

FRCS

BUILDING COMMITTEE MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** June 9, 2011

LOCATION: FRCS-PMA Site Trailer **MEETING No.** 27

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
Jeff Wetton-PMA	<i>Chris Simmler-PMA</i>
Mark Shom-PMA	
Mark Lockwood-Agostini/Bacon Construction (Superintendent)	
Joe McDonald-Agostini/Bacon Construction (Assistant Executive Manager)	
<i>Steve Agostini-Agostini Bacon Construction (President)</i>	

General/Misc. Items

Item	Responsible	Due	Notes
4.06	PMA	6/16/11	National Grid Coordination Meeting: Update 6/9/11: PMA continues to reach out to Verizon daily. Verizon is slow to respond.
16.02	PMA	6/16/11	FF&E Technology Contractor: Update 6/2/11: COR was reviewed with Ed Lucy, and comments were received by GGD. PMA to combine all comments and issue to Agostini formally.
23.01	HMFH	6/16/11	Site Changes: Update 6/9/11: HMFH to put CO #4 together for signature.
24.01	Agostini/HMFH	6/16/11	Duct Conflicts: Update 6/9/11: GGD on site to review duct and pipe conflict issues, while also making a formal site review and inspection. GGD site review will close out to open RFI's.
25.01	Agostini	6/16/11	Exterior Mock Up: Update 6/2/11: An overhang was added to the mock up. Mason is starting their brick work on 6/2/11. Bass metal panels for mock up are on site. Update 6/9/11: No progress has been made. Flashing needs to be installed by Stanley. Stanley to have flashing on site for main building early next week.
25.04		Record	Electrical Ductbank-Trench Touch Up: Update 6/9/11: Duct bank touch up was completed as requested. Item Closed
25.05	Agostini	6/16/11	Monthly Schedule Update: Update 6/9/11: Agostini to upload editable version of schedule update for PMA review.
26.01	Agostini	6/16/11	Perforated Panels at Gym: Shaun asked if perforated steel panels could be provided at the gym in lieu of Aluminum. Joe to inquire with contractor and advise the team. Update 6/9/11: Bass stated that using the steel panels shouldn't cause any changes to the schedule or cost. Bass following up with manufacturer to confirm. Agostini requested that HMFH mark up the shop drawing accordingly to show the areas where the perforated painted steel panels will be installed and where the clear anodized aluminum panels will go.
26.02	Agostini/PMA	6/16/11	HVAC in Existing Copy Room: 6/9/11: PMA to follow up on the HVAC being installed in the existing copy room.
26.02	Agostini/PMA/HMFH	6/16/11	Steel Walkthrough-Existing-Team will coordinate a walk through to investigate the existing locations of the building scheduled to receive new steel. Team will schedule a meeting for the next coming weeks. Update 6/9/11: On going.
27.01		Record	Beginning Summer Work: A brief discussion took place regarding the start of summer work. FRCS is scheduling their movers for

			6/27/11, and estimate the total move out to only take 1 day. Following that Agostini will begin abatement work. Pulverizing the asphalt is scheduled to take place after the move out is complete. FRCS and PMA stated that a binder is to be left through the winter, and a finish top coat placed in the Spring/Summer of 2012. Agostini acknowledged that. Chet also noted that Waste Management will be moving the dumpster from its current location so as not to interfere with summer work activities. Item Closed
27.02	Agostini	6/16/11	Gym Metal Panels: Earlier in the week it was brought to the teams attention that a field measuring error caused the gym metal panels to be shipped too short. Bass Industries (panel subcontractor) sent in a proposed solution to their error. HMFH reviewed the proposed detail, and conditionally accepted it asking for some further details to be incorporated. HMFH advised the committee that the proposed detail offers the same aesthetic and durable qualities as the original design. The committee took no exception to the solution either.

RFI's

Item	Responsible	Due	Notes
4.02	HMFH	6/16/11	Critical RFI's: Agostini reviewed the critical list of RFI's. See attached log.

Submittals

Item	Responsible	Due	Notes
4.03	HMFH	6/16/11	Critical Submittals: Agostini review the critical submittals. See attached open submittal log.

Budget

Item	Responsible	Due	Notes
19.03	PMA/HMFH	6/16/11	Outstanding Change Orders: Update 6/2/11: HMFH to put together CO #4 for site change order.
27.03		Record	May Requisition: Requisition #6 for May was presented to the Building Committee in the amount of \$1,339,289.80. <i>Note: Bill Buckley made a motion to accept Requisition #6 for May. Chet 2nd. All approved. Requisition was approved unanimously</i> Item Closed..

Schedule

Item	Responsible	Due	Notes
6.03	Agostini	6/16/11	Two Week Look Ahead Schedule: two week look ahead for 6/9-6/23 was reviewed. At G Building-roof blocking and curbs, RTU placement, exterior metal stud framing, waterproofing of exterior walls, window blocking, protection poly at windows, interior metal stud framing, 2 nd floor MEP rough, stairwell No. 1 installation is ongoing. At the new addition-roof blocking and pads, RTU/Chiller placement, waterproofing of exterior walls, poly window protection, interior metal stud framing and door frame installation, MEP Rough, and installation of Gym Metal Panels is ongoing.

The next Weekly Project Meeting will take place on 6/16/11 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: June 15, 2011