

FRCS BUILDING COMMITTEE MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** July 7, 2011

LOCATION: FRCS-PMA Site Trailer **MEETING No.** 31

ATTENDEES: *(Absent in Italics)*

William Buckley-Board Member	Todd Hassett-FRCS (Business Director)
Mark Logan-FRCS (Executive Director)	Chet Locke-FRCS (Facilities)
<i>Edward Lucy-FRCS (Director of Operations)</i>	
<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)	
Steve Agostini-Agostini Bacon Construction (President)	

General/Misc. Items

Item	Responsible	Due	Notes
4.06	PMA	7/14/11	National Grid Coordination Meeting: Update 7/7/11: PMA received the proposed design and layout for exterior conduit to the building, and interior conduit to the IDF Room. In a follow up conversation, Verizon is still finalizing their pricing. PMA will share design with team at next weeks meeting.
16.02	PMA	7/14/11	FF&E Technology Contractor: Update 6/23/11: Comments to COR were forwarded to Agostini on 6/17/11. Agostini to have subcontractors respond. Update 6/30/11: ongoing Update 7/7/11: PMA to discuss owner requirements with Agostini following meeting per PR #2. Agostini will relay those comments to Ostrow for their pricing to be finalized. There is some initial confusion which will be resolved.
24.01	Agostini/HMFH	7/14/11	Duct Conflicts: Update 7/7/11: HMFH issued a letter to Bill Casbara (Building Inspector) to re classify the space originally designated as Chets new office. The reclassification makes the space uninhabitable, as was discussed at the previous weeks walk through.
25.01	Agostini	7/14/11	Exterior Mock Up: Update 6/23/11: Stanley to install copper flashing on mock up. Bass will relocate panel mock up from gym façade to mock up structure. Team did review the panel mock up with the accent strip (flat panel in different color). FRCS and HMFH approved of mock up pending a few additions (caulking, weep holes etc). Bass to provide caulking and weep holes in accent strip mock up as directed. Team to review mock up at next weeks meeting. Update 6/30/11: No progress has been made on the mock up. HMFH and PMA requested a review of both the outside and inside corners. Update 7/7/11: PMA pushed Agostini to finish the mock up. Steve Agostini to follow up with Stanley roofing on their sill flashings. All Bass metal panels are on site for the mock up.
25.05	Agostini	7/14/11	Monthly Schedule Update: Update 6/9/11: Agostini to upload editable version of schedule update for PMA review. Update 6/16/11: On going Update 6/30/11: On going. Update 7/7/11: Schedule review is complete. PMA to review in house and share comments with Agostini.

26.02	Agostini/PMA/HMFH	7/14/11	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.
30.01	Agostini	7/14/11	Exterior Carlisle Sheet Waterproofing: PMA scheduled a Carlisle representative to review the in place waterproofing. Carlisle rep stated the sheet waterproofing should be covered as soon as possible, to protect it from prolonged UV exposure leading to failed material. Update 7/7/11: PMA emphasized the importance to cover the exposed waterproofing. Agostini stated Bass is mobilizing to being installing z-girts and insulation. If they are not in place by Friday on the exposed areas Agostini will provide black plastic to cover and protect the waterproofing from the damaging UV Rays.
31.01	HMFH	Record	Shaun Vacation: Shaun is on vacation beginning 7/14/11. Chin Lin at HMFH is to be copied on all correspondence addressed to Chin to ensure work is completed in Shaun's absence.
31.02	Agostini	7/14/11	Rubber Flooring in Cafetorium: In lieu of wood flooring in the cafetorium, FRCS, with the aid of HMFH, directed Agostini to provide tiled rubber flooring as a no cost solution. HMFH requested that Agostini provide a full range of rubber tile finish options, based upon one of the project specified manufacturers, for FRCS and HMFH to select from.

RFI's

Item	Responsible	Due	Notes
4.02	HMFH	7/14/11	Critical RFI's: Agostini reviewed the critical list of RFI's. See attached log.

Submittals

Item	Responsible	Due	Notes
4.03	HMFH	7/14/11	Critical Submittals: Agostini review the critical submittals. See attached open submittal log.

Budget

Item	Responsible	Due	Notes
19.03	PMA/HMFH	7/14/11	Outstanding Change Orders: Update 6/2/11: HMFH to put together CO #5 to incorporate many change orders as shown on weekly log.
31.01		Record	June Requisition: The final June requisition was issued to HMFH for signature. HMFH to bring signed copies to the 7/14/11 meeting. The committee took a vote to approve the requisition. <i>Vote: Todd asked for a motion to be made to approve the requisition in the amount of \$1,247,304.42. Bill made a motion to approve. Mark 2nd. All approved. Requisition was approved. Item Closed.</i>

Schedule

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6.03	Agostini	7/14/11	Two Week Look Ahead Schedule: two week look ahead for 7/7-7/21 was reviewed. At G Building-interior metal stud framing, 2 nd floor MEP rough, in wall and above ceiling inspections, drywall and ACT ceiling. At the new addition- interior metal stud framing and door frame installation, MEP Rough, and installation of Gym Metal Panels is ongoing. Site work, drainage installation, demo in the gymnasium and auditorium are all ongoing. Installation of temporary partitions to block off areas of demo will be in place prior to start of demo. Agostini is scheduled to receive an email from the window company on the exact delivery date for all windows. Stair number 2 is scheduled to be on site on 7/18/11.
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The next Weekly Project Meeting will take place on 7/14/11 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: July 13, 2011