new accessible parking area. No special retaining detail is required.	APA	5/6/16
06 APR 16 - 5	Change Orders 1. Review COP # 1 1.1. COP #1 - Approved 2. Review COR # 2 status update 2.1. The scope of this COR will remain as indicated on SKA-01. GC will patch and paint holes in wood siding after heat pump units have been relocated. The existing heat pump lines that run through some living rooms and closets will not be relocated or concealed as a part of this work. 3. Discuss COR # 3 – Hose Bibs 3.1. Repair of existing hose bibs will not be included as part of the scope of work. The HA has elected to handle this issue internally.	APA	5/6/16

- 06 APR 16 - 6 Application For Payment
  - 1. Review Application for Payment # 1
    - 1.1. Application for Payment # 1 was executed.

Observations	Description	Action	Completed
06 APR 16 - 1	Walk job site and review work completed to date		

*End of Meeting Minutes*