

FRCS PROJECT MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** September 15, 2010
LOCATION: Meeting room, Bay Colony Group, Foxborough, MA **MEETING No.** 08

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>	<i>Heidi Berkowitz-FRCS (Dir. Of Outreach and Development)</i>
Shaun Lynch-HMFH	<i>Nathan Ketchel-GGD</i>
Chris Simmler-PMA	
Jeff Wetton-PMA	

Call to order at 8:28am. A motion was made by Todd to accept the prior minutes. Chet seconded. All approved.

General/Misc. Items

Item	Responsible	Due	Notes
03.01	HMFH/PMA	9/16/10	Gen Cond/Contract Building Project: Update 9/15/10: Draft Addenda 1 was issued on 9/14/10 for review by project team. FRCS awaiting comments back from Maury prior to releasing to Ben Franklin printing for distribution.
03.02	FRCS	10/14/10	Off Site GC Parking: Update 9/15/10: Final contract is with Invensys for review and approval. School awaiting response. School also looking at alternatives, such as neighboring church, for possible off site parking.
1.04		Record	Temp Trailer Scope: Update 9/15/10: Classes are being held in modulars as of 9/13/10. Permanent certificate of occupancy is in place. Item Closed
1.07		Record	Proprietary Items: Update 9/15/10: Todd made a motion to accept the proprietary items previously presented by HMFH and recorded in the minutes. Mark seconded. All approved. Item Closed
8.01	FRCS	9/21/10	Filed Sub Bid Opening: PMA will participate in filed sub bidder opening with FRCS and HMFH. HMFH is to document cost of proposals. Todd will open all packages and announce. PMA will help organize the bid opening and work with Todd. <i>A motion was made by Mark to allow Todd to approve filed sub contractors. Chet seconded. All approved.</i>

Design

Item	Responsible	Due	Notes
3.04		Record	Sanitary Package and the Main Bldg Package: Update 9/15/10: As built into town for review. All work complete. Item closed.
1.08		Record	100% CD Building Project: Update 9/15/10: CD drawings were issued on 8/20/10 as scheduled. Drawings at Ben Franklin printers for distribution and pricing by general contractors and filed sub bidders. Item closed.

Budget

Item	Responsible	Due	Notes
1.16		Record	Owner Printing/Distribution: Update 9/15/10: Ben Franklin has all drawings and has been distributing accordingly. No issued to date. HMFH will distribute addenda 1 to Ben Franklin for notification and distribution. Item Closed

Schedule

Item	Responsible	Due	Notes
1.17	PMA	On-going	Schedule Update: Update 9/15/10: HMFH to change the bid opening time through addenda 1. Bid opening dates and times are as follows: Filed sub bidders-9/21/10 at 11:00 am General Contractors- 10/12/10 at 11:00 am

Procurement

Item	Responsible	Due	Notes
1.18		Record	SOQ for Pre-Qualifications: Update 9/15/10: There were no protests from filed sub bidders or General Contractors. Item Closed

Meeting ended at 9:37 am. Motion was made by Todd to adjourn, Chet seconded. All approved.

Next meeting will take place on 10/14/10 at 8:30am at Bay Colony Group Office

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: September 15, 2010