

MEETING MINUTES and AGENDA

Date of Meeting:	28-Oct-16
Title:	Field Meeting #25
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				
	7-Oct-16	HA to try and identify Comast (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.		
	28-Oct-16	Tile to be completed today. Pocket door - hardware works as intended but seems awkward - Andrew to look at during punchlist on 11/4		
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	Pending
	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.		
	28-Oct-16	Homer looking to start a couple weekends early - HA to advise which units they can get into by Wednesday 11/16	Sue to confirm via email or at next meeting	
	28-Oct-16	Relocation team - looking at options for Pods. Also to move fridges in and out with moves		

MEETING MINUTES and AGENDA

1.2 <u>Requests for Additional Work</u>				
1.3 <u>Potential HA/Tenant (Non-Construction) Impacts to Schedule</u>				
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.		Pending
2 GC Project Update				
2.1 <u>Work Completed</u>				
2.1.j	28-Oct-16	Exterior demo for waterproofing (removal of siding and excavation) is underway at Building B. Front pending; back and sides are in process, excavation is complete.		
2.1.j	28-Oct-16	Building A - Excavation is underway - Demo of siding to start next week (for waterproofing on exterior only).		
2.1.k	28-Oct-16	Concrete pads on Buildings C and D are completed - just one unit pending approval for relocated pad due to proximity to woods	Team reviewed after meeting and approved proposed new location	
2.1.l	28-Oct-16	Homer noted (and Clerk confirmed) that weather conditions the past week have caused some delays in concrete work. Building E also has a few extra deep pad locations.	Sidewalk work dates are in jeopardy - Homer to advise next week if weather improves	
2.2 <u>2 Week Look Ahead and Schedule Coordination</u>				
2.2.j	7-Oct-16	Unit 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	10-28 Team to sign off after meetin	Pending
2.2.k	21-Oct-16	Heat Pump Relocations - pads on C and D will be done next week, weather permitting. HC to provide schedule for remaining pad work and heatpump relocations.	See above for update	Pending

MEETING MINUTES and AGENDA

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 10/11.	See Site Plan under New Business	Record
2.2.s	21-Oct-16	Team reviewed schedule for site work and sidewalk work. Waterproofing on Units A&B is 75% complete. Reminded HA that work will be invasive but goal is to get buildings completed and have majority of work on current side completed before end of year.	Plans were given to Diane to keep in the office, plus clerk has master site plan.	
	28-Oct-16	Team to review schedule again at next tenant meeting - Homer to keep Clerk apprised of changes to schedule	weather is impacting concrete work	
	28-Oct-16	HA advised Homer that some units (Unit 6) may have heat coils on exterior- to be aware before start demo on Building A		Record
2.2.t	21-Oct-16	Homer also to provide coverings for exposed piping in the units - to be done T&M - but may be done later given timing.		
	28-Oct-16	Homer to provide plan in November. Need to start by accessing all units to review conditions and measure.		
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.j	7-Oct-16	Change Orders to be submitted - CO2 for heat pumps was approved. CO3 will modify - need CO for change	10/21 CO3 submitted next week	
	28-Oct-16	PCO 22 for heat pump relocation was approved via email - Homer released to schedule work		

MEETING MINUTES and AGENDA

2.7 Application for Payment

	30-Sep-16	Req 5 to be issued (pencil).	10-21 Submitted
	28-Oct-16	Req 6 - Pencil to be reviewed next week	
2.7.g	7-Oct-16	APA also has outstanding invoices - #672 July, 718 Sept, 689 and 705	
	28-Oct-16	Confirm all invoices paid?	

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.	Tenant Meeting 12/2
3.1.g			

3.2 Construction

3.3.o	28-Oct-16	MEETINGS IN NOV: Meetings will be held 11/4 and 11/18. MEETINGS ON 11/11 AND 11/25	NO
-------	-----------	---	----

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