

### MEETING MINUTES and AGENDA

Date of Meeting:	29-Jul-16
Title:	Field Meeting #14
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
<b>1</b>	<b>Housing Authority Comments, Questions, Concerns</b>			
<b>1.1 Tenant Relocations - Notifications and Issues</b>				
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
1.1m	22-Jul-16	Electrical heat cover needs to be installed in back hallway	Homer	ASAP
1.1n	29-Jul-16	Moving: Kevin requests for the rest of the moves a technician from both verizon and Comcast be present. He had a lot of problems with connectivity.	BHA and THA work to make sure a tech is available	
1.1o	29-Jul-16	Mess in 7A: Tenant and friend had to clean out cabinets prior to moving in. A substantial amount of saw dust and garbage was left behind. Homer is going to see about helping resident with something to compensate for her time spent cleaning.	Homer, will help resident and notify Diane what the resolution was.	ASAP
<b>1.2 Requests for Additional Work</b>				
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
1.2f	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

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<b>1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule</b>				
	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
<b>2</b>	<b>GC Project Update</b>			
	<b>2.1 Work Completed</b>			
	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
		22-Jul-16	All units in building C have been signed off on by all parties excluding APA. Correction: Andrew has already signed off, email was accidentally missed.	APA signature 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 with sign off sheet to show status of items. As well as document completed items	Clerk ASAP
	<b>2.2 2 Week Look Ahead and Schedule Coordination</b>			
	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	<b>Overall Schedule:</b> 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 <b>detailed schedule for Phase 2</b> work. Need to better coordinate completion of work, punchlist and cleaning, and move dates.	Record

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	8-Jul-16	Note on schedule - <b>overall project duration</b> . 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
	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 in consideration	pending
2.2.j	1-Jul-16	<b>Unit 7B</b> - Homer still waiting on SKs from APA for handicap unit	No Action needed, SK is not necessary	Rcord
	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 <b>AC unit</b> 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	<b>Heat Pump relocations</b> . 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

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	22-Jul-16	<b>Heat Pump Evaluation.</b> 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	<b>Sinks</b> 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. Decided against encapsulating. Sinks that are in Submittal are OK.		TBD
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. <b>Concern: leaving exterior unfinished during the winter.</b> Homer advised this will make inspections easier. They would have two crews on site. One crew for waterproofing and a second to continue with structural work.	Homer will produce a schedule	Pending
2.2r	29-Jul-16	<b>Concrete Pads At Entrances:</b> Going to take about a week, starting 8/8. Bridges will be in place for residents to enter and exit.	THA to notify residents	ASAP
2.2s	29-Jul-16	<b>Handicap Ramp:</b> Slab will be poured as soon as it can be. Remaining work will be done with the rest of the site work. This is to limit the inconvenience of accessing the community building as short as possible. This work is scheduled for 8/29.	THA to notify residents	
<b>2.4 Construction Issues (see New Business for other items)</b>				
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

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	22-Jul-16	VCT 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. Diane wants a high gloss finish.	Homer will get sample. Diane will approve.	Open
2.4k	29-Jul-16	<b>Cable in Bedrooms:</b> Moving team would like to make sure all bedrooms are cable ready before walls are closed in. Tenants that are relocating are in some cases used to having cable in the bedroom.	Homer will check and let us know what rooms are not cable ready.	Ongoing
<b>2.5 Submittals &amp; RFIs- Review Logs</b>				
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. Waiting for a few larger items to be completed for Req. 4	Homer	
2.5f	22-Jul-16	Discuss clerk taking over RFI, Submittal and COR logs. APA agreed.	Clerk to email APA.	Ongoing
<b>2.6 Change Control</b>				
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		
<b>2.7 Application for Payment</b>				
2.7.d	17-Jun-16	Change Order 1 to include all CORs to date - to be included in July Req.	6/24 Package for CO1 submitted req pending HA Board approval	Noted

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	1-Jul-16	Diane to request Special Board meeting - package was rejected for sink error. Next sheduled is Aug 11 - need to review before.	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
<b>3 Other Issues /New Business</b>				
<b>3.1 Housing Authority</b>				
	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
	3.1k	22-Jul-16	tenant meeting scheduled for 8/5. Re-scheduled for 8/12	HA notify residents
	3.1L	29-Jul-16	Meeting 8/5 is cancelled next meeting is 8/12	5-Aug
<b>3.2 Construction</b>				
	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
		29-Jul-16	APA spoke with Engineer and step down is not necessary. Pads can go in with out a 7 inch step down.	record
	3.3L	22-Jul-16	Evaluate Building D: Pictures and a brief Description.	Done by Clerk and HC. Emailed to team. ASAP
<b>3.3 Other</b>				
	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.*