

FRCS

BUILDING COMMITTEE MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** September 8, 2011
LOCATION: FRCS-PMA Site Trailer **MEETING No.** 40

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)
Shaun Lynch-HMFH
Jeff Wetton-PMA
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
31.02	Agostini	9/15/11	Rubber Flooring in Cafetorium: Update 8/4/11: HMFH marked up Agostini's proposed area for flooring in the Cafetorium. Agostini to prepare a change order price for the identified scope of work. Update 8/11/11: Owner still awaiting cost for change. Update 8/18/11: Awaiting final pricing. Update 8/24/11: Awaiting final pricing. Update 9/1/11: Change order for rubber flooring was received. PMA to review with HMFH to verify and approve. Update 9/8/11: Cost of change order approved. HMFH to finalize layout/pattern of rubber floor.
32.03		Record	Casework Shop Drawings: Update 9/1/11: Bullet point items which were open at last week's meeting were closed out by HMFH. Only issue that remains is finalizing the finish on the exposed surface on the teacher's stations and base cabinets. HMFH to review with Agostini following meeting. Update 9/8/11: All outstanding issues were closed following the 9/1/11 meeting. Exposed sides of teachers stations are to be black nebula laminate, per Shauns review and approval. Sample cabinet was approved for construction. No other items remain open. Item Closed.
33.02	Agostini	9/15/11	Gable End of G Building (west wall): PMA stated Carlisle needed to perform an inspection of the gable end wall on G building (west wall). PMA noted some deficiencies were observed and needed to be addressed. Update 7/28/11: Agostini to schedule inspection of deficiencies in this area with Carlisle. Update 8/4/11: On going. Update 8/11/11: On going. Update 8/18/11: Ongoing. Update 8/24/11: Ongoing Update 9/1/11: Ongoing Update 9/8/11: Mark Shom issued an email stating that parts of the AVB have been exposed as long as 130 days, primarily on the gym room edges. No corrective action has been discussed or taken.
37.01	Agostini	9/15/11	Gym Exposed Steel Infill: PMA noted the steel infill at the exposed steel in the gym did not appear yet complete. Agostini to follow up with Corey to complete work prior to painting. Update 8/24/11: Ongoing. Agostini to follow up with installer. Update 9/1/11: Upon review of the location chosen to receive the infill at the exposed steel in the gym it was determined the infill was not yet installed. Update 9/8/11: On Going.

37.03	Agostini	9/15/11	Roof Penetration Leaks: PMA noted some leaks detected in the areas where roof penetrations were made and not properly patched. Mark Shom has marked out all leaks on the floor with marking paint. Joe noted that he received Carlyle's roof report and will forward to project team. Stanley to address all concerns identified in the Carlyle issues report. Update 8/24/11: Stanley Roofing is working to close out all issues identified by Carlyle in their field report. PMA stated many of the issues have been closed. Update 9/1/11: Stanley has one man on site working to remediate items per the Carlyle field inspection. Roof will require additional field reviews and reports by Carlyle to close out all items. Update 9/8/11: Stanley Roofing continues to correct deficient work noted on Carlyle Field Report.
39.01	Agostini	9/15/11	Invensys Fence along South Parking Area: PMA stated that a couple panels of fencing along the south parking area had been damaged from materials being stored on it. These panels need to be replaced. This fencing belongs to Invensys. Update 9/8/11: On Going
39.02	Agostini	9/15/11	Fax Line for Workers: Phone lines have not been restored to the trailers. Agostini asked if they could place their fax in Chet's office and get a separate line for workers who need to fax in time sheets, etc. Chet stated this would not be a problem. Update 9/8/11: PMA issued an email that the new fax and phone lines could be provided to Agostini at a cost. No response has been received.
39.03	Agostini	9/15/11	Guigli Crew Size: PMA noted that Guigli's crew size has been reduced to 3 men. PMA identified that there is still quite a bit of work for them to complete and crew size needs to be increased. Agostini to direct Guigli to provide a larger crew to maintain production and complete work under this phase. Update 9/8/11: Guigli has not increased crew size. Production has slowed.
39.04		Record	US Drywall Crew Size: PMA noted concerns about the crew size for US Drywall and their lethargic production to date. PMA noted there is enough available area to increase the amount of tapers on site, as well as increasing production on drywall installation. Agostini recognized the same deficiencies and advised the team that they directed US Drywall to increase their crew immediately to gain production on drywall taping, especially with painting being underway. Update 9/8/11: US Drywall increased their crew size, including tapers. Production has increased. Agostini and PMA will continue to monitor and address as necessary. Item Closed
40.01	HMFH	9/15/11	Reduce Accent Wall Colors: Agostini advised that King Painting owns 30% of wall surfaces as accent colors. After reviewing the wall color drawings issued by HMFH, the amount of accent colors is closer to 45%. A meeting was held, and an agreement reached where the second floor of G Building and the addition would remain unchanged, but the first floor administrative spaces would receive reduced accent wall colors to compensate. HMFH to revise their plans to reduce the accent colors in this area, and redistribute.
40.02	Agostini/HMFH	9/15/11	Fastening of Ductless Units to Roof: Shaun stated he would like GGD to review the in place fastening method for the ductless units on the roof. Shaun to coordinate and schedule GGD to make a site visit to review, and comment as necessary, on the installation method of the ductless units.
40.03	FRCS/PMA	9/22/11	Meeting with Vanguard Modular: Todd advised that a meeting is scheduled with Vanguard Modular on 9/22/11, to discuss the removal of existing modular units. Todd to verify time. FRCS and PMA to meet and discuss schedule of modular removal.

RFI's

Item	Responsible	Due	Notes
4.02	HMFH	9/15/11	Critical RFI's: Agostini reviewed the critical list of RFI's. See attached log.

Submittals

Item	Responsible	Due	Notes
4.03	HMFH	9/15/11	Critical Submittals: Agostini review the critical submittals. See attached open submittal log.

Budget

Item	Responsible	Due	Notes
19.03	PMA/HMFH	9/15/11	Outstanding Change Orders: Update 9/1/11: HMFH to produce CO #9 for Ledge Removal once finalized. HMFH to also produce CO #10 to include COR's 40.1, 53, 72, 75, 62.2, 63.1. It was noted COR's 73 and 77 are critical. HMFH and PMA to work to close them out.

Schedule

Item	Responsible	Due	Notes
6.03	Agostini	9/15/11	Two Week Look Ahead Schedule: two week look ahead for 9/1-9/15 was reviewed. At G window caulking, fin tube installation, drywall taping, exterior Z-girt and insulation, bathroom tile, wall priming/painting, installation of S-16 panels, drywall, soffits, wall insulation, electrical and hot water heater installation are all ongoing. In the addition, window caulking, ductwork installation, fin tube, drywall taping, bathroom tile, wall priming/painting, fire protection sprinklers, accent panel on gym walls all ongoing. In the cafetorium, wall framing, HVAC work, ramp placement and fire protection sprinklers are all ongoing. In the media center, interior demo, Geofoam installation, structural steel, is all ongoing. Sitework, canopy roof deck, tie in canopy to existing structure, concrete curbing and light pole bases are all ongoing.

The next Weekly Project Meeting will take place on 9/15/11 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: September 14, 2011