

FRCS

PROJECT SITE MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** November 4, 2010

LOCATION: FRCS Auditorium, Foxborough, MA **MEETING No.** 03

ATTENDEES: *(Absent in Italics)*

<p><i>William Buckley-Board Member</i></p> <p>Mark Logan-FRCS (Executive Director)</p> <p><i>Stephen Diprete-Board member</i></p> <p><i>Chin Lin-HMFH</i></p> <p>Shaun Lynch-HMFH</p> <p><i>Chris Simmler-PMA</i></p> <p>Jeff Wetton-PMA</p> <p>Mark Shom-PMA</p> <p>Michael Moise-Agostini/Bacon Construction (Executive Manager)</p> <p><i>Michael Bahry-Agostini/Bacon Construction (Vice President)</i></p> <p>Mark Lockwood-Agostini/Bacon Construction (Superintendent)</p> <p>Steven Agostini-Agostini/Bacon Construction (President)</p> <p>Joe MacDonald-Agostini/Bacon Construction (Assistant Executive Manager)</p>	<p>Todd Hassett-FRCS (Business Director)</p> <p>Chet Locke-FRCS (Facilities)</p> <p>Edward Lucy-FRCS (Director of Operations)</p> <p><i>Heidi Berkowitz-FRCS (Dir. Of Outreach and Development)</i></p> <p><i>Nathan Ketchel-GGD</i></p>
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General/Misc. Items

Item	Responsible	Due	Notes
1.01	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. Update 10/28/10: On going. Update 11/4/10: On going. Building Committee meeting on 11/10/10 to vote on financing.
1.04	Agostini	10/28/10	Logistics Plan: Update 11/4/10: Team reviewed surveyed building corners and proposed fence line. Team so no issues with proposed fence line. Agostini to mobilize site fence contractor on site next Friday, November 12, 2010. Team to review how traffic flow is impacted by fence at 11/18/10 meeting, and make adjustments as necessary.
2.01	HMFH/FRCS	11/4/10	Project Signage: HMFH to work on project signage design, and work with FRCS towards approval. Agostini to inquire about signage requirements with town officials. Once sign design is approved by FRCS, Agostini will work with signage company to have sign fabricated and installed in approved location. Update 11/4/10: On going
2.02	Agostini/HMFH	11/10/10	FTP Site: Agostini is going to research ftp site options and report back to the team. HMFH ftp site is not compatible for supporting the entire project. Update 11/4/10: Agostini to look into the possibility of establishing an ftp site for the project. Agostini to advise PMA on possibilities by 11/10/10.
3.02	PMA	11/18/10	Project Kick Off Meeting with Town Officials: FRCS advised that town officials should be invited to next meeting on 11/18/10, along with Briggs testing. This will allow all parties to discuss process and procedures throughout the course of the project. HMFH consultants will not be part of this meeting, but will be part of preconstruction meetings once those are schedule. PMA to take care of inviting all officials.

Design

Item	Responsible	Due	Notes

Budget

Item	Responsible	Due	Notes
1.07	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. Update 10/28/10: Agostini will be responsible for obtaining 3 qualified elevator contractor bids. The team will review them once bids are finalized, prior to Agostini awarding the contract. Update 11/4/10: On going. Item to remain open until bids are received and reviewed.

Schedule

Item	Responsible	Due	Notes
3.01	Agostini	11/18/10	Project Schedule: Agostini to provide high level baseline schedule by 11/10/10 to PMA for initial review. Agostini to provide complete project schedule by 11/18/10 for PMA review and comment.

Procurement

Item	Responsible	Due	Notes

Next meeting will take place on 11/18/10 at 8:00am at FRCS Auditorium

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: November 4, 2010