

MEETING MINUTES and AGENDA

Date of Meeting:	10-Jun-16
Title:	Field Meeting #7
Time:	10:00 AM
Place:	Topsfield Housing Authority
Project:	Little Brook Village; Structural Repairs and Upgrades
Project No:	1403 298021
Recorded by:	RED
Present:	See attached distribution list

Item No.	Date	Description/Discussion	Action required/by	Status
1	Housing Authority Comments, Questions, Concerns			
1.1 Tenant Relocations - Notifications and Issues				
1.1.e	3-Jun-16	Team agreed to push schedule back to after holiday - change move into Bldg C is targeted for Wednesday, July 6. Cleaning of staging units 7/6 and 7/7. Move out of Bldg D 11th and 12th. (2nd floor tenants to move 6/24.) Building D to Homer by 7/13	Contingent upon building inspection - see item 1.3.d	24-Jun
	10-Jun-16	HA distributed updted Move Schedule wih confirmed dates. Handover of next building by July 13 confirmed		
	10-Jun-16	Homer to contact building inspector and confirm move date will not be delayed - have solution in process and will include in scope	HC to contact inspector	asap
1.1.f	20-May-16	Phase 3 is Building E. HA to issue 30 d notification when construction commences on Phase 2/Building D. (Homer estimates about 30 days or so per phase, depending upon the scope.)	5/27 Target 6/24 for notifications by HA 6/10 All notifications complete	Complete
1.1.h	27-May-16	Process for HA acceptance of units was discussed. No town inspections or certificate required. Architect to inspect and accept - needs to be done by end of day Thursday - can do up to 3 units at a time	APA to coordinate with HC - HC to notify as units ready for inspection	Ongoing

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1.1.i	27-May-16	Need to check General Conditions for definition of "constructon clean" to determine if HA needs any additional cleaning to be ready for occupants.	6/3 HA/HC/APA - to review upon completion.	Open
	20-Jun-16	Housing Auth. Can inspect 7A, 8 A&B, 9A&B on or around July 1st. Unit 7B is delayed due to additional work required. See item 3.3.f for discussion.		
1.2 Requests for Additional Work				
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	ongoing
1.2.b	3-Jun	Counters in units need to be replaced. Removal is causing damage to older counters. Not able to be reinstalled	Clerk to get count and documentation. HC to provide COP	10-Jun
	10-Jun	Final count of counters pending. Need to clarify who is ordering. Homer can get in 1 week but need answer. Delay may require additional punchlist after counters are installed	DHCP to advise if can add to scope. APA to acknowledge schedule	ASAP
1.3.c	3-Jun	A few addiitonal windows have been requested by HA. Homer has a few extras - will try and use. Abatement and repair needed by the 24th. These were impacted by building settling so OK to proceed.	Homer to issue COR	10-Jun
	10-Jun	Additional window oordination complete. 6 in total with issues.		Noted
1.3 Potential HA/Tenant (Non-Contruction) Impacts to Schedule				
1.3.c	27-May-16	Delay with Site contractor start due to scheduling. Delay due to tree work needs to be identified. Pad work to start next week.	6/3 No impact to schedule	Pending
	10-Jun-16	HC found misc. wiring near tree stumps. Had to halt removal for investigation. Electrician to see if he can determine. Homer needs to get site work done by completion of Building D... schedule impact TBD.	HC to contact Dig Safe	ASAP

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1.3.d	3-Jun-16	Building Inspector wants structural repair of window box-outs. Not originally part of scope. Town not prepared to allow re-occupancy of building. Need to develop structural solution and determine if schedule can be met. DHCD confirmed work is needed and will proceed. APA and Structural Engineer to recommend cost effective solution	DHCD to approve funds - APA to get proposal.	ASAP
	3-Jun-16	Building Inspector houts are limited. Approval is needed by 6/8 to minimize impacts to schedule	Team to advise	8-Jun
	10-Jun-16	APA issues sketches for pricing Homer reviewing and will issue COP. Also need to confirm move dates not impacted - Homer to contact inspector	Homer to issue COP and confirm move date not impacted	
2 GC Project Update				
2.1 Work Completed				
2.1.e	3-Jun-16	2 week look ahead was reviewed for completed items. See distributed schedule. 6/10 ditto.		Ongoing
2.2 2 Week Look Ahead and Schedule Review				
2.2.a	3-Jun-16	Review of 2 week look ahead for upcoming items. See distributed schedule for detail.		Ongoing
2.2.d	13-May-16	Team requested Homer bring updated schedule - large format - to meetings for reference. Distribution of full schedule not required as updates are ongoing.		Overdue
2.2.3	20-Jun-16	Punchlist dates - may need additional site visits due to counters. HC and APA to coordinate on site visits for punch and inspections.		
2.3 Construction/Coordination/Schedule Issues				
	3-Jun-16	DHCD requests Homer have T&M summary for additional scope, broken down by trade, available for review next week. Confirm no additional time for super - can split between but no duplicate		Overdue - target 6/17

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	10-Jun-16	Homer advised may be ready to develop Change Order to incorporate current T&M work.	Review next meeting	17-Jun
2.4 New Issues - Construction				
2.4.a	13-May-16	PVC under hot water heaters - Homer recommended approach	Team to review	Record
	20-May-16	Sample submitted by HC. Need specification. APA and Engineer to review and approve material.	6/3 Outstanding	Approved via email 6/9
		Homer to advise on credit - expect some possible savings from flooring sub but labor is expected to be the same.	6/3 Outstanding	Pending
2.4.d	20-Jun-16	Unit 7D - window requires additional work due to extensive rot. Proceeding on T&M.		
2.5 Submittals & RFIs- Review Logs				
2.5.b	27-May-16	No critical submittals outstanding		Record
	10-Jun-16	Gutter submittal pending - questions on specs.		17-Jun
2.5.b	13-May-16	No outstanding RFIs		Record
	20-May-16	Refer to notes above for RFIs to come.		Pending
2.6 Change Control				
2.6.c	20-May-16	COP #2 in Review - appears to have a time impact. 1 Week per building plus "go back" work on C.	APA and DHCD to review	
	27-May-16	Heat Pump re-installation work to be further investigated. HA has alternative price that's much less from installer. Bob to discuss scope with vendor and advise team next meeting. May develop alternative plan to keep units on exterior but address sound deadening with alternative method	DHCD to follow up with HA	3-Jun
	3-Jun-16	Proposal approved for Building C. Team to advise on remaining work. Also need to confirm if screws used are defective. 6/10 still pending	HA to contact vendor and clarify scope	10-Jun

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	10-Jun-16	Vendor advised HA that warrantee will be voided if any others work on heat pumps. HA confirmed warranty is up in the fall - more concerned with workmanship issues above. (Purchased in August, installed around Oct)	Follow up needed	asap
2.7 Application for Payment				
	2.7.b	13-May-16	Application #2 - Homer to submit pencil req to Clerk/APA at end of month. 6/3 Submitted and reviewed. HC to proceed with final copy	Pending
	2.7.c	20-Jun-16	Application #3 scheduled for July.	
3 Other Issues /New Business				
3.1 Housing Authority				
	3.1.b	27-May-16	HA requests 15 mins after 1st meeting of the month be set aside for answering tenant questions.	APA to be available to provide answers 3-Jun
	3.1.c	3-Jun-16	HA recommended insulation be checked for condition before re-installing. HC is replacing most, but Clerk to follow up.	Noted
	3.1.d	10-Jun-16	Hallways of buildings must be cleared of all material and equipment every day - hallways can not be obstructed per fire department. George Anderson from the HA Board in attendance to bring this issue up from last Board meeting.	Homer to advise all subs
3.2 Construction				
	3.2.b	20-May-16	Wing Walls on exterior - need plan to address. DHCD recommends removing if possible. Team concerned about details at roof line and fascia - recommend exploration by HC	6/10 HC submitted order of magnitude pricing. Need direction from DHCD to proceed with COP Pending
	3.3.f	3-Jun-16	Unit 7B - Electrical work - additional scope identified. Clarifications needed - RFI pending for. Field conditions impact planned design and need revision - framing, ceiling, electrical and abatement involved.	APA to review and advise 10-Jun

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	10-Jun-16	Homer approved to move outlets as needed. Determine credit for bedroom. Sk was issued - Proceeding on T&M		
3.3.g	3-Jun-16	Electrical work in drawings is not detailed or specified. Standard details for terminations and panel work needs to be better clarified	APA to review and advise	10-Jun
	10-Jun-16	Homer still looking for clarification. Have electrician on site to review. HC to issue RFI for baseboard heater abandoned wiring		
3.3.h	3-Jun-16	Tile for bathroom needs to be selected - samples reviewed and selections made. Grout samples to be provided.	Spec was confirmed via email	Complete
3.3.i	20-Jun-16	Unit 7B - wet wall has issues - need to demo and repair additional areas.	Team to review during walk through	
3.3	Other			
3.3.d	3-Jun-16	APA is on vacation week of July 4th.		Noted

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.