## **MEETING MINUTES and AGENDA**

Date of Meeting:	12-Aug-16	Note: No meeting was held on 5-Aug
Title:	Field Meeting #15	
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	

em No.		Date	Description/Discussion	Action required/by	Status
	Housing	g Authority Co	mments, Questions, Concerns		
1.1	Tenant	Relocations -	Notifications and Issues		
	1.1.n	29-Jul-16	Verizon and Comcast connectivity during moves - Kevin requested a technician be available to ensure all services are working.	BHA and THA to coordinate	Noted
		12-Aug-16	Housing Authority to coordinate. Need to confirm if apartments have a splitter to bedroom - seems some units have cable in bedroom also.	HA to coordinate cable. Homer to notify Steve if they find cable to bedroom	Noted
	1.1.0	29-Jul-16	Mess in 7A: Tenant needed help in cleaning our cabinets and drawers - saw dust and gargabe left behind. HA is looking for some compensation for tenant		
		12-Aug-16	Cleaning need to be better coordinated. Homer needs to check each cabinet and drawer and ensure cleaners do a thorough job.	Sign off to include spot checking all cabinets	for next phas
	1.1.p	12-Aug-16	Carpet in 12A was damaged - HC was supposed to wait until HA could prepare unit for hand over. Carpet removal was scheduled for Saturday but HC started Friday. Homer need to check with Diane and Steve before starting early.	Homer to prepare 2 week look ahead and ensure site crew follows schedule.	
1.2	Reques	ts for Addition	nal 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

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1	224	4F 1l 4C	Homen monds 2 selected as a 12 throther the detailed Bloom 2	0.40 01 0 11.11 . 1 .	
	2.2.d	15-Jul-16	Homer needs 2 schedules: 1) that's the <b>detailed Phase 2</b> 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	8-12 Phase 2 was distributed at last meeting. To be attached to notes.	Due
	2.2.j	1-Jul-16	Unit 7B - Homer still waiting on SKs from APA for handicap unit	HC to issue RFI	Complete
		12-Aug-16	7B - All rough-in has been inspected, drywall work to start. Ready to be punched by Sept 15. Diane can post for occupancy for 10/1	HA needs 2 weeks to post vacancies.	
	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 process - needs to be incorporated.	HC to review and re-price.	Pending
		22-Jul-16	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.		Pending
		12-Aug-16	Per DHCD - wall mount is not approved - go back to pad mounted approach. Team to re-visit and develop timeline for repair work and schedule for Phase 1		
	2.2.1	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.		Record

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2.5.e	22-Jul-16	Discuss clerk taking over RFI, Submittal and COR logs	Clerk to email APA	In process
2.6 Change	Control			
2.6.d	24-Jun-16	Package for Change Order 1 submitted for review. HC to make revision (see	Diane to call Board meeting to	30-Jun
		above) and resubmit. Get to Diane for HA Board approval asalp.	review CO1.	
	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		
	12-Aug-16	Team to review Change Order for sinks - see 2.6.f below		
2.6.f	15-Jul-16	Change Order Log needs to be updated.	APA to update and distribute	22-Jul
	22-Jul-16	Clerk to update and distrbute		Due
2.6.g	15-Jul-16	Change Order for project extention open		
2.6.f	12-Aug-16	Per DHCH - Issue with PCOs and CORs. PCOs must be broken down by	APA to review all PCOs to date	asap
		phase - Change Orders can only be submitted by phase, except for stored	and ensure format. Also	
		moderate Hancon and ADA to rection all DCCs and Change Orders to date	anneimo Clanara Audau Enma	
		materials. Homer and APA to review all PCOs and Change Orders to date.	COMMUNICATION CONTRACTOR CONTRACT	
		CORs can only be attached to Reqs for work complete.	submitted.	
<b>2.7 <u>Applica</u></b> 2.7.d	i <mark>tion for Paym</mark> 17-Jun-16	CORs can only be attached to Reqs for work complete.	submitted.	Noted
		CORs can only be attached to Reqs for work complete.	submitted.  6/24 Package for CO1 submited	
	17-Jun-16	CORs can only be attached to Reqs for work complete.  ent  Change Order 1 to include all CORs to date - to be included in July Req.	submitted.  6/24 Package for CO1 submited - req pending HA Board approval	
		CORs can only be attached to Reqs for work complete.	6/24 Package for CO1 submited - req pending HA Board approval Diane needs 1 week in advance - APA to advise when package is	
	17-Jun-16	CORs can only be attached to Reqs for work complete.  ent Change Order 1 to include all CORs to date - to be included in July Req.  Diane to request Special Board meeting - package was rejected for sink	6/24 Package for CO1 submited - req pending HA Board approval Diane needs 1 week in advance -	Approved

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All dates are subject to change due to weather and unforeseen conditions.

Task Name	San Sale	Bro Dave	easy tree To	00000000		283	Some Si	A:00.21	Sec. 4
					STATE	S. S. W. T. W. C.	r s s with moters		
	08/19/16								The state of the s
2 Week Look Ahead	08/19/16	09/01/16		10d				2 Week	Look Ahead
Carpentry Work	08/19/16	08/29/16		7d				Carpentry Work	·
Unit 12 Repair Work	08/19/16	08/22/16	Homer Contracting	2d			Unit 12 Repair Work		
Unit 10 Underlayment and Insulation	08/19/16	08/23/16	Homer Contracting	3d			Unit 10 Underlay	ment and Insulation	
Unit 11 Underlayment and Insulation	08/23/16	08/25/16	Homer Contracting	3d			Unit 11	Underlayment and insulation	
Unit 12 Underlayment and Insulation	08/25/16	08/29/16	Homer Contracting	3d			70500000000000000000000000000000000000	Unit 12 Underlayment	and Insulation
Completion of Exterior Sheathing	08/19/16	08/25/16	Homer Contracting	5d			Compl	etion of Exterior Sheathing	
Unit Finish Work	08/23/16	09/06/16		11d					Unit Finish Wor
Unit 10 Drywall Hanging and Taping	08/23/16	08/25/16	Homer Contracting	3d			Unit 10	Drywall Hanging and Taping	
Unit 11 Drywall Hanging and Taping	08/25/16	08/29/16	Homer Contracting	3d			0.6575206564	Unit 11 Drywall Hangi	ng and Taping
Unit 12 Drywall Hanging and Taping	08/29/16	08/31/16	Homer Contracting	3d				Unit 12 Dryw	all Hanging and Taping
Unit 10 Painting	08/26/16	08/30/16	Homer Contracting	3d			30000000	Unit 10 Painting	
Unit 11 Painting	08/30/16	09/01/16	Homer Contracting	3d				Unit 11	Painting
Unit 12 Painting	09/01/16	09/06/16	Homer Contracting	4d				opwydaeskaes	Unit 12 Painting
Site Work	08/15/16	09/06/16		17d					Site Work
Building C Drainage	08/15/16	08/24/16	Aldo Construction	8d		Totalousary againment of	Building C [	rainage	
Building D Rear Entry Pads	08/24/16	08/26/16	Aldo Construction	3d			Bu	liding D Rear Entry Pads	
Waterproofing Work	08/15/16	08/31/16	Homer Contracting	13d		The second secon		Waterproofin	g Work
Building D Front Entry Pads	09/01/16	09/06/16	Aldo Construction	4d				7/50/24/04/50/25/04	Building D Front
Building E Excavation (3 Sides Only)	08/29/16	08/31/16	Aldo Construction	3d				Building E E	cavation (3 Sides Only)