

MEETING MINUTES and AGENDA

Date of Meeting:	7-Oct-16
Title:	Field Meeting #23
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
1+13:731 Housing Authority Comments, Questions, Concerns				
1.1 Tenant Relocations - Notifications and Issues				
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
	7-Oct-16	HA to try and identify lines prior to excavation start - Homer to notify HA if they lose a cable during work.		Ongoing
1.1.q	30-Sep-16	Phase 2 move back and Phase 3 move out complete. No issues.		Record
	7-Oct-16	Some post occupancy issues - Team to start post occupancy list	Clerk will distribute	asap
1.1.r	30-Sep	Need to confirm dates with HC, but HA targeting move dates: Phase 3 Punchlist, Sign off by 11/4 - Move In on 11/9 and 11/10, 4 Move Out to be 3 days - on 11/14, 11/15, 11/16. Turn Phase 4 over to Homer on 11/17 Team notes Veterans' Day is a holiday and may cause a lag time.	Phase Friday 10/7 - team to confirm dates at next meeting	
	7-Oct-16	Punchlist tentatively scheduled for 11/4 11 am. Dates corrected above. Notifications by HA out. Tenants can stay on 2nd floor 11/9.		
1.2 Requests for Additional Work				
1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule				

MEETING MINUTES and AGENDA

1.3.j	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. Diane concerned about leaving areas open for snow removal. Team to work on updated logistics plan.	See New Business	
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.		
	7-Oct-16	All drainage issues have been resolved - no major changes to design, will resolve within tolerances indicated on design plan. Downspouts to be resolved via walk through with APA.	HA not completely satisfied with drainage but acknowledges solution meets design intent	Record
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	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.		
	7-Oct-16	Couple items in process. 7B to be accepted by endd of day Tues 10/12. HA concerned with adherence to schedule, but team acknoweldged this unit had many challenges and construction delays were discussed adequately during meetings		
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.		
	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		

MEETING MINUTES and AGENDA

	7-Oct-16	Homer started on pads - confirmed size is correct. Working on plan with Irvine, but additional costs are being requested. Homer to submit CO. Homer confirmed Bldgs C, D and E will be done by Nov. Possibly even A.	Need to insure proper testing is done and confirmed	
2.2.l	30-Sep-16	Sinks are OK - DHCD approved restocking fee - Homer to purchase, Irvine to install. Homer to advise		
	7-Oct-16	Sink issue is resolved. Homer to submit credit via change order.		Complete
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 pending	Record
	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	See Site Plan under New Business	
2.2.s				
2.4 Construction Issues (see New Business for other items)				
	2.4.l			
2.5 Submittals & RFIs- Review Logs				
	2.5.f			
2.6 Change Control				
2.6.i	30-Sep-16	Ensure CO 3 includes credit for sinks		record
	7-Oct-16	Change Orders to be submitted - CO2 for heat pumps was approved. CO3 will modify - need CO for change		
2.7 Application for Payment				
2.7.f	9-Sep-16	Req 3 paid. Req 4 signed and submitted	was submitted 9/9	
	30-Sep-16	Req 5 to be issued (pencil).	Issued - needs to be signed	
2.7.g	7-Oct-16	APA also has outstanding invoices - #672 July, 718 Sept, 689 and 705	HA to confirm	
3 Other Issues /New Business				
3.1	Housing Authority			

MEETING MINUTES and AGENDA

3.1.c	7-Oct-16	Next Tenant meeting - to be scheduled	
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
	7-Oct-16	Team to develop revised site logistics plan - need to accommodate for snow plowing/staging and consolidating of pods. Also HC informed that sidewalk work will start soon and this will be disruptive. To include on logistics plan	Relocation team to see if can reduce pod size for winter
3.2	Construction		
3.3.m	30-Sep-16	HA reminded HC that door sweeps are needed on every door.	
3.3.n	7-Oct-16	NO MEETING 10/14 - Construction team to meet to develop logistics plan	NEXT MEETING 10/21

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 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 Drogusker, Project Manager, Hereva Consultants
- x Stefanos Bouboulis, Vice President, Homer Contracting
- x George Bouboulis, Senior Project Manager, Homer Contracting
- x Dinos Amarantos, Construction Supervisor, Homer Contracting