

### MEETING MINUTES and AGENDA

Date of Meeting:	16-Sep-16
Title:	Field Meeting #20
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:	Please see bottom of notes for attendee listing.

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.		Record
		16-Sep-16 Housing Authority is to coordinate with providers. Building inspector wants cables cleaned up but HC not responsible for cleaning up previous work.		
	1.1.q	19-Aug-16 Dates for next phase reviewed. HA needs to confirm but <b>Phase 2 can move back on 9/16-9/19 and 9/20, 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 notifications 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
		<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	Record
		<b>1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule</b>		
	1.3.h	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	to be closed

**MEETING MINUTES and AGENDA**

1.3.i	9-Sep-16	Loose furniture items left behind are unclaimed. Homer staged in one location. Relocation team to move to Pod. HA to notify tenants/family of unit, dispose of at their convenience if unclaimed...	Relocation team to be reminded to remove items from any common areas	Record
	16-Sep-16	Team reminded Relocation team to ensure all items are removed, including from fridge - door is to be left open after fridge is turned off or unplugged.	Homer cleaned fridges from last phase but should not be required. HA to manage	
1.3.j	9-Sep-16	Tenants are also entering units prior to turn over. HA to remind tenants not to enter, Homer to use construction cores on locks for next phase - ensure units stay locked...		Record

**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 additional scope.	Ongoing
	9-Sep-16	Homer and DHCH to work out downspout issue...		
	16-Sep-16	Homer to issue rfi - need Civil Engineer to weigh in. APA to provide narrative for downspouts.	(See below for drainage issue)	

**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
2.2.j	12-Aug-16	<b>Unit 7B</b> - 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.	
	16-Sep-16	Delay in kitchen - punch after 9/26. Date to be determined	Homer to advise.	
2.2.k	26-Aug-16	<b>Heat Pump</b> 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.		

**MEETING MINUTES and AGENDA**

	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.	Pads in Phase 2/Building D are delayed but should be done for move	
	16-Sep-16	Pad was too small - needs to be enlarged 6". Pads and racks to be put in in advance to facilitate install. Mock up to be completed today. Team concerned units in working order after install. Clerk to document test after complete - expect around 5 pm	HA needs 48 hours to notify tenants to be out of unit for the day. Also need heating units as contingency.	
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	<b>Site work</b> 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 pending	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
	16-Sep-16	Next phases to start - Building A and B will start 9/19 with gutter work. Excavation on A starts 10/3 - rear pads and part of fronts. B will start 10/11		
2.2.r	16-Sep-16	<b>Punchlist</b> to be confirmed and sign off today after meeting.		
<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	9/9 Credit should be plumbing/labor. Homer to advise	Open
2.4.j	22-Jul-16	<b>Tile</b> 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
	2-Sep-16	Samples to be provided by Homer - date pending. Will not do in field.		
2.4.k	9-Sep-16	<b>Drainage</b> - Homer is recommended some revisions to drainage plans. RFI to be issued and CE to review.		Pending

**MEETING MINUTES and AGENDA**

16-Sep-16 Homer to issue rfi - HC has no cost solution but need CE to approve  
 Emails after suggestion conservation commission approval needed. APA to

**2.5 Submittals & RFIs- Review Logs**

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.

**2.6 Change Control**

2-Sep-16 Change Order 1 - need status on submitting final Change Order form to 9/9 Complete, signed and  
 DHCD. This has still not been officially submitted. submitted  
 2.6.f 2-Sep-16 Change Order Log - DUE - Clerk to bring to next meeting  
 9-Sep-16 Change order log reviewed - needs to be revised. Change Order 2 to go to APA to submit to Diane by Status?  
 HA for Board approval Thursday so Board meeting can be scheduled  
 2.6.g 16-Sep-16 Per Bob - still need clarification on change order submission. PCO is Bob will follow up with APA to  
 approved via email by APA (or via meeting). PCO can be for entire job but clarify.  
 broken down by phase. Change Order is only for the specific work completed for the phase - change order form needs to match requisition  
 2.6.h 2-Sep-16 Change Order are causing undue burden on Homer - Change orders need to APA to follow up and make sure Noted  
 be resolved in a timely manner so that Requisitions can be current. all change orders are current.

**2.7 Application for Payment**

2.7f 2-Sep-16 Homer confirmed Req #1 and Req #2 are paid and closed. Req #3 payment APA ASAP  
 pending (see above). Req #4 needs APA sign off. Clerk to follow up with  
 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.  
 3.1.e 16-Sep-16 Homer needs to clean up after workers - trash around. Remind no smoking on site.

## MEETING MINUTES and AGENDA

3.2 Construction  
3.3.m

### 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 McCarthy, Clerk, Hereva Consultants
✓	Robin Dorogusker, Project Manager, Hereva Consultants
✓	Ed Pomfred, Structural Engineer, Richmond So Engineers
✓	Imad Zrein, Civil Engineer, Devellis Zrein Engineers
✓	Bryan Thompson, Asbestos Abatement Consultant, ATC Consultants
✓	Stefanos Bouboulis, Vice President, Homer Contracting
✓	George Bouboulis, Senior Project Manager, Homer Contracting
✓	Dinos Amarantos, Construction Supervisor, Homer Contracting