

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	

Item No.	Date	Description/Discussion	Action required/by	Status
1	Housing Authority Comments, 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.o	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 for next phase all cabinets	
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	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

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2.2.d	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	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	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 process - 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	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
	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.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.		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 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		
	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 phase - Change Orders can only be submitted by phase, except for stored materials. Homer and APA to review all PCOs and Change Orders to date. CORs can only be attached to Reqs for work complete.	APA to review all PCOs to date and ensure format. Also confirm Change Order form submitted.	asap
2.7 Application for Payment				
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
	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 - APA to advise when package is ready	Approved by Board
	1-Jul-16	HC confirmed - did not include in July Req. Will be in Req 4		Noted
2.7.d	22-Aug-16	Per above - CORs to be included in Reqs need to be only for work completed. Team to review.	Team to review COR 1	asap
3	Other Issues /New Business			

