

## MEETING MINUTES and AGENDA

Date of Meeting:	2-June-17
Title:	Field Meeting #43
Time:	10:00 AM
Place:	Topsfield Housing Authority
Project:	Little Brook Village; Structural Repairs and Upgrades
Project No:	1403 298021
Recorded by:	AP
Present:	Please see bottom of notes for attendee listing.

Item No.	Date	Description/Discussion	Action required/by	Status
<b>Housing Authority Comments, Questions, Concerns</b>				
<b>1.1 Tenant Relocations - Notifications and Issues</b>				
	2-Jun-17	No Parking issues reported. HC confirmed that their parking spots will be free for HA to use as of 6/9.	A/P, Clerk, HA, HC	Ongoing
<b>1.2 Requests for Additional Work</b>				
<b>1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule</b>				
<b>2</b>	<b>GC Project Update</b> Phase 1 = C, Phase 2 - D, Phase 3 = E, Phase 4 = A, Phase 5 = B			
<b>2.1 Work Completed</b>				
	26-May-17	Unit 2 & 5 concrete ramps are complete. HVAC pads are complete & ready for Irvine to install units. Trenching underway along Bldg D & E for stone swale. Bldg D sidewalk is prepped for demo. General site cleanup.		Noted
	2-Jun-17	Bldg A HVAC relocation to be completed today, Bldg B to start next week weather permitting. Stone swale at bldg D&E to be completed today. Stone swale at bldg C to begin next week. Clearing of staging area.		Noted
<b>2.2 2 Week Look Ahead and Schedule Coordination</b>				

24-Mar-17 HC is targeting end of April for 95% completion of project. Expects 95% Substantial Completion in mid May and 100% by June 1st. HC Ongoing

**3/31:** HC expects to begin demobilizing following the completion of Building A pad work.

**4/14:** No change.

**5/5:** HC targeting 5/26 for Substantial Completion.

**5/26:** HC targeting 6/2.

**6/2:** HC targeting 6/9 weather permitting.

14-Apr-17	Stone Swale - will start soon on bldg A+B (5 days) <b>5/5:</b> Will begin on 5/16 and will take 2 weeks for all work. <b>5/26:</b> See RFI section for Stone Swale issues.		Noted
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2-Jun-17	Concrete repair work at ramp week of 6/9, completion of all stone swales and final paving weather permitting. Unit 15 railing should be delivered within 2 weeks.	HC	Ongoing
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**2.4 Construction Issues (see New Business for other items)**

14-Apr-17	HC to provide SIKKA submittal by 4/19 for concrete repair. <b>5/5:</b> A/P has received submittal and will review. <b>5/26:</b> A/P approved the submittal. HC to proceed.		Complete
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3-Mar-17	Light posts outside of Unit 11, 13 & 15 are not working. HC to repair lights. <b>3/17:</b> HC to have electrician investigate. HC to report back to team with what is needed to fix the lights. <b>3/24:</b> HC reports base of light pole is below grade. Electrician will check junction boxes and connections on 3/30 or 3/31. <b>3/31:</b> HC to followup with electrician by 4/7 and report back to team. <b>4/14:</b> HC to submit COP for relocating j-boxes above grade by 4/21. <b>5/5:</b> COP submitted, A/P is reviewing. <b>5/5:</b> Light post outside of Unit 8 is out. HA to check if bulb has burned out. <b>5/26:</b> A/P & DHCD are reviewing COP and will advise whether to proceed per the COP or via T&M. <b>6/2:</b> HA has temporarily repaired lighting at units 11, 13, 15. A permanent repair by HC still required. HA identified need for electrical repair outside of Bldg A. HC to repair.	A/P, DHCD, HC	Pending
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<b>2.5 Submittals &amp; RFIs- Review Logs</b>			
26-May-17	RFI 17: HC uncovered communication conduit lines running along the sidewalks in front of Bldgs D&E below the stone swale location. After consultation with the civil engineer, it was decided to reduce the depth of the swale as needed so as to not displace the communication lines.		Complete
<b>2.6 Change Control</b>			
5-May-17	HC has submitted COP 26 thru 32. A/P is reviewing. 5/26: No update. 6/2: No update.	A/P	Pending
<b>2.7 Application for Payment</b>			
2-Jun-17	HC submitted Pencil Req 10 for review. A/P to review and circulate to team.	A/P	Pending
<b>3 Other Issues /New Business</b>			
<b>3.1 Housing Authority</b>			
26-May-17	HA noted that the countertop in Unit 8A is buckling and the lock cylinder of the new door in unit 6B is missing. HC to replace. 6/2: HC will have countertop measured and a replacement ordered on 6/9. HC to coordinate unit access with HA.	HC	Pending
<b>3.2 Construction</b>			
<b>3.3 Other</b>			
26-May-17	Meetings in June 6/2, 6/9 Substantial Completion Inspection		Next Team Mtg 6/9

**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		Colleen Gibson, Tenant Representative
	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