

# FRCS

## BUILDING COMMITTEE MEETING MINUTES

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

**LOCATION: FRCS-PMA Site Trailer    MEETING No. 16**

**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>	<i>Edward Lucy-FRCS (Director of Operations)</i>
<i>Chin Lin-HMFH</i>	<i>Heidi Berkowitz-FRCS (Dir. Of Outreach and</i>

*Development)*

Shaun Lynch-HMFH	Chris Simmler-PMA
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>	
<i>Joe McDonald-Agostini/Bacon Construction (Assistant Executive Manager)</i>	

**General/Misc. Items**

Item	Responsible	Due	Notes
4.06	PMA	3/17/11	<b>National Grid Coordination Meeting: Update 3/10/11:</b> Ongoing.
5.01	Agostini	3/3/11	<b>Final AIA Contract between FRCS and Agostini: Update 3/10/11:</b> FRCS attorney added in a few comments. HMFH to modify CO#1 to include revised start, finish and substantial completion dates as a \$0 change order. Revised change and contract will be issued to Agostini for review and execution.
10.01	FRCS/PMA	3/3/11	<b>Underground Gas Piping Change: 3/10/11:</b> GGD and Harold Brothers still are discussing the change.
15.01		Record	<b>Painted Galvanized Metal: Update 3/10/11:</b> HMFH issued an email to Agostini confirming the galvanized metal decking at the entrance canopy must be painted as well. Agostini forwarded the email to Canatal and will follow up to ensure the metal decking is painted prior to leaving the shop. <b>Item Closed</b>
15.02	HMFH	3/10/11	<b>Rigid Insulation ASI: Update 3/10/11:</b> HMFH issued ASI # 001 on 3/9/11. Agostini to review and respond with any possible questions or clarifications.
16.01	FRCS/HMFH	3/24/11	<b>Revised Site Plan:</b> The building committee has taken a vote to approve the design. FRCS stated the revised design will be issued within 2 weeks. This will be issued as a price before proceed CCD. Agostini stated there is a 15 week window before summer work begins on the entire site. Agostini anticipates 2 weeks to price. PMA advised that some site lights may be a long lead item, and the installation of the lights themselves may extend into the new school year for 2011/2012.
16.02	FRCS	3/17/11	<b>FF&amp;E Technology Contractor:</b> PMA advised FRCS that it's important for them to procure an FF&E Technology contractor within the next 2 weeks. MEP Coordination is ongoing, and it's important that all electrical and data infrastructure is installed at the correct locations to avoid possible changes in the future. Todd to discuss with Ed to get this issue resolved.
16.03		Record	<b>School Schedule:</b> Mark Logan noted there will be a staff development day on 3/11/11. There will be no students on site.

			MCAS testing is being held the week of 4/21/11 and into the following week for possible make ups. Team will have a firm grasp on work activities for this work at next week's meeting (3/17/11) and advise FRCS accordingly. Loud/disturbing activities will be kept at a minimum.
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**RFI's**

Item	Responsible	Due	Notes
4.02	HMFH	3/3/11	<b>Critical RFI's:</b> Agostini reviewed the critical list of RFI's. See attached log.

**Submittals**

Item	Responsible	Due	Notes
4.03	HMFH	3/3/11	<b>Critical Submittals:</b> Agostini review the critical submittals. See attached open submittal log.

**Budget**

Item	Responsible	Due	Notes
13.02		Record	<p><b>February Requisition: Update 3/10/11:</b> The final signed requisition was presented at the meeting.</p> <p><i>Vote: Bill Buckley made a motion to accept the requisition in the amount of \$413,865.99. Chet seconded. All approved.</i></p> <p>Agostini was paid upon board approval. <b>Item Closed.</b></p>

**Schedule**

Item	Responsible	Due	Notes
3.01	PMA	3/17/11	<b>Project Schedule: Update 23/10/11:</b> PMA to forward recommendation to FRCS on schedule approval.
6.03	Agostini	3/3/11	<b>Two Week Look Ahead Schedule:</b> Duct work to begin in G building. Metal stud framing, electrical rough in and plumbing rough in are all ongoing. Structural Steel is ongoing. Preparation for slab on deck pour and roof blocking will be ongoing for the next couple of weeks. Door frames to be onsite late next week or early the following week.

**The next Weekly Project Meeting will take place on 3/17/11 at 10:00am in the PMA 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: **March 11, 2011**