

MEETING MINUTES and AGENDA

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| Date of Meeting: | 17-Jun-16 |
| Title: | Field Meeting #8 |
| 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 | | Record |
| | 10-Jun-16 | HA distributed updated Move Schedule with confirmed dates. Handover of next building by July 13 confirmed. 6/17 - HA confirmed moves are all scheduled. Team to meet dates | | Noted |
| | 10-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. | Scheduled | 1-Jul |
| 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 |
| | 17-Jun | Work for Phase 1 complete | | Record |
| 1.2.b | 17-Jun | Count confirmed. HA to approve finish and HC to order. Team agreed to use particle board - it's less \$ and faster to install | HS selected Butter Rum Granite Formica - HC to proceed and order. | asap |

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| 1.3.c | 3-Jun | A few additional 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 | Pending |
| | 17-Jun | Homer to try and salvage windows as possible. Work to be completed by end of Building C work. | | Noted |

1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule

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| 1.3.c | 17-Jun-16 | Homer recommends relocating ramp 3' to leave stump/wiring in place. APA agreed. Wiring appears to be fiber - National Grid. | APA HC to proceed with new location | Record |
| 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. | Record |
| | 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 | Record |
| | 17-Jun-16 | Homer to submit COP on repairs of box windows. Move dates not impacted. Bldg C approved as T&M. Use COP4 for Bldg C only. | HC to proceed. | Record |

2 GC Project Update

2.1 Work Completed

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| 2.1.e | 3-Jun-16 | 2 week look ahead was reviewed for completed items. See distributed schedule. 6/10 ditto. 6/17 ditto | | Ongoing |
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2.2 2 Week Look Ahead and Schedule Review

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| 2.2.a | 3-Jun-16 | Review of 2 week look ahead for upcoming items. See distributed schedule for detail. | | Ongoing |
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| 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. | | Ongoing |
| | 17-Jun-16 | Team reviewed full schedule. Team to use milestones to benchmark progress of phases. Understood that schedule will be dependant upon what condistions exist at each building | | Ongoing |
| 2.2.e | 17-Jun-16 | Punchlist scheduled June 24 for Units 8 and 9. If need to come back for counters, windows, misc - use July 1, Unit 7 a on July 1, Unit 7B at a later date - tbd. | Team reminded HA that 7B requires additional work and will be later. | |
| 2.3 Construction/Coordination/Schedule Issues | | | | |
| 2.3.d | 20-May-16 | DHCD requested T&M work be broken down by building and type of work. HC to bring summary weekly (as possible) for team review. COPs to be by building. Once unit pricing is established, T&M to cease. | 5/27 Unit pricing review to start next week - in process. 6/3 to review next week. | 10-Jun |
| | 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 6/24 |
| | 10-Jun-16 | Homer advised may be ready to develop Change Order to incorporate current T&M work. | Review next meeting | Due 6/24 |
| | 17-Jun-16 | Need Change Order Log updates | APA to provide - Steve can assist | 24-Jun |
| 2.43.e | 17-Jun-16 | Homer confirmed will start construction on Building D on 7/13. Target Competition is end of August - 8/16 target for punchlist to start. | Team noted holidays will likely impact schedule. Keep in mind. | Pending |
| 2.4 Construction Issues (see New Business for other items) | | | | |
| 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 |

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| 2.4.a | 3-Jun-16 | Homer to advise on flooring credit for PVC at Hot Water Heaters - expect some possible savings from flooring sub but labor is expected to be the same. | Pavilion Floors to submit | Pending |
| 2.4.d | 10-Jun-16 | Unit 7D - window requires additional work due to extensive rot. Proceeding on T&M. | | |
| | 17-Jun-16 | Team discussed - work to be completed by completion of Bldg C work. | | Noted |
| 2.4.e | 17-Jun-16 | Site Work underway. HC to work at back of building first - prepare pads for heat pump relocations at same time. | | Noted |
| 2.4.f | 17-Jun-16 | Pads required waterproofing mock up to be inspected by APA. APA wants to see before pad is poured | HC to have ready for 6/24 | 24-Jun |
| 2.4.g | 17-Jun-16 | Tile installed in not the one selected by HA. Is however what was specified. APA noted there was a communication error. Team to review options for switching to other tile for remaining buildings. Building C to remain as is. | Team to advise | 24-Jun |
| 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. | With APA | 24-Jun |
| | 17-Jun-16 | All submittals complete | | Record |
| 2.5.b | 17-Jun-16 | No RFIs | | Record |
| 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 |

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| 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 |
| 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 |
| 17-Jun-16 | Heat Pumps to be removed from building - per DHCD - pads required. | | |

2.7 Application for Payment

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| 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 | 10-Jun-16 | Application #3 scheduled for July. | |
| | 17-Jun-16 | Change Order 1 to include all CORs to date - to be included in July Req. | Noted |

3 Other Issues /New Business

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| 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. | Next meeting in July 7/1? |
| 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 Closed |
| 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 facia - recommend exploration by HC | 6/17 Per DHCD - do not proceed. Phase 2 project in consideration. Record |

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| 3.3.f | 3-Jun-16 | Unit 7B - Electrical work - additional scope identified. Clarifications needed - APA to review and advise RFI pending for. Field conditions impact planned design and need revision - framing, ceiling, electrical and abatement involved. | | Record |
| | 17-Jun-16 | Abatement work to be schedule with Bldg D abatement - electrical work to be tracked T&M. Sketches and coordination complete. | | Pending |
| 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 | | Closed |
| | 17-Jul-16 | Outlets have been moved - are in line with chair rail/abatement line. Detail approved by team to bevel cut at outlet. In future not expected to be an issue since abatement line has been raised. | | Record |
| 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 | 10-Jun-16 | Unit 7B - wet wall has issues - need to demo and repair additional areas. | Team to review during walk through | Noted |
| 3.3.j | 17-Jun-16 | Foundation Walls - stem detail not built as designed. Causing water damage. Joint of foundation needs repair - additional excavation needed | Team reviewed during walk through and agreed needs to be done. | |
| 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.