

FRCS

BUILDING COMMITTEE MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** January 6, 2011

LOCATION: FRCS-Auditorium Foxborough, MA **MEETING No.** 08

ATTENDEES: *(Absent in Italics)*

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

General/Misc. Items

Item	Responsible	Due	Notes
4.06	FRCS	1/13/11	National Grid Coordination Meeting: Update 1/6/11: PMA forwarded National Grid form to Todd to have FRCS counsel fill out remaining information for National Grid. Todd to forward and have attorney complete. Engineer meeting cannot be scheduled until document is in place.
5.01	HMFH	1/13/11	Final AIA Contract between FRCS and Agostini: Update 1/6/11: Shaun stated the final contract should be complete by end of the day Friday, and forwarded to FRCS for signature. Mike Moise already has red lined copy for his reference.
5.02	HMFH	1/13/11	Mock Up Panels: Update 1/6/11: Shaun working on finalizing new design. On going.
5.03	Agostini	1/13/11	Concrete Kick Off Meeting: Update 1/6/11: Ground heater is on site and is being utilized. Agostini advised that additional core samples will be taken from 12/15/10 pour on 1/12/11 (at 28 day cure date) and broken accordingly. Additional action will be taken once break results are returned.
7.01	HMFH/Agostini	1/13/11	Mold in Existing Building: Update 1/6/11: Response to RFI 53 was received regarding mold remediation. HMFH recommended removing the bottom 4' of drywall, cleaning the mold and replacing the drywall with paperless to prevent future mold damage. Agostini suggested proceeding on a T&M basis to remove the first 4' of drywall. FRCS agreed with this proposal. Agostini to remove the first 4', and team will further investigate extent of mold within the walls.
8.02	Agostini	1/15/11	Final Water Switchover: Agostini advised that final switchover of water did not occur during school vacation. Final test results are still pending. Agostini is scheduling the final switch over to happen on 1/15/11 to limit the impact to the school. FRCS had no problem with work occurring on this date. FRCS stated no critical systems are fed by this particular feed, so impact should be limited.

RFI's

Item	Responsible	Due	Notes
4.02	HMFH	1/13/11	Critical RFI's: Agostini reviewed the critical list of RFI's. They are as follows: RFI 13, 33 and 54.

Submittals

Item	Responsible	Due	Notes
4.03	HMFH	1/13/11	Critical Submittals: Agostini review the critical submittals. They are as follows: 042000-032 to 042000-057, 051200-011 to 051200-018, 260000-011 to 260000-059 (light fixtures), 260000-063 to 260000-066, 260000-097 and 310000-001.
8.01	Agostini	1/13/11	Window Submittals: PMA inquired about the status of the window submittals. Agostini advised that they have been in discussions with Cheviot and shop drawings should be received by early next week. Shop drawings are critical to release material into fabrication prior to influx of summer orders.

Budget

Item	Responsible	Due	Notes
1.07		Record	Elevator Bids: Update 1/6/11: HMFH and PMA made a recommendation to the owner to proceed with the Delta Beckwith elevator. <i>Vote: Mark Logan made a motion to accept the Delta Beckwith Elevator for the project. Chet seconded. All approved. Todd to issue a letter to Agostini for record stating the schools decision to proceed with Delta Beckwith for the project. .</i> Item Closed
4.04	Agostini	1/7/11	Schedule of Values: Update 1/6/11: Pencil Requisition was submitted by Agostini. HMFH and PMA reviewed the requisition and made appropriate comments. PMA and HMFH to review with Agostini following meeting. Comments to be incorporated and final requisition submitted by end of the date 1/7/11. Agostini to submit 5 original, notarized copies to HMFH for signature. <i>Vote: Mark Logan made a motion to allow Todd to approve final requisition. Chet seconded. All approved.</i>

Schedule

Item	Responsible	Due	Notes
3.01	Agostini	1/10/11	Project Schedule: Update 1/6/11: Agostini to submit initial master project schedule the week of 1/10/11.
6.03	Agostini	1/13/11	Two Week Look Ahead Schedule: Agostini distributed the two week look ahead for the weeks of 1/6/10 to 1/20/10. Work to include on going foundation excavation, forming and placement of walls and interior piers, fire protection service rough and switchover, plumbing service rough, underslab plumbing, electrical relocations, underslab electrical an interior demo.

The Weekly Project Meeting will take place on 1/13/11 at 10:00am in the PMA site trailer.

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: January 7, 2011