

FRCS

BUILDING COMMITTEE MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** February 10, 2011

LOCATION: FRCS-PMA Site Trailer **MEETING No.** 12

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)
<i>Chin Lin-HMFH</i>	<i>Heidi Berkowitz-FRCS (Dir. Of Outreach and</i>
<i>Development)</i>	
Shaun Lynch-HMFH	<i>Chris Simmler-PMA</i>
Jeff Wetton-PMA	
Mark Shom-PMA	
Michael Moise-Agostini/Bacon Construction (Executive Manager)	
Mark Lockwood-Agostini/Bacon Construction (Superintendent)	
<i>Steven Agostini-Agostini/Bacon Construction (President)</i>	
Joe McDonald-Agostini/Bacon Construction (Assistant Executive Manager)	

General/Misc. Items

Item	Responsible	Due	Notes
4.06	PMA	2/17/11	National Grid Coordination Meeting: Update 2/10/11: All information required by National Grid Engineer has been received. PMA to work towards scheduling a kick off meeting with National Grid, and all applicable project team members, including Ostrow Electric.
5.01	Agostini	2/17/11	Final AIA Contract between FRCS and Agostini: Update 2/10/11: FRCS discussed the acceptance of proposed contract dates. FRCS to complete contract, sign and send to Agostini for acceptance and signature.
5.02		Record	Mock Up Panels: Update 2/10/11: PMA reviewed the proposed mock up drawing and sent acceptance to all parties for what HMFH had shown. Mock up to be built following sketch issued by HMFH on 1/12/11. Item Closed
7.01	PMA	2/17/11	Mold in Existing Building: Update 2/10/11: PMA to speak to Vertex about remediation work. PMA to work with Vertex to engage in a PO with FRCS, rather than the upfront retainer as requested.
8.02			Final Water Switchover: Update 2/10/11: Final switchover is complete and the hydrant, along with all associated piping, has been removed. Item Closed
10.01	FRCS/PMA	2/10/11	Underground Gas Piping Change: 2/10/11: Harold Brothers response to GGD comments regarding change order 9 were received and forwarded to GGD to final review.

RFI's

Item	Responsible	Due	Notes
4.02	HMFH	2/10/11	Critical RFI's: Agostini reviewed the critical list of RFI's. Please refer to attached log.

Submittals

Item	Responsible	Due	Notes
4.03	HMFH	2/10/11	Critical Submittals: Agostini review the critical submittals. Please

			refer to attached log.
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Budget

Item	Responsible	Due	Notes
12.01	Agostini	2/17/11	<p>January Requisition: Agostini is finalizing requisition incorporating all comments.</p> <p><i>Vote: Mark made a motion to allow Todd to pay the requisition once received from HMFH signed and approved. Chet seconded. All approved.</i></p>

Schedule

Item	Responsible	Due	Notes
3.01	PMA	1/27/11	<p>Project Schedule: Update 2/10/11: PMA still awaiting Agostini responses to original PMA comments regarding the base project schedule.</p> <p><i>Vote: Bill Buckley made a motion to allow Todd to accept the schedule once the recommendation is made. Mark seconded. All approved.</i></p>
6.03	Agostini	1/27/11	<p>Two Week Look Ahead Schedule: Agostini will be finishing concrete placement on 2/15/11. A steel kick off meeting was held on site at 9:00am. PMA provided all topics discussed at steel kick off meeting to FRCS, including steel sequencing, schedule and approximate deliveries. The overall steel placement schedule was also discussed.</p>

The next Weekly Project Meeting will take place on 2/17/11 at 10:00am in the PMA job 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: February 11, 2011