

FRCS BUILDING COMMITTEE MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** May 5, 2011

LOCATION: FRCS-PMA Site Trailer **MEETING No.** 24

ATTENDEES: *(Absent in Italics)*

William Buckley-Board Member	Todd Hassett-FRCS (Business Director)
Mark Logan-FRCS (Executive Director)	Chet Locke-FRCS (Facilities)
Edward Lucy-FRCS (Director of Operations)	
<i>Chin Lin-HMFH</i>	Shaun Lynch-HMFH
<i>Jeff Wetton-PMA</i>	<i>Chris Simmler-PMA</i>
Mark Shom-PMA	
Michael Moise-Agostini/Bacon Construction (Executive Manager)	
Mark Lockwood-Agostini/Bacon Construction (Superintendent)	
Joe McDonald-Agostini/Bacon Construction (Assistant Executive Manager)	
Steve Agostini-Agostini Bacon Construction (President)	

General/Misc. Items

Item	Responsible	Due	Notes
4.06	PMA	5/12/11	National Grid Coordination Meeting: Update 4/21/11: Plan from NG was received and distributed to Verizon for review. PMA to follow up with Verizon. Update 4/28/11: On going Update 5/5/11: On going
16.02	HMFH	5/12/11	FF&E Technology Contractor: Update 5/5/11: PR #2 was issued for pricing. PMA to follow up with Agostini on pricing.
23.01	Agostini	5/12/11	Site Changes: Update 5/5/11: Pricing was received for the site package as COR 32. PMA forwarded to design team for expedited review. PMA to schedule a sit down review meeting with Agostini, subcontractors, and designers to verify scope and cost. Team will work to have CO finalized by 5/10/11 for trustees meeting.
23.02	FRCS	5/12/11	Vanguard Meeting: Update 5/5/11: Todd and M. Shom will meet with Vanguard at 11:30am to discuss the modular classroom relocation. Todd to provide an update to the team at 5/12/11 meeting.
24.01		Record	Agostini Project Manager: Todd asked Steve Agostini who would be taking over for Mike Moise for the remainder of the project. Steve stated he plans to come to the meetings for at least the next month. Item Closed
24.02	Agostini	5/12/11	Exterior Envelope Pre-Construction Meeting: Agostini will be hosting a building envelope pre construction meeting to discuss all components of the facade. Agostini is pushing to complete the exterior mock up by 5/12/11 to review with design team and contractors.

RFI's

Item	Responsible	Due	Notes
4.02	HMFH	5/12/11	Critical RFI's: Agostini reviewed the critical list of RFI's. See attached log.

Submittals

Item	Responsible	Due	Notes
4.03	HMFH	5/12/11	Critical Submittals: Agostini review the critical submittals. See attached open submittal log.

Budget

Item	Responsible	Due	Notes
19.03	PMA/HMFH	5/12/11	Outstanding Change Orders: Update 5/5/11: CO #1 and CO #2 are approved and included in the April requisition. The offer to COR #5 for the water meter by pass was excepted. COR 9 for underground gas piping was found to be a fair value. PMA is recommending the approval of COR 10, COR 35, COR 37. All 5 change orders will be captured in CO #3.

Schedule

Item	Responsible	Due	Notes
6.03	Agostini	5/12/11	Two Week Look Ahead Schedule: two week look ahead for 5/5-5/19 was reviewed. Backfilling of foundations, foundations for canopy, SOG grading, underslab plumbing, underslab electrical. Stair number 1 will be on site the first week of May. Masonry around the gymnasium is ongoing. Roofing on going. Exterior sheathing, metal stud framing, fire sprinkler demo and rough, plumbing rough, HVAC rough, and electrical rough are all ongoing.

The next Weekly Project Meeting will take place on 5/12/11 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: May 10, 2011