

MEETING MINUTES and AGENDA

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| Date of Meeting: | 22-Jul-16 |
| Title: | Field Meeting #13 |
| Time: | 10:00 AM |
| Place: | Topsfield Housing Authority |
| Project: | Little Brook Village; Structural Repairs and Upgrades |
| Project No: | 1403 298021 |
| Recorded by: | RED/SM |
| 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 |
| 1.1.m | 22-Jul-16 | Electrical heat cover needs to be installed in back hallway | Homer | ASAP |
| 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 |

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| 1.2d | 15-Jul-16 | 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 |
| 1.2.e | 15-Jul-16 | 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 |
| 1.2f | 22-Jul-16 | Tenants expressed concern about early start time. Start time will remain at 7:00 AM. Entrances must remain clear until 8:00. Residents can remain in units until 8:00 when building D commences | | 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. 7-22 Addressed in SK-1 and SK-2 | APA and CE to address | asap |
| 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 |

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| | 22-Jul-16 | All units in building C have been signed off on by all parties excludeing APA. | APA signiture from Andrew Plumb | ASAP |
| | 22-Jul-16 | DHCD requests additional sign off for entry ways. Noted that additional exterior work could allow tenants to move in before sign off. Example: Unit 7B additional work. | Clerk to produce additional sign off documents when ready | |
| | 22-Jul-16 | New punchlist to go along wioth sign off sheet to show status of items. As well as document completed items | Clerk | ASAP |
| 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 |
| | 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 weeweeks 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 |

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| 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 | 7/15 pending in consideration |
| | 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 |
| | 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 |
| | 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 |
| | 22-Jul-16 | Drawings of 7B need to be updated showing the elimination of closet at A/C unit (HA agreed on this decision) Noted this is important for As Builts. | APA | 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 |

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| | 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 |
| | 22-Jul-16 | Heat Pump Evaluation. Discussed proper way to calibrate wall vibrations, we need to involve Action and John Donahue. Homer mentioned that a quick turn around on this will be beneficial. | HA. Diane is going to send out emails | 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 |
| 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, pet DHCD | |
| 2.2q | 22-Jul-16 | Homer brought up possibly doing a substantial amount of exterior work ahead of structural work including excavation, waterproofing, bumpout reinforcing and possibly pad work. This will help with keeping workers on site as well as accelerating the schedule. Concern: leaving exterior unfinished durning the winter. | Homer will produce a schedule | Pending |
| 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 |

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| 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 | 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 Resolved will not pay. Need to resolve |
| | 22-Jul-16 | Tile is to remain the same on Building D. Homer is going to look into a more brilliant finish and get a 3' x 3' sample of expected finish and expected quality of installation | Open |
| 2.5 Submittals & RFIs- Review Logs | | | |
| 2.5.b | 1-Jul-16 | Gutter submittal is 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 |
| 2.5e | 22-Jul-16 | Req. 4 next week post dated for August | Homer |
| 2.5f | 22-Jul-16 | Discuss clerk taking over RFI, Submittal and COR logs | Clerk to email APA ASAP |
| 2.6 Change Control | | | |
| 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 | |

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| 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 | |
| | 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 |
| | 22-Jul-16 | Original "Non-move" bill was \$3200 Diane had it lowered to \$800 | | Record |
| 3.1.k | 22-Jul-16 | tenant meeting scheduled for 8/5 | HA notify residents | 5-Aug |
| 3.2 Construction | | | | |
| 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 | | |

Topsfield Housing Authority
Little Brook Village, Topsfield, MA

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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

3.3.k 8-Jul-16

15-Jul-16

Issue is still open. APA to provide a solution

asap

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.*

Topsfield HA - Exterior Repair Work

| Task Name | Duration | Start | Finish | Aug 28 | Sep 4 |
|--------------------------------|----------|----------|----------|--------|-------|
| | | | | | |
| Building E Excavation | 3d | 08/29/16 | 08/31/16 | | |
| Building E Waterproofing | 8d | 09/01/16 | 09/12/16 | | |
| Building E Bay Window Supports | 5d | 09/07/16 | 09/13/16 | | |
| Building E Back Fill | 3d | 09/14/16 | 09/16/16 | | |
| Building A Excavation | 3d | 10/05/16 | 10/07/16 | | |
| Building A Waterproofing | 8d | 10/07/16 | 10/18/16 | | |
| Building A Bay Window Supports | 5d | 10/13/16 | 10/19/16 | | |
| Building A Back Fill | 3d | 10/20/16 | 10/24/16 | | |
| Building B Excavation | 3d | 11/07/16 | 11/09/16 | | |
| Building B Waterproofing | 8d | 11/10/16 | 11/21/16 | | |
| Building B Bay Window Supports | 5d | 11/17/16 | 11/23/16 | | |
| Building B Back Fill | 3d | 11/28/16 | 11/30/16 | | |