

### MEETING MINUTES and AGENDA

Date of Meeting:	26-Aug-16
Title:	Field Meeting #17
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.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
		26-Aug-16	Diane Called Comcast and is waiting for a return call.	Noted
	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
		26-Aug-16	Tenant is going to pick a equal quality similar carpet and Homer will pay for it. Up to 250.00.	HA will notify tenant ASAP

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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 can start Phase 3 on 9/26. Exterior work will start on Ph 3 8/26.	HA to send move notificatons by 8/22. HA also to remove all plantings and tenant items from outside by 8/26.	
	26-Aug-16	Diane confirmed Homer can have access to units 14b and 15b on 9/21.		Record
1.1.r	19-Aug-16	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.	
1.1.s	26-Aug-16	Building D: Second floor tenants last day out of units is 9/16.		Record
<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
<b>1.3 Potential HA/Tenant (Non-Contruction) Impacts to Schedule</b>				
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.	APA to review and advise.	
	19-Aug-16	Team confirm only the architect can confirm parking issues. APA to contact Diane to review.		
	26-Aug-16	Walked site after meeting. Discussed leaving everything as is and let tenants park on grass next to ramp.		
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.	Record
	19-Aug-16	Some drainage issues - backing up to unit above. Homer coordinating with Chris to resolve...Chris resolved issue (8/26)		Noted

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### 2.1 Work Completed

- 2.1.i 18-Sep-16 All structural work is complete. Underlayment is starting. Exterior work needs direction on downspouts - delays are pending.  
 Homer is going to continue with connecting Downspouts to underground drainage under protest.

### 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.                                  |
|       | 26-Aug-16 | Heat Pump mock up starts on 9/6. Determine amount of time it will take and how it will impact residents.  |   |
| 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.                                |

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	26-Aug-16	Homer is going to install sinks approved in Submittal, to ensure not to interfere with the schedule. (DHCD approved) Then when Bob returns work on a permanent solution.		
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	Complete
	26-Aug-16	Homer will have all the bracket for all the units Monday 8/29		Record
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
	12-Aug-16	Sitework is proceeding. Sub is doing a good job (per Bob). No issues at present.		Record
	19-Aug-16	Ramp and sidewalks on track. Downspouts are delaying completion of exterior at building.		Record
	26-Aug-16	Order the site work will be done C,D,E,A,B		Record
2.2r	26-Aug-16	Homer would like to schedule Andrew to do the walk through on 9/13	HC and AAP	
<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
2.4.j	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	Will be completed when flooring is complete - end of phase 2	Open
	19-Aug-16	Will be done last - likely after Labor Day. Homer to let Diane know so she can be there.		
<b>2.5 Submittals &amp; RFIs- Review Logs</b>				
2.5.e	22-Jul-16	Discuss clerk taking over RFI, Submittal and COR logs		Record

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19-Aug-16 No submittals pending. Nothing outstanding on RFIs.

**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	8-19 Still pending	
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	<b>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.</b>	<b>APA to review all PCOs to date and ensure format. Also confirm Change Order form submitted.</b>	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.		
	26-Aug-16	George handed out Pencil Req. 3 at the meeting.		
2.7e	26-Aug-16	Check for last req bounced from HA. Diane will check the Vendor Web from now on to verify money is in fact in the account before paying Homer to avoid any confusion		Record
2.7f	26-Aug-16	COP 1: Still not approved. APA did not use DHCD required form. Paper work is in Andrew's possesion.	APA	ASAP

**3 Other Issues /New Business**

**3.1 Housing Authority**

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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.	
<b>3.2</b>	<b>Construction</b>		
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
<b>3.3</b>	<b>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.*