

MEETING MINUTES and AGENDA

Date of Meeting:	8-Jul-16
Title:	Field Meeting #11
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

Item No.	Date	Description/Discussion	Action required/by	Status
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
	8-Jul-16	New Process for acceptance of units and relocation presented by DHCD. 2 major issues to resolve: 1) Completion of a new consolidated punchlist and 2) more formal acceptance process.	Moves will not be schedule until punchlist complete and units are accepted by all	
		1) APA needs to perform punchlist closer to the actual completion of work. HA punchlist to be submitted to APA for review of scope and inclusion into a consolidating punchlist. APA to distribute - Homer to report on completion of items.	Steve to assist in on site coordination of punchlist - to prevent multiple lists and confirm scope	15-Jul
		2) Acceptance process requires sign off in the following order: THA, APA, DHCD and the Building Department. Punchlist to be completed before final inspections. Team to do walk through after BI has been through, them move can be scheduled	Moves need 1 weeks leadtime +1 week duration, so this process will add time to overall schedule. HC to advise.	15-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.		tbd
	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		see 1.1.f below

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1.1.f	8-Jul-16	Phase 2 start delayed. Pending completion of Phase 1 and new process. MOVE DATES TO BE DETERMINED		Pending
	8-Jul-16	HA can't schedule work before 25th. Need one week for final notifications and scheduling. Target Phase 2 could start 8-1. Team to review and confirm next week.	HA needs Homer to confirm completion of Phase 1 work	15-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	Complete
1.1.h	1-Jul-16	HA also need to notify tenant when entrances are being demoed - Homer to advise		Noted
1.1.i	8-Jul-16	Other issues - Homer needs to be more proactive in monitoring subcontractor work - both in terms of quality or work completed and of repair of damage from trade work.	Homer will document condition of all units prior to start of a phase	Noted
1.1.j	8-Jul-16	Homer and HA to inspect condition of units prior to starting any work.		Noted
1.2 Requests for Additional Work				
1.2a		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	1-Jul	HA requests HC clean all hallways, stairwells by move in		6-Jul
	8-Jul	Homer will do Phase 1 but general cleaning of common areas is not in the scope (other than repair of any damage and construction clean)	HA to inspect before work and factor into move preparations	Noted
1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule				
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
	8-Jul-16	SK received however still some questions to be resolved.	APA and CE to address	asap
1.3.e	1-Jul-16	Team reviewed window box-outs on other buildings. This condition was a previous repair. Not found on next building.		Noted

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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)	Record
	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	Record
	8-Jul-16	Team did not think ACs will be needed - due to delay of move, work may be done. One unit to be available as contingency.	HC and HA to coordinate	tbd
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	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).	See item above for status of punchlist	Record
	8-Jul-16	Inspector did not approve move due to safety concerns at site exterior/entrances. Homer will have him back next week after work is complete. (see 2.2.a below)	HC to advise. HA to see if they can assist.	Pending
2.1.g	8-Jul-16	Site exploration work is started on Phase 2 - no work can commence until get access to interior		Record
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)	7-8 Temp sinks in Phase 1 completed	record

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	8-Jul-16	Schedule for Phase 1 completion: Building Inspector to come back out on Tuesday. Once approved, Homer will schedule a walk through of team (HA, DHCD and APA) to accept units.	If accepted, HA to schedule move	Pending
2.2.d	17-Jun-16	SCHEDULE: 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.		Due
	8-Jul-16	Note on schedule -overall duration. If Aug 1 is target date for Phase 2 start, that means new schedule is 8 weeweeks per building. 6 weeks of work plus 2 weeks notice to start next - 8 weeks per phase	Homer to look at overall schedule, incorporate winter delay. New end date tbd.	Pending
	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	Noted
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
	8-Jul-16	Multiple punchlist causes confusion. Scope need to be verified on punchlist by APA and consolidated punchlist submitted and tracked (see above). Homer to be provided with ample time to complete.	Homer to advise on impact to schedule for Phase 2 completion	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.	Delayed for Phase 2 start. HC to notify Diane so items can be removed.	13-Jul
	8-Jul-16	Per DHCD - requested HC review re-sequencing to start with drainage prior to the sills - also do work in front first.	HC to consider and discuss	pending

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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
	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
	8-Jul-16	Still needed. Alt proposed still too thick. HC to continue with back fill and add after.	APA to advise	DUE
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	Record
	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
	8-Jul-16	Due to delay in start of Phase 2, abatement work will not be concurrent. Phase 1 work to start as scheduled on 14th - Phase 2 delayed until turnover dates are confirmed.	Homer asked HA to have Chris roll up newly installed carpet. Diane to schedule reinstall	Pending
2.2.i	1-Jul-16	HA has tenant for Unit 7D - team committed to have ready 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
	8-Jul-16	HC can't wait any longer. Abatement to start Thursday. Will proceed on T&M and will have to demo as much as necessary.	HC to issue RFI on electrical work. Need to include in dwg set	Pending
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
	8-Jul-16	Pads are going in today- heat pump work to be done next week. Homer can do in a day - have electrical inspection done after.	HA does not need Acs.	Noted
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

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	8-Jul-16	Temp sinks complete for Phase 1. Spec pending for future phases. All sinks were purchased so restocking fee is required. New sink is less costly so may be no budget impact.	APA to confirm. DHCD directed	Pending
2.2.m	8-Jul-16	Mulitple trades working on site along with HA contractors casues delays and cleaning issues. HA to manage their work after HC punch is complete.	Specifically painters need to be on site at different times. HA to advise	Pending
2.2.n	8-Jul-16	HC also requests that all HA concerns be directed to Homer via Steve or site super. Request that HA not talk directly to subs about workmanship, schedule, or other items.		Noted
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
2.3.e	24-Jun-16 17-Jun-16	Team reviewed - not distributed. Clarified any outstanding issues. 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.	Record dates changing due to Ph 1 delay
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	scheduled
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	Noted elsewhere in noted

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	8-Jul-16	DHCD noted have another approved solution for pre-made bases. Homer noted is not needed.		Record
2.4.g	17-Jun-16	Tile installed in not the one selected by HA. Is however what was specified. 7/1 HA still looking for solution		24-Jun
		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.		
	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	Evaluate as we go...	Ongoing
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	Closed
	8-Jul-16	Painting of units outside of repair is out of scope. Additional painting is owned by HA. In units and hallways.		Noted
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
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, warranty, etc. Is part of close out package at end of project.	APA to set up access to 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

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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
	8-Jan-00	Package for Change Order 1 needs to be revised by Homer. APA to review asap and get to Diane	Special meeting still required	ASAP
2.6.e	1-Jul-16	Site work - DHCD approved hand digging on T&M for scoping.	8-Jul - RFI pending	

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 17-Jun-16	Application #3 scheduled for July. Change Order 1 to include all CORs to date - to be included in July Req.	7/1 With APA	Noted
	1-Jul-16	Diane to request Special Board meeting - package was rejected for sink error. Next sheduled 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	Pending
	1-Jul-16 1-Jul-78	HC confirmed - did not include in July Req. Will be in Req 4 Req 3 still w ith APA - Homer to re-submit to include additional work completed to date		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

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.	closed

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3.1.f	8-Jul-16	HA not happy with quality of work by some subs. Homer need to own the sequence of work and all workmanship, including clean up/repair.	HA understands this phase was unusual - trades came back in for added scope, sequencing not ideal	Noted
3.1.g	8-Jul-16	HA not happy with level of communication from APA. Steve to assist by reviewing all scope and submittals with Diane. Additional questions to be addressed by APA.	APA need to ensure HA is aware of all details and decisions related to scope and design.	Pending
3.1.h	8-Jul-16	Team acknowledges and agrees that Phase 1 included many change orders, delays, and other unforeseen events which have caused the schedule to be an issue	DHCD to review request for contract extention - see above	Noted
3.2	Construction			
3.3.f	3-Jun-16	Unit 7B - Electrical work - additional scope identified. Clarifications needed - APA to review and advise 7-Jul - RFI pending for. Field conditions impact planned design and need revision - framing, ceiling, electrical and abatement involved.		RFI still open
	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	Noted above
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	Pending
	24-Jun-16	APA not aware of issues - team to review during walk through	7/8 RFI still pending	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	8-Jul-16	Homer noted there is a 7-8" drop at all entrance except for accessible units. This is the approved detail by DHCD. However Diane does not want a step at these locations due to mobility issues with many of the tenants not in ADA units. Requested a new detail be provided if possible to address.	Team to discuss with APA and determine if new detail can be provided.	asap

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3.3.l	8-Jul-16	Drawings do not include provisions for any door openers at ADA units. Team requested confirmation by APA that they are not required by code.	Confirmed after meeting - not required by code.	Noted
3.3.m	8-Jul-16	Homer requests a 7 am start. Will hold off on noisy work. Town ordinance is 7 am.	HA to advise tenants	Noted
3.3	Other			
3.3.d	3-Jun-16	APA is on vacation week of July 4th.		Noted
3.3.e	8-Jul-16	Team suggests Homer get a sign off from Building Inspector on permit. If he won't, then prepare memo indicating acceptance was given and distribute. Future recording of any deals with BI need to be documented by Homer so this confusion does not occur.		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.