

**MEETING MINUTES and AGENDA**

Date of Meeting:	30-Sep-16
Title:	Field Meeting #22
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+13:731 Housing Authority Comments, Questions, Concerns</b>				
<b>1.1 Tenant Relocations - Notifications and Issues</b>				
1.1.n	23-Sep-16	THA has continued to communicate with Comcast, although it is proving to be difficult. THA requests that Homer protects any cable wires in the units.	THA, Homer	Record
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 notificatons by 8/22. HA also to remove all plantings and tenant items from outside by 8/26.	Complete
	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
	30-Sep-16	Phase 2 move back and Phase 3 move out complete. No issues.		
1.1.r	30-Sep	Need to confirm dates with HC, but HA targeting move dates: Phase 3 Punchlist 11/8, Sign off by 11/8 - Move in on 11/14 and 11/15, Phase 4 Move Out on 11/16 and 11/17. Turn Phase 4 over to Homer on 11/18 Team notes Veterans' Day is a holiday and may cause a lag time.	Notifications need to go out Friday 10/7 - team to confirm dates at next meeting	
<b>1.2 Requests for Additional Work</b>				

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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.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	Record
	30-Sep-16	Clerk reminded team that several units were left with items and/or trash. Relocation team agreed to clean out units, including the fridges. All fridges to be emptied and removed by relocation team to pod storage.		
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
	23-Sep-16	Diane is going to prepare a form to have tenants sign. Hopefully this will help keep the residents out during the construction. THA also will put up no trespassing signs.	9-30 Signs are up but still not preventing tenant access	ASAP
	30-Sep-16	Continue to have ongoing issues between tenants and construction. Also Diane concerned about leaving areas open for snow removal. Team to work on updated logistics plan.	For 10/7	
<b>2 GC Project Update</b>				
<b>2.1 Work Completed</b>				
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.	Record
	9-Sep-16	Homer and DHCH to work out downspout issue...		Record

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	16-Sep-16	Homer to issue rfi - need Civil Engineer to weigh in. APA to provide narrative for downspouts.	9-30 Response to Rfi still needed	
	23-Sep-16	APA to arrange a visit from the Civil Engineer to provide a clear solution to the drainage issues. Dick Cullinan requests to be present for this visit.	APA	ASAP
	30-Sep-16	DHCD need documentation for any solutions for drainage and downspout issues. Bill Kittridge is new DHCD Civil Engineer. Bob requests APA and CE be on site next week so this can be resolved.	RFI response submitted via email after meeting	
<b>2.2 2 Week Look Ahead and Schedule Coordination</b>				
	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.
		23-Sep-16	Punch list to be generated on Monday 8/26. Homer noted that the unit will not have electrical work completed until Tuesday. Homer / Clerk / THA to be present.	HC, THA, Homer 26-Sep
		30-Sep-16	Unit 7B - punchlist still has outstanding items. Team to review after meeting. No tenant for Oct 1 but need to resolve so can close out.	
	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.	Unit 10A is complete Record
		23-Sep-16	Homer is gong to go forward with Pouring the pads at 4'6" by 4'6" for the remaining buildings. Irvine advised the team that they did not price the job to do one unit a day. Temporay heat will probably be needed, since Irvine has planned on doing the whole building at once. Chris from THA found out that the wiring for the electric heat is still available.	Record

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	22-Sep-16	DHCD wants to explore all the options such as: Irvine's price increase to do one unit a day, or possibly waiting until after the winter to address the heat pumps, or using electric heat.	Homer / Irvine	ASAP
	30-Sep-16	Homer to verify with Irvine that 4'6" x 4'6" is required size. There was confusion via email. Also DHCD wants all heat pump work to be completed as soon as possible. Need to get pads poured. Homer to advise and schedule		
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
	23-Sep-16	<b>SINKS:</b> In order to eliminate all confusion DHCD requests that Diane and Andrew work together to get an approved sink in the construction Documents. Irvine needs an approved Speced sink to move forward. DHCD is aware there will be a re-stocking fee, but the cost of the sink THA is requesting is significantly less then the previously approved sink. this cost difference should off set the re-stocking fee.	APA, THA	ASAP
	30-Sep-16	Sinks are OK - DHCD approved restocking fee - Homer to purchase, Irvine to install. Homer to advise		
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.		Complete
<b>2.4 Construction Issues (see New Business for other items)</b>				
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

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	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 advise.
	30-Sep-16	RFI issued - to be resolved with drainage issues (see above)	
<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.	
	30-Sep-16	RFI on drainage needs response.	Pending
<b>2.6 Change Control</b>			
2.6.g	16-Sep-16	Per Bob -- still need clarification on change order submission. PCO is approved via email by APA (or via meeting). PCO can be for entire job but broken down by phase. Change Order is only for the specific work completed for the phase - change order form needs to match requisition with PCO attached as back up.	Bob will follow up with APA to clarify. Record
2.6.i	30-Sep-16	Ensure CO 3 includes credit for sinks	record
<b>2.7 Application for Payment</b>			
2.7f	2-Sep-16	Homer confirmed Req #1 and Req #2 are paid and closed. Req #3 payment pending (see above). Req #4 needs APA sign off. Clerk to follow up with	APA ASAP
	9-Sep-16	Req 3 paid. Req 4 signed and submitted	
	30-Sep-16	Req 5 to be issued (pencil).	
<b>3 Other Issues /New Business</b>			
<b>3.1 Housing Authority</b>			
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.

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3.1.f	30-Sep-16	Tenants are concerned about construction - need update on schedule and areas of work. Request contractors keep a tidier job site. Also ensure bridges are installed asap on all entrances	Team to address at next week's meeting
<b>3.2</b>	<b>Construction</b>		
3.3.m	30-Sep-16	HA reminded HC that door sweeps are needed on every door.	

#### 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

- |   |   |  |
|---|---|--|
| x |   | Dick Cullinan, Town of Topsfield                                     |
| x |   | Diane Drinan, Executive Director, Topsfield Housing Authority        |
|   | x | Chris Prescott, Maintenance, Topsfield Housing Authority             |
|   | x | Kevin Ascolillo, Executive Director, Beverly Housing Authority       |
| x |   | Sue Carlton, Deputy Director, Relocations, Beverly Housing Authority |
|   | x | Jim Vahey, Beverly Housing Authority                                 |
|   | x | Jewell Burke, Project Manager, DHCD                                  |
|   | x | Jim McCurdy, Supervising Architect, DHCD                             |
| x |   | Bob Watt, Construction Advisor, DHCD                                 |
|   | x | John Donoghue, Supervising Engineer, DHCD                            |
|   | x | Andrew Plumb, Architect, Aamodt Plumb Architect                      |
| x |   | Steve McCarthy, Clerk, Hereva Consultants                            |
| x |   | Robin Dorogusker, Project Manager, Hereva Consultants                |
|   | x | Ed Pomfred, Structural Engineer, Richmond So Engineers               |
|   | x | Imad Zrein, Civil Engineer, Devellis Zrein Engineers                 |
|   | x | Bryan Thompson, Asbestos Abatement Consultant, ATC Consultants       |
|   | x | Stefanos Bouboulis, Vice President, Homer Contracting                |
|   | x | George Bouboulis, Senior Project Manager, Homer Contracting          |
| x |   | Dinos Amarantos, Construction Supervisor, Homer Contracting          |

# 2 Week Look Ahead - Topsfield

All dates are subject to change due to weather and unforeseen conditions.

Task Name	Start Date	End Date	Assignee	Duration	OC-1	OC-2	OC-3	OC-4	OC-5
	10/07/16								
<b>2 Week Look Ahead</b>	<b>10/07/16</b>	<b>10/21/16</b>		<b>11d</b>					<b>2 Week Look Ahead</b>
<b>Carpentry Work</b>	<b>10/05/16</b>	<b>10/24/16</b>		<b>14d</b>					<b>Carpentry Work</b>
Unit 15 Structural Repairs	10/05/16	10/11/16	Homer Contracting	5d					Unit 15 Structural Repairs
Exterior Siding Work	10/17/16	10/24/16	Homer Contracting	6d					Exterior Siding Work
<b>Unit Finish Work</b>	<b>10/07/16</b>	<b>10/24/16</b>		<b>12d</b>					<b>Unit Finish Work</b>
Unit 13,14,15 Underlayment/Insulation Work	10/07/16	10/13/16	Homer Contracting	5d					Unit 13,14,15 Underlayment/Insulation Work
Unit 13,14,15 Drywall Work	10/13/16	10/19/16	Homer Contracting	5d					Unit 13,14,15 Drywall Work
Unit 13,14,15 Painting Work	10/17/16	10/24/16	Homer Contracting	6d					Unit 13,14,15 Painting
<b>Site Work</b>	<b>10/05/16</b>	<b>10/21/16</b>		<b>13d</b>					<b>Site Work</b>
Building D Drainage Work	10/05/16	10/12/16	Aldo Construction	6d					Building D Drainage Work
Building A Waterproofing	10/05/16	10/11/16	Homer Contracting	5d					Building A Waterproofing
Building A Bay Window Supports	10/13/16	10/14/16	Homer Contracting	2d					Building A Bay Window Supports
Building B Excavation	10/13/16	10/18/16	Aldo Construction	4d					Building B Excavation
Building B Waterproofing	10/17/16	10/21/16	Homer Contracting	5d					Building B Waterproofing