

### MEETING MINUTES and AGENDA

Date of Meeting:	2-Sep-16
Title:	Field Meeting #18
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
	26-Aug-16	Diane Called Comcast and is waiting for a return call.		Pending
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
	26-Aug-16	Tenant is going to pick a equal quality similar carpet and Homer will pay for it. Up to 250.00.	9-2 Due	ASAP
1.1.q	19-Aug-16	Dates for next phase reviewed. HA needs to confirm but <b>Phase 2 can move back on 9/16, Phase 3 moves out 9/22 and 9/23</b> - HA needs 2 days. <b>Homer can start Phase 3 on 9/26.</b> 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.	Phase 2 (Bldg D), last day out of units is 9/16.	Record
	2-Sep-16	Team confirmed all dates.		
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.	Record
<b>1.2 Requests for Additional Work</b>				
1.2a				ongoing

Hose Rin Repair - HA requested hose ribs located within demolition area

HA to coordinate with HC as

**1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule**

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.

2-Sep-16 Team confirmed issue is closed. Any agreements about parking on grass are not supported by project. Project is not making any changes to plan.

1.3.h 12-Aug-16 Unit 12D has substantial water damage. Team to walk through and evaluate work needed. HA can re-evaluate after the project is complete at their own risk.

19-Aug-16 Some drainage issues - backing up to unit above. Homer coordinating with Chris to resolve...Chris resolved issue (8/26) Per email after meeting - repair work in place. Team to do minimal required. Noted

2-Sep-16 Chris has repaired - issues in 12D and in 7A (replaced faulty faucet). HC to replace under warrantee. Diane to remind Chris to report all issues via Steve for tracking/resolution Pending

**2 GC Project Update**

**2.1 Work Completed**

2.1.i 26-Aug-16 All structural work is complete. Underlayment is starting. Exterior work needs direction on downspouts - delays are pending.

2-Sep-16 Homer is continuing with connecting Downspouts to underground drainage under protest. Clerk is keeping track of hours. APA and DHCD not in agreement about being Ongoing

**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. Ongoing

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	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	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-Sep-16	2-Sep-16	Unit 10A to be done 9/7 - one day as target.	
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	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.
26-Aug-16	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-Sep-16	2-Sep-16	Per Bill/DHCD - continue with submitted sink (at correct size). No credit expected.	Sinks already procured - restocking fee negates any cost
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
26-Aug-16	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	12-Aug-16	Stework is proceeding. Sub is doing a good job (per Bob). No issues at present.	Record
19-Aug-16	19-Aug-16		Record

26-Aug-16	Ramp and sidewalks on track. Downspouts are delaying completion of Site work will be done in the order of the phasing. Phase 1 = C, Phase 2 - D, Phase 3 = E, Phase 4 = A, Phase 5 = B	Record Pad work - Phase 1 is open, Phase 2 is complete, Phase 3 is pending Clerk to develop a draft - team to review
2-Sep-16	Team needs site map showing phasing and key dates of work, along with any specific units tracking early/late. Needed for coordination purposes.	9-Sep
2.2r	26-Aug-16 Homer would like to schedule Andrew to do the walk through on 9/13 - Tuesday 2 pm. Diane to walk beforehand.	HC and APA
2-Sep-16	Clerk has started puchlist and checklist for all punch requirements.	
<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	Open Pavilion Floors to submit
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	Open Will be completed when flooring is complete - end of phase 2
19-Aug-16	Will be done last - likely after Labor Day. Homer to let Diane know so she can be there.	
2-Sep-16	Samples to be provided by Homer - date pending. Will not do in field.	
<b>2.5 Submittals &amp; RFIs- Review Logs</b>		
2.5.e	22-Jul-16 Discuss clerk taking over RFI and Submittal logs	Record
19-Aug-16	No submittals pending. Nothing outstanding on RFIs.	
<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.	Complete Diane to call Board meeting to review CO1.
1-Jul-16	Package for Change Order 1 needs to be revised by Homer. APA to review asap and get to Diane	Complete
15-Jul-16	Sinks to come off - APA to sign. Board meeting on 8-11	8-19 Still pending
12-Aug-16	Team to review Change Order for sinks - see 2.6.f below	With APA.
2-Sep-16	Change Order 1 - need status on submitting final Change Order form to DHCD. This has still not been officially submitted.	ASAP

2.6.f 2-Sep-16 Change Order 1 not in file - Clerk to bring to next meeting  
 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 Regs for work complete. APA to review all PCOs to date and ensure format. Also confirm Change Order form submitted. asap

2.6.g 2-Sep-16 Update per DHCD - Change orders can be priced for job but needs to be broken down by phase. HC can submit Regs by phase for work complete.  
 Change Order are causing undue burden on Homer - Change orders need to be resolved in a timely manner so that Requisitions can be current. APA to follow up and make sure all change orders are

**2.7 Application for Payment**

2.7.d 22-Aug-16 Per above - CORs to be included in Regs need to be only for work completed. Team to review. Team to review COR 1

19-Aug-16 Regs and CORs need to be addressed - Homer needs to submit. Record  
 2-Sep-16 HC needs to start including CORs in Regs. This is becoming critical. (See above in change control.)

2.7e 26-Aug-16 Check for Req #3 bounced from HA. Diane to coordinate payment with Homer Pending

2.7f 2-Sep-16 Homer confirmed Req #1 and Req #2 are paid and closed. Req #3 payment APA pending (see above). Req #4 needs APA sign off. Clerk to follow up with ASAP

**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.  
 2-Sep-16 Tenant questions were addresses. No major issues to report. Tenants were concerned about window replacement. Clerk to ensure continuation of pre-construction window testing and inclusion in punchlist.

**3.2 Construction**

3.3.i 22-Jul-16 Evaluation of Building D prior to construction. Pictures and a brief description provided by Clerk and reviewed by team. Record

**3.3 Other**

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.*