

MEETING MINUTES and AGENDA

Date of Meeting:	24-Jun-16
Title:	Field Meeting #9
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	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.	6/24 Punch list completed during walk through	1-Jul
1.1.f	24-Jun-16	Tenant moves for transition to Building E (Phase 3) to be scheduled. Need to finalize dates and send notifications.	HA to issue by July 13 - Susan to prepare draft schedule and review with team	13-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
1.2.c	24-Jun	Counters installed - DHCD requested HC try and reuse counters as possible on next building.		Record
1,3,c	17-Jun	Additional windows - 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.	HC to proceed with new location	Record
	24-Jun-16	Issues with relocating path and /or ramp - need to resolve grade issues. 6-28 utility co confirmed would be better to relocate path.	HA to call utility co or provide HC with account info	asap
1.3.e	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.	6/24 Correction - lump sum was approved	Record
	24-Jun-16	Team reviewed one window that has concrete base - not to be removed.	Homer to check building D, ensure condition not elsewhere	Pending
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. 6/17 ditto		Ongoing
	24-Jun-16	Units 8 and 9 ready for punch. May have 7A ready also.	APA to issue by early next week	Record
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
	24-Jun-16	Counters being installed, final paint, floor polishing, base installed by 7/1. Plumber in next week to install and test sinks.		Record
	24-Jun-16	New sinks are smaller than existing. DHCD also questioned price	Steve to check spec. APA to look at alternate	For next building
2.2.d	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

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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.	Record
2.2.f	24-Jun-16	Site work is progressing slowly - comment by DHCD. Homer confirmed manpower is low.	HC to increase productivity on next job - evaluate manpower	Record
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.	Complete
	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		Complete
	10-Jun-16	Homer advised may be ready to develop Change Order to incorporate current T&M work.	Review next meeting	Submitted
2.3.d	17-Jun-16	Need Change Order Log updates	APA to provide - Steve can assist	Pending
	24-Jun-16	Team reviewed - not distributed. Clarified any outstanding issues.		Record
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
	24-Jun-16	Homer to start site work - exploration work to commence soon	HA to notify occupants	asap
2.4 Construction Issues (see New Business for other items)				
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	Open
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.		Cancelled

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	24-Jun-16	Correction - team agreed to schedule work when abatement team is here for next building. Work not to be done now.		Pending
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.		Record
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	Complete
	24-Jun-16	Pads and foundation are concurrent. During walk through - Issue with flashing on waterproofing of foundation. May need to remove what's installed	APA and HC to follow up and advise	asap
	24-Jun-16	If heat pump work is delayed, AC units must be installed by occupancy	HC to review and advise.	6-Jul
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
	24-Jun-16	HC trying to find buyer for existing stock - entire job was purchased and vendor will not take back (item being discontinued)		
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
2.5.c	24-Jun-16	HA asked for copied of submittals. Team confirmed all product information, warranty, etc. Is part of close out package at end of project.	APA to set up access to document site for HA	Noted
2.6 Change Control				
2.6.c	17-Jun-16	Heat Pumps to be removed from building - per DHCD - pads required.		Noted
	24-Jun-16	Team agreed to put this COR into CO2 - work in not compete so not include in current package		

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2.6.d	24-Jun-16	Package for Change Order 1 submitted for review. HC to make revision (see above) and resubmit. Get to Diane for HA Board approval asap.	Diane to call Board meeting to review CO1.	30-Jun
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	10-Jun-16 17-Jun-16	Application #3 scheduled for July. Change Order 1 to include all CORs to date - to be included in July Req.	6/24 Package for CO1 submitted - req pending HA Board approval	Noted
2.7.d	24-Jun-16	Year end for FY15 - all reqs to be submitted by July 22. DHCD not concerned for this project that year end is met.		Noted
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.	6/24 APA recommended pushing back for holiday	15-Jul
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
3.1.e	24-Jun-16	HA not happy with condition of walls in units. Homer owns clean up (removal of staples, patching paint) but is concerned with how patching will look.	HA to own any additional painting.	Pending
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.	6/24 Proceeding	To be done next phase
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
	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.	6/24 Team reviewed details during walk through	Record
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
	24-Jun-16	APA not aware of issues - team to review during walk through		24-Jun
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.k	24-Jun-16			
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.