

MEETING MINUTES and AGENDA

Date of Meeting:	19-Aug-16
Title:	Field Meeting #16
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
	19-Aug-16	Team confirm some of the cables are outside, poorly installed. HA to get vendors out before moves and before excavation to clear and confirm service.		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.	Pending
	19-Aug-16	Team to ensure dates are reviewed and distributed. Homer to advise re resolution of tenant issues and bring sample to Diane.		Pending

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1.1.q	19-Aug-16	1.1.q	19-Aug-16	Dates for next phase reviewed. HA needs to confirm but Phase 2 can move back on 9/16, Phase 3 moves out 9/22 and 9/23 - HA needs 2 days. Homer 8/22. HA also to remove all plantings and tenant items from outside by 8/26. Team confirmed, Homer is not responsible for removing and replacing any landscaping (patios, planting, furniture, etc). Contract only to replace sod. HA owns any removals/replacement.
1.2a		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
1.2f	22-Jul-16	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
1.2 Requests for Additional Work				
1.3.c	12-Aug-16	1.3.c	12-Aug-16	No construction issues with ramp locations. However tenants raised concerns about replacing the temp parking near community building. Plan shows losing the few spaces that are there now. Team confirm only the architect can confirm parking issues. APA to contact Diane to review.
1.3.h	12-Aug-16	1.3.h	12-Aug-16	Unit 12D has substantial water damage. Team to walk through and evaluate work needed. Per email after meeting - repair work in place. Team to do minimal required.
	19-Aug-16		19-Aug-16	Some drainage issues - backing up to unit above. Homer coordinating with Chris to resolve... Record
1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule				
<p>APA to review and advise.</p> <p>Record</p>				
GC Project Update				
2.1 Work Completed				
	12-Aug-16	2.1.h	12-Aug-16	Asbestos abatement crew still made a mess of the walls. Homer to address.

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2.1.i	18-Sep-16	All structural work is complete. Flooring is starting. Exterior work needs direction on downspouts - delays are pending.		
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
	19-Aug-16	2 week look ahead reviewed and attached. Homer to send scheduled in advance so can be attached to notes.		by 8/26
2.2.j	12-Aug-16	Unit 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	12-Aug-16	Heat Pump Relocation - 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		
	19-Aug-16	Heat pump work is still pending. Pads are a coordination issue. Homer need to do mock up - one unit to be selected in current phase. Then overall schedule to be developed. Team reminded about providing temp heat of having Diane keep tenants out of unit for the day...	Mock up and plan required.	
2.2.l	12-Aug	Sinks are still open. Homer and APA to review pricing on sinks. Homer to provide justification for replacing and determine if credit is required. APA to review PCO and determine if changes are required.	Issue with PCO and Change Orders - see Change Control below	
	19-Aug-16	Sinks are still outstanding. Homer to talk to plumber about replacing with ones like what's installed in Phase 1. Need to determine restocking and status of COR.	Homer and APA to coordinate.	
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	Complete
2.2.q	29-Jul-16	Concrete Pads at entrances - started on 8/8 and to take about a week. Bridges are in place for tenants. No issues at present.		Record

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Record	12-Aug-16	Site work is proceeding. Sub is doing a good job (per Bob). No issues at present. Ramp and sidewalks on track. Downspouts are delaying completion of exterior at building.
	19-Aug-16	
2.4 Construction Issues (see New Business for other items)		
Open	3-Jun-16	2.4.a 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.
Open	22-Jul-16	2.4.j 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 Will be done last - likely after Labor Day. Homer to let Diane know so she can be there.
2.5 Submittals & RFIs- Review Logs		
Record	22-Jul-16	2.5.e Discuss clerk taking over RFI, Submittal and COR logs No submittals pending. Nothing outstanding on RFIs.
2.6 Change Control		
	24-Jun-16	2.6.d Package for Change Order 1 submitted for review. HC to make revision (see Diane to call Board meeting to above) and resubmit. Get to Diane for HA Board approval asap. Package for Change Order 1 needs to be revised by Homer. APA to review. Special meeting still required ASAP
	1-Jul-16	1-Jul-16 Package for Change Order 1 needs to be revised by Homer. APA to review. Special meeting still required ASAP
	15-Jul-16	15-Jul-16 Sinks to come off - APA to sign. Board meeting on 8-11
	12-Aug-16	12-Aug-16 Team to review Change Order for sinks - see 2.6.f below
2.6.f	15-Jul-16	15-Jul-16 Change Order Log needs to be updated. Clerk to update and distribute
	22-Jul-16	22-Jul-16 Clerk to update and distribute
2.6.g	15-Jul-16	15-Jul-16 Change Order for project extension open

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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	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
	19-Aug-16	Reqs and CORs need to be addressed - Homer needs to submit.		
3 Other Issues /New Business				
3.1 Housing Authority				
3.1.b	12-Aug-16	Tenant meeting held on 8/12. Issues discussed noted above in HA section - short term parking requirement. (1.3.c)		Record
	19-Aug-16	Next tenant meeting scheduled for Fri 9/2. Confirm APA can attend.	Diane can email questions in advance.	
3.2 Construction				
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.	Complete
	29-Jul-16	APA spoke with Engineer - sep down is not necessary. Pads can go in without the step down.		Record
3.3.l	22-Jul-16	Evaluation of Building D prior to constructionL Pictures and a brief description provided by Clerk and reviewed by team.		Record
3.3 Other				
3.3.f				

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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.

