

MEETING MINUTES and AGENDA

Date of Meeting:	21-Jul-16
Title:	Field Meeting #12
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	15-Jul-16	Team agreed on new process - definition of acceptance was reviewed and agreed upon. Team also agreed that HA and HC need to do walk throughs after move but before start of work on next phase to review existing conditions.		Record
1.1.f	15-Jul-16	Move scheduled - team agreed to Move In - Phase 1 on Mon - Wed, 7/25, 7/26, and 7/27. All units except 7B. Move out - Phase 2 on Thursday 7/29 and Friday 7/29. Meeting on 7/29 to start documenting condition of apartments and common areas. Homer can start demo 8/1.	HA to walk through Tues 7/19 to be sure condition is acceptable.	
1.1.k	15-Jul-16	Additional items: Homer will remove all "loose" items to remain (blinds, doors, etc.) before start of work and store protected during work.		Record
1.1.l	15-Jul-16	HA need to notify all tenants in Phase 2 of schedule - ensure items are removed from units and exterior of buildings before work commences.		Notes
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	15-Jul	Homer will improve sequencing of cleaning - not start until 95% complete. Will keep units locked as possible. They do not mind doing a bit extra, but does not want to own any repair of units.	Team agreed pre-work condition assessment will help this	Record

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1.2.e	15-Jul	Tenant are concerned with dirt on sidewalks around site work.	Home to broom clean as possible. Tenants to avoid site work areas as possible.	Record
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. 7-25 Still pending.	APA and CE to address	asap
1.3.e	1-Jul-16	Team reviewed window box-outs (additional concrete structural repair) on other buildings. This condition was a previous repair. Not found on next building.		Corrected from previous notes
1.3.f	15-Jul-16	Heat pump work is on hold. See below for discussion Item 3.2 Construction	Item reopened and moved back to Construction	Record
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)	7/15 Received approval from inspector	Complete
	15-Jul-16	Punchlist consolidated and nearly complete. Additional painting and cleaning is to be complete 7/15. HC will have ready for HA to walk through on Tuesday 7/19	Confirm by end of week. Move schedule confirmed.	15-Jul
2.1.g	8-Jul-16	Site exploration work is started on Phase 2 - no work can commence until get access to interior 7/15 Ongoing		Record

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15-Jul-16 HA need to get tenants to remove all items on exterior of Phase 2

2.2 2 Week Look Ahead and Schedule Coordination

2.2.a	3-Jun-16	Review of 2 week look ahead for upcoming items. See distributed schedule for detail.		Ongoing
2.2.d	17-Jun-16	Overall Schedule: Team reviewed full schedule. Team to use milestones to benchmark progress of phases. Understood that schedule will be dependant upon what conditions 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.		Record
	8-Jul-16	Note on schedule - overall project duration . If Aug 1 is target date for Phase 2 start, that means new schedule is 8 weeks per building. 6 weeks of work plus 2 weeks notice to start next - 8 weeks per phase	See Change Order section	Closed
	15-Jul-16	Homer needs 2 schedules: 1) that's the detailed Phase 2 work sequencing and timeframe, with site work at unit shown. 2) Overall timeframe and phasing showing break for winter and completion of ramp site work shown	Homer to advise once Phase 1 completed and Phase 2 underway.	Due
2.2.f	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 in consideration	7/15 pending
	15-Jul-16	SK by civil engineer for grading/ramp work is not correct - 2nd feed location is too shallow... response pending. Ramp is OK.		
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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	8-Jul-16	Material below trim still needed. Alt proposed still too thick. HC to continue with back fill and add after.	7-15 APA confirmed materials via email	Complete
2.2.h	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	Complete
	15-Jul-16	Abatement in Unit 7D is complete. No drywall work needed. Chris is finishing up remaining items. Unit 7B complete by next week.	Per DHCH - 2nd flr work to be avoided next phase if possible	
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	Record
2.2.j	1-Jul-16	Unit 7B - Homer still waiting on SKs from APA for handicap unit	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
	15-Jul-16	Work has started - will have to proceed with whatever work is needed. Issue with AC unit in conflict.	RFI issued pending APA response	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 fo Buildings 7, 8 and 9 in that order.	Homer to leave 5 days in schedule for heat pump relocation	Pending
	15-Jul-16	Pads work on hold pending decision on keeping units on the building. DHCD wants a mock up on Unit 10A of new proposed solution. Schedule for work is in question - needs to be resolved number of days needed. Also need to determine how to go back and do Phase 1... Vendorr (Action Engineer) has developed step by step pprocess - needs to be incorporated.	APA to issue SK and procedure - HC to review and re-price. Mock up on T&M approved	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
	15-Jul-16	DHCD requests look at abating sinks not replacing. Homer to discuss with sub.		TBD

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2.2.o	15-Jul-16	HC is concerned that lag time in schedule for moves may cause sub-trade disruption. Trades are difficult to get back if not kept busy...		Noted
2.2.p	15-Jul-16	Brackets for structural supports of window box-outs - need to be ordered together for additional charges.	HC to order and do as stored materials, per DHCD	
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	Complete
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		Record
	15-Jul-16	This is an open issue and is now time sensitive. Homer needs direction on tile order by next week if moving forward. Has price and can distribute.	HA does not want to pay. DHCD will not pay. Need to resolve	Open
2.5 Submittals & RFIs- Review Logs				
2.5.b	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
	15-Jul-16	Still outstanding		Record
2.5.d	15-Jul-16	RFI log - needs to be updated and distributed - check point needed for outstanding coordination items.	APA to update	by 7/22
2.6 Change Control				

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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
	1-Jul-16	Package for Change Order 1 needs to be revised by Homer. APA to review asap and get to Diane	Special meeting still required	ASAP
	15-Jul-16	Sinks to come off - APA to sign. Boad meeting on 8-11		
2.6.f	15-Jul-16	Change Order Log needs to be updated.	APA to update and distribute	22-Jul
2.6.g	15-Jul-16	Change Order for project extention open		
2.7 Application for Payment				
2.7.c	10-Jun-16	Application #3 scheduled for July.	7/1 With APA	
	15-Jul-16	APA needs to sign and submit		asap
2.7.d	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 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	Noted
	1-Jul-16	HC confirmed - did not include in July Req. Will be in Req 4		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.i	15-Jul-16	HA has issue with 7B oven - needs a side opening door. APA confirmed what was speced is ADA compliant. HA not happy - tenant needs side door		Open
3.1.j	15-Jul-16	Diane received "Non-move" bill. Team recommended she talk to vendor.		Noted
3.2 Construction				

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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.		7-Jul - See above Section 2.2.j
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
	15-Jul-16	No update		
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
	15-Jul-16	Issue is still open. APA to provide a solution		asap
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
	15-Jul-16	Tenants stated issue with noise at tenant meeting. Team directed to continue with 7 am start.		Noted
3.3	Other			
	3.3.f			

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.

