

MEETING MINUTES and AGENDA

Date of Meeting:	9-Sep-16
Title:	Field Meeting #19
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:	<i>Please see bottom of notes for attendee listing.</i>

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	Ongoing
1.1.q	19-Aug-16	Dates for next phase reviewed. HA needs to confirm but Phase 2 can move back on 9/16-9/19 and 9/20, 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.	Phase 2 (Bldg D), last day out of units is 9/16 - 9/18	Record
	2-Sep-16	Team confirmed all dates.	9/9 Corrections noted above	
1.1.s	9-Sep-16	Phase 3- Building 3 - Exterior work underway. Demo of walls to begin - tenants have been notified.	See schedule for updated Phase 3 activities	
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
1.3 Potential HA/Tenant (Non-Contruction) Impacts to Schedule				
1.3.c	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.	HA can re-evaluate after the project is complete at their own risk.	Record

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2.2.k	2-Sep-16	Can be punched on 9/16.		
2.2.k	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	Unit 10A to be done 9/7 - one day as target.		
	9-Sep-16	Delayed due to rain. To be scheduled. Subcontractor concerned about pad size. Will only pour one pad for mock up in case adjustments are needed.		
2.2.l	2-Sep-16	Per Bill/DHCD - continue with submitted sink (at correct size). No credit expected.	Sinks already procured - restocking fee negates any cost	Closed
2.2.q	26-Aug-16	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	Pad work - Phase 1 is open, Phase 2 is complete, Phase 3 is ^{handing}	Record
	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.	Clerk to develop a draft - team to review	9-Sep
	9-Sep-16	Pads in Phase 2/Building D are delayed but should be done for move.	Homer to advise	
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 punchlist and checklist for all punch requirements.	9/9 Team reviewed punchlist checklist	
	9-Sep-16	Areas needed to be punched separately: units, common areas, exterior work (waterproofing) and site work. Homer and Clerk to coordinate on scope and coordinate punch activities with team.	Walk through Tuesday 9/13	
2.4 Construction Issues (see New Business for other items)				
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	9/9 Credit should be plumbing/labor. Homer to ^{advise}	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

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9-Sep-16 Req 3 paid. Req 4 signed and submitted

3 Other Issues /New Business	
3.1 Housing Authority	
3.1.c 9-Sep-16	Next tenant meeting to be Friday Oct 7.
3.1.d 9-Sep-16	Tenants complimented Homer on politeness of workers.
3.2 Construction	
3.3.m	
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.

Attended Not attended

- ✓ Dick Cullinan, Town of Topsfield
- ✓ Diane Drinan, Executive Director, Topsfield Housing Authority
- ✓ Chris Prescott, Maintenance, Topsfield Housing Authority
- ✓ Kevin Ascolillo, Executive Director, Beverly Housing Authority
- ✓ Sue Carlton, Deputy Director, Relocations, Beverly Housing Authority
- ✓ Jim Vahey, Beverly Housing Authority
- ✓ Jewell Burke, Project Manager, DHCD
- ✓ Jim McCurdy, Supervising Architect, DHCD
- ✓ Bob Watt, Construction Advisor, DHCD
- ✓ John Donoghue, Supervising Engineer, DHCD
- ✓ Andrew Plumb, Architect, Aamodt Plumb Architect
- ✓ Steve McCarty, Clerk, Hereva Consultants
- ✓ Robin Dorogusker, Project Manager, Hereva Consultants
- ✓ Ed Pomfred, Structural Engineer, Richmond So Engineers