

FRCS PROJECT MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** October 20, 2010

LOCATION: FRCS Room 415, Foxborough, MA **MEETING No.** 09

ATTENDEES: *(Absent in Italics)*

William Buckley-Board Member	Todd Hassett-FRCS
Mark Logan-FRCS	Chet Locke-FRCS (Facilities)
<i>Stephen Diprete-Board member</i>	Edward Lucy-FRCS (IT)
<i>Chin Lin-HMFH</i>	Heidi Berkowitz-FRCS (Dir. Of Outreach and Development)
Shaun Lynch-HMFH	<i>Nathan Ketchel-GGD</i>
Chris Simmler-PMA	Steve Ahern-Agostini/Bacon Construction
Jeff Wetton-PMA	
Mark Shom-PMA	
Michael Moise-Agostini/Bacon Construction	
Michael Bahry-Agostini/Bacon Construction	
Mark Lockwood-Agostini/Bacon Construction	
Steven Agostini-Agostini/Bacon Construction	

General/Misc. Items

Item	Responsible	Due	Notes
9.01	FRCS	11/10/10	Notice to Proceed: FRCS is waiting to issue an NTP to Agostini Construction while they await their bond offering. Final Bond pricing will be in no later than 11/10/10, at which point an NTP will be issued. FRCS did authorize Agostini to proceed with the release of rebar shop drawings to allow the submittal process to begin.
9.02	Agostini	10/28/10	Submittal Process: Team reviewed that once submittal is approved, 3 hard copies will be required at a minimum. HMFH, HMFH Consultant, and PMA will all require a hard copy of the final approved submittal.
9.03	Agostini	Record	Safety Orientation/CORI Checks: Agostini will provide safety orientation to each worker, and provide them with a sticker certifying the training. In addition, PMA will manage the CORI Check process. Each worker will be directed to the PMA trailer for a CORI Check. Item Closed
9.04	Agostini	10/28/10	Logistics Plan: Agostini to provide a preliminary logistics plan for review by the team. Logistics plan will be explained, walked through, and modified as necessary.
9.05	FRCS	10/28/10	Contractor Parking: FRCS is close to reaching an agreement with Invensys, which would allow FRCS to utilize some of the Invensys parking lot for contractor parking.

Design

Item	Responsible	Due	Notes
9.06	HMFH	10/28/10	DWG/PDF Drawing Files: Agostini requested a CD of all PDF and DWG drawing files for the project. These files will be used for the MEP Coordination process. HMFH to prepare all files onto CD's and present to Agostini.

Budget

Item	Responsible	Due	Notes
9.07	PMA/Agostini	10/28/10	Elevator Bids: PMA to confirm if invitation for elevator bids needs to be sent out again, or if Agostini can procure bids and select bidder.

Schedule

Item	Responsible	Due	Notes
9.08	Agostini	Record	Project Schedule: Agostini is to provide a master project schedule for review by the team. PMA will evaluate and review the schedule thoroughly, once received by Agostini. Item Closed.

Procurement

Item	Responsible	Due	Notes

Next meeting will take place on 10/28/10 at 8:00am at FRCS Room 415

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: PMA Construction Services

Signed: Jeff Wetton

Date: October 21, 2010