

MEETING MINUTES and AGENDA

Date of Meeting:	1-Jul-16
Title:	Field Meeting #10
Time:	10:00 AM
Place:	Topsfield Housing Authority
Project:	Little Brook Village; Structural Repairs and Upgrades
Project No:	1403 298021
Recorded by:	RED
Present:	See attached distribution list

<i>Item No.</i>	<i>Date</i>	<i>Description/Discussion</i>	<i>Action required/by</i>	<i>Status</i>
1	Housing Authority Comments, Questions, Concerns			
1.1 Tenant Relocations - Notifications and Issues				
1.1.e	1-Jul-16	Phase 1 Punchlist completed. UPDATE POST MEETING - 7/6 Building Inspector did not approve for move in. Move postponed. Team to reconvene, reschedule, and discuss.		8-Jul
1.1.f	24-Jun-16	Tenant moves for transition to Building E (Phase 3) to be scheduled. Need to finalize dates and send notifications.	HA to issue by July 13 - Susan to prepare draft schedule and review with team	13-Jul
	1-Jul-16	Target dates of move in Phase 2/Bldg E Sept 8, 9 - 10th and 11th for cleaning of staging units, Phase 3 move out Sept 12 and 13	Team to review after next week's activity and Homer update on Phase 2 schedule	13-Jul
1.1.g	1-Jul-16	HA to send notification - Homer to start exterior exploratory work on 7/1	Notifications sent. HA to remove any tenant items asap	6-Jul
1.1.h	1-Jul-16	HA also need to notify tenant when entrances are being demoed - Homer to advise		Noted
1.2 Requests for Additional Work				
1.2.a		Hose Bib Repair - HA requested hose bibs located within demolition area be relocated. HA to perform work	HA to coordinate with HC as needed	ongoing
1.2.d		HA requests HC clean all hallways, stairwells by move in		6-Jul

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1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule				
1.3.c	17-Jun-16	Homer recommends relocating ramp 3' to leave stump/wiring in place. APA agreed. Wiring appears to be fiber - National Grid.	HC to proceed with new location	Record
	24-Jun-16	Issues with relocating path and /or ramp - need to resolve grade issues. 6-28 utility co confirmed would be better to relocate path.	HA to call utility co or provide HC with account info	Complete
1.3.c	1-Jul-16	Civil Engineer on site 7/1. Developed recommendation for grade change and rework of ramp/stair that minimizes impact and also solves water main on walkway	CE to issue sketch asap - Homer to confirm	6-Jul
1.3.e	17-Jun-16	Homer to submit COP on repairs of box windows. Move dates not impacted. Bldg C approved as T&M. Use COP4 for Bldg C only.	6/24 Correction - lump sum was approved	Record
	24-Jun-16	Team reviewed one window that has concrete base - not to be removed.	Homer to check building D, ensure condition not elsewhere	Pending
	1-Jul-16	Team reviewed other buildings. This condition was a previous repair. Not found on next building.		Noted
1.3.f	1-Jul-16	Heat Pumps - HA is responsible for providing heat after Sept 13. AC required for most tenants - especially ones with breathing issues.	Homer need to address in schedule. (see Section 2.2 below)	13-Jul
	1-Jul-16	For this phase, HA to purchase air conditioners if needed. Also may need to provide temp heat if heat pump work not aligned with completion date.	Team to incorporate into future discussions on schedule	
1.3.g	1-Jul-16	Unit 7D - HA has a tenant. Need to know when unit will be available for renting.	Homer committed to 7/31 - can move in 8/1	1-Aug
2 GC Project Update				
2.1 Work Completed				
2.1.e	3-Jun-16	2 week look ahead was reviewed for completed items. See distributed schedule. 6/10 ditto. 6/17 ditto		Ongoing
2.1.f	24-Jun-16	Units 8 and 9 ready for punch. May have 7A ready also.	APA to issue by early next week	Record

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	1-Jul-16	Punchlist mostly complete. HA noted some additional items needing to be completed - outlets, completion of painting/repair in units and hallways, and misc other cleaning items (floors).	Need to be complete by next week's moves	6-Jul
2.2 2 Week Look Ahead and Schedule Review				
2.2.a	3-Jun-16	Review of 2 week look ahead for upcoming items. See distributed schedule for detail.		Ongoing
	24-Jun-16	New sinks are smaller than existing. DHCD also questioned price (note - this items has been moved to other sections in the notes for tracking)	Steve to check spec. APA to look at alternate	Pending
2.2.d	17-Jun-16	Team reviewed full schedule. Team to use milestones to benchmark progress of phases. Understood that schedule will be dependant upon what condistions exist at each building		Ongoing
	1-Jul-16	Homer need to develop a more detailed schedule for Phase 2 work. Need to better coordinate completion of work, punchlist and cleaning, and move dates.	Homer can prepare after next week's activity	13-Jul
	1-Jul-16	Housing Authority needs specific dates to be confirmed. Tenants need notification and Fire Department needs actual dates. Also notifications required is access is restricted - need to minimize	Homer to create more detailed schedule	by 7/13
2.2.e	17-Jun-16	Punchlist scheduled June 24 for Units 8 and 9. If need to come back for counters, windows, misc - use July 1, Unit 7 a on July 1, Unit 7B at a later date - tbd.	Team reminded HA that 7B requires additional work and will be later.	Record
2.2.f	24-Jun-16	Site work is progressing slowly - comment by DHCD. Homer confirmed manpower is low.	HC to increase productivity on next job - evaluate manpower	Record
	1-Jul-16	Site work needs to be better coordinated now that solutions are in place. Homer to start excavation earlier and incorporate into overall detailed phasing schedule. Need to ensure sitework is complete before move dates.	Homer advised will prepare after exploratory work next week	13-Jul
2.2.g	1-Jul-16	Waterproofing has started. Backfill to be done next week. Front side end of week.	Request for Sat work not approved	Noted

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	1-Jul-16	Issue with material selected - Handi-plank too thick to fit under trim. Need to coordinate with APA on alternative	HC to make recommendation and confirm with APA	asap
2.2.h	1-Jul-16	Phase 2 Interior work to start 7/13. Start Abatement on the 14th. 2nd floor can remain in place on the 13th.	HC to confirm	8-Jul
	1-Jul-16	Homer to perform abatement work in building 7 (7B and 7D) and 8 (location?) concurrently with Phase 2	To be coordinated	Noted
2.2.i	1-Jul-16	HA has tenant for 7D - team committed to have unit available for 8/1	Ready 7D by 8/1	1-Aug
2.2.j	1-Jul-16	Homer still waiting on SKs from APA for handicap unit (7B)	HC to issue RFI	asap
2.2.k	1-Jul-16	Heat Pump relocations. Once pads are in place, heat pumps to be disconnected. Relocation to take 2 - 3 days. Need electrical inspection before start up. Homer will do Buildings 7, 8 and 9 in that order.	Homer to leave 5 days in schedule for heat pump relocation	Pending
	1-Jul-16	Homer to confirm dates. HA to provide temp AC units if required.		Pending
2.2.l	1-Jul-16	Sinks are a huge issue for HA - need to remove smaller and put in same size. Homer authorized by DHCD to purchase 3 correct size and install by next week. HA required for move in.	This is an open issue that needs resolution. APA to advise	13-Jul

2.3 Construction Coordination and Schedule Issues

2.3.d	17-Jun-16	Need Change Order Log updates	APA to provide - Steve can assist	Complete
	24-Jun-16	Team reviewed - not distributed. Clarified any outstanding issues.		Record
2.3.e	17-Jun-16	Homer confirmed will start construction on Building D on 7/13. Target Competition is end of August - 8/16 target for punchlist to start.	Team noted holidays will likely impact schedule. Keep in mind.	Pending
2.3.f	1-Jul-16	APA needs to work more closely with HA - issues with submittals, approval of products, etc.	APA to address - Steve to assist and review submittals with Diane	asap

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2.4 Construction Issues (see New Business for other items)					
2.4.a	3-Jun-16	Homer to advise on flooring credit for PVC at Hot Water Heaters - expect some possible savings from flooring sub but labor is expected to be the same.	Pavilion Floors to submit		Open
2.4.d	10-Jun-16	Unit 7D - window requires additional work due to extensive rot. Proceeding on T&M.	To start 7/14. Needs to be complete by end of July		Record
2.4.f	17-Jun-16	Pads required waterproofing mock up to be inspected by APA. APA wants to see before pad is poured	HC to have ready for 6/24		Complete
	24-Jun-16	Pads and foundation are concurrent. During walk through - Issue with flashing on waterproofing of foundation. May need to remove what's installed	7/1 Solution in process		Pending
	24-Jun-16	If heat pump work is delayed, AC units must be installed by occupancy	Item moved up to Section 2.2.i in Schedule		Noted
2.4.g	17-Jun-16	Tile installed in not the one selected by HA. Is however what was specified. APA noted there was a communication error. Team to review options for switching to other tile for remaining buildings. Building C to remain as is.	7/1 HA still looking for solution		24-Jun
	24-Jun-16	HC trying to find buyer for existing stock - entire job was purchased and vendor will not take back (item being discontinued)			
	1-Jul-16	DHCD confirmed can not approve change order. HA to own cost	HA and APA in discussion		Open
2.4.h	1-Jul-16	Sinks and Counters are an outstanding issue - see 2.2.j	APA to advise		
2.4.i	1-Jul-16	Painting - paint color to be provided by HA. Additional painting and clean up of damaged walls an outstanding issue. Need to clarify to future phases.	APA specified PPG paint, but HA uses BM paints. Need to resolve		Pending
2.5 Submittals & RFIs- Review Logs					
2.5.b	27-May-16	No critical submittals outstanding			Record
	10-Jun-16	Gutter submittal pending - questions on specs.	With APA		24-Jun
	1-Jul-16	Gutter submittal is not critical. Email issues between APA and HC are causing delays. Need to resolve.	Working on outside of meeting		asap
	17-Jun-16	All submittals complete			Record

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2.5.b	17-Jun-16	No RFIs		Record
2.5.c	24-Jun-16	HA asked for copied of submittals. Team confirmed all product information, APA to set up access to warranty, etc. Is part of close out package at end of project.	document site for HA	Noted
2.6 Change Control				
2.6.c	17-Jun-16	Heat Pumps to be removed from building - per DHCD - pads required.		Noted
	24-Jun-16	Team agreed to put this COR into CO2 - work in not compete so not include in current package		Noted
2.6.d	24-Jun-16	Package for Change Order 1 submitted for review. HC to make revision (see above) and resubmit. Get to Diane for HA Board approval asap.	Diane to call Board meeting to review CO1.	30-Jun
2.6.e	1-Jul-16	Site work - DHCD approved hand digging on T&M for scoping.		Noted
2.7 Application for Payment				
2.7.b	13-May-16	Application #2 - Homer to submit pencil req to Clerk/APA at end of month. 6/3 Submitted and reviewed. HC to proceed with final copy		Pending
2.7.c	10-Jun-16	Application #3 scheduled for July.	7/1 With APA	
	17-Jun-16	Change Order 1 to include all CORs to date - to be included in July Req.		Noted
	1-Jul-16	Diane to request Special Board meeting - package was rejected for sink error. Next shedules is Aug 11 - need to review before.	6/24 Package for CO1 submitted - req pending HA Board approval Diane needs 1 week in advance - Pending APA to advise when package is ready	
	1-Jul-16	HC confirmed - did not include in July Req. Will be in Req 4		Noted
2.7.d	24-Jun-16	Year end for FY16 - all reqs to be submitted by July 22. DHCD/HA not concerned for this project that year end is met.		Noted
3	Other Issues /New Business			
3.1	Housing Authority			

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3.1.b	27-May-16	HA requests 15 mins after 1st meeting of the month be set aside for answering tenant questions.	6/24 APA recommended pushing back for holiday	15-Jul
3.1.e	24-Jun-16	HA not happy with condition of walls in units. Homer owns clean up (removal of staples, patching paint) but is concerned with how patching will look.	HA to own any additional painting.	Pending
	1-Jul-16	Still outstanding issue. See above		
3.2	Construction			
3.3.f	3-Jun-16	Unit 7B - Electrical work - additional scope identified. Clarifications needed - APA to review and advise RFI pending for. Field conditions impact planned design and need revision - framing, ceiling, electrical and abatement involved.		Record
	17-Jun-16	Abatement work to be schedule with Bldg D abatement - electrical work to be tracked T&M. Sketches and coordination complete.	6/24 Proceeding	To be done next phase
3.3.i	10-Jun-16	Unit 7B - wet wall has issues - need to demo and repair additional areas.	Team to review during walk through	Noted
	24-Jun-16	APA not aware of issues - team to review during walk through	7/1 Status? RFI needed - noted above	Pending
3.3.j	17-Jun-16	Foundation Walls - stem detail not built as designed. Causing water damage. Joint of foundation needs repair - additional excavation needed	Team reviewed during walk through and agreed needs to be done.	Noted above
3.3.k	24-Jun-16			
3.3	Other			
3.3.d	3-Jun-16	APA is on vacation week of July 4th.		Noted

End of Minutes and Agenda

These minutes represent the recorder's understanding of discussions, arrangements, and agreements reached at the meeting.

Please notify the recorder of discrepancies or errors in writing within 5 days of the distribution of these minutes for corrections to be made.

