

MEETING MINUTES and AGENDA

Date of Meeting:	21-Oct-16
Title:	Field Meeting #24
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+13:731 Housing Authority Comments, Questions, Concerns				
1.1 Tenant Relocations - Notifications and Issues				
	7-Oct-16	HA to try and identify Comcast (cable TV) lines prior to excavation start - Homer to notify HA if they lose a cable during work.		Record
1.1.q	21-Oct-16	Team reviewed post occupancy list from Phase 2 move back. To be revisited this week.		
1.1.r	30-Sep	Need to confirm dates with HC, but HA targeting move dates: Phase 3 Punchlist 11/4, Sign off by 11/8 - Move In on 11/9 and 11/10, Phase 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.	Notifications need to go out 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				
1.3.j	21-Oct-16	Team reviewed construction and logistics plan - reminded tenants about using caution with construction areas and limiting risk by remaining out of construction areas as possible.		
2	GC Project Update			

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2.1 Work Completed

2.1.i	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 Record drainage but acknowledges solution meets design intent
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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	7-Oct-16	Couple items in process. 7B to be accepted by end of day Tues 10/12. HA concerned with adherence to schedule, but team acknowledged this unit had many challenges and construction delays were discussed adequately during meetings	10-21 Not yet signed off.
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.	
	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
	21-Oct	Pads on C and D will be done next week, weather permitting. HC to provide schedule for remaining pad work and heatpump relocations. Homer also to provide coverings for exposed piping in the units - to be done T&M - but may be done later given timing.	
2.2.l	30-Sep-16	Sinks are OK - DHCD approved restocking fee - Homer to purchase, Irvine to install. Homer to advise	Record
	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
	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

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2.2.s 21-Oct-16 Team reviewed schedule for site work and sidewalk work. Waterproofing Plans were given to Diane to on Units A&B is 75% complete. Reminded HA that work will be invasive but keep in the office, plus clerk has goal is to get buildings completed and have majority of work on current side master site plan. completed before end of year.

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
 2.6.j 7-Oct-16 Change Orders to be submitted - CO2 for heat pumps was approved. CO3 10/21 CO3 submitted next week
 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 Closed
 30-Sep-16 Req 5 to be issued (pencil). 10-21 Submitted
 2.7.g 7-Oct-16 APA also has outstanding invoices - #672 July, 718 Sept, 689 and 705 10/21 - confirmed one to resubmit

3 Other Issues /New Business

3.1 Housing Authority

3.1.c 7-Oct-16 Next Tenant meeting - to be scheduled - To be Nov 4.
 3.1.f 30-Sep-16 Tenants are concerned about construction - need update on schedule and Team to address at next week's Closed
 areas of work. Request contractors keep a tidier job site. Also ensure meeting
 bridges are installed asap on all entrances
 7-Oct-16 Team to develop revised site logistics plan - need to accommodate for snow Relocation team to see if can
 plowing/staging and consolidating of pods. Also HC informed that sidewalk reduce pod size for winter
 work will start soon and this will be disruptive. To include on logistics plan
 21-Oct-16 See above - update to site construction 2.2.s

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3.2	Construction				
3.3.m	30-Sep-16	HA reminded HC that door sweeps are needed on every door.			Record
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 Dorogusker, 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