

**FRCS**  
**BUILDING COMMITTEE MEETING MINUTES**

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

**LOCATION: FRCS-PMA Site Trailer    MEETING No. 50**

**ATTENDEES:** *(Absent in Italics)*

*William Buckley-Board Member*                      Todd Hassett-FRCS (Business Director)  
Mark Logan-FRCS (Executive Director)    Chet Locke-FRCS (Facilities)  
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
37.03	Agostini	11/10/11	<b>Roof Penetration Leaks: Update 11/10/11:</b> Ongoing
39.01	Agostini	11/10/11	<b>Invensys Fence along South Parking Area: Update 10/20/11:</b> Ongoing <b>Update 10/27/11:</b> PMA requested this work be completed within the next two weeks. Agostini to coordinate. <b>Update 11/3/11:</b> Ongoing
40.02	HMFH	11/10/11	<b>Fastening of Ductless Units to Roof: Update 11/10/11:</b> Frank from GGD was onsite and reviewed the mounting of the ductless units once again. Frank stated to Mark Shom that GGD would provide direction.
40.03	FRCS/PMA	11/10/11	<b>Meeting with Vanguard Modular: Update 11/10/11:</b> FRCS is awaiting final pricing. All site visits are complete.
41.04	HMFH/PMA/FRCS/ AGOSTINI	11/10/11	<b>Playground Meeting: Update 11/10/11:</b> Mark Logan and Todd are to meet with Chin following the committee meeting to discuss the playground layout and plan.
46.02		Record	<b>Slab Moisture Test: Update 11/10/11:</b> West to begin placing VCT flooring on Friday. West provided a statement to Agostini that Joe will forward to the project team for record. <b>Item Closed</b>
47.03	Agostini	11/10/11	<b>Fire Alarm Wires Damaged: Update 11/10/11:</b> Joe to forward keying schedule from door manufacturer to PMA. PMA to review with FRCS next week to confirm accuracy.
47.05	Agostini	11/10/11	<b>Keying Meeting:</b> A keying meeting will take place next Thursday. FRCS to provide level of keying desired for the building and hardware supplier will build a keying schedule off of that. <b>Update 10/27/11:</b> A keying meeting will take place at 11:30 following this meeting. Mark Logan and Chet will represent FRCS. Hardware supplying will attend, along with Agostini and PMA. <b>Update 11/3/11:</b> The keying meeting went very well. The keying matrix is being developed by Hardware Specialties based on FRCS direction. A follow up meeting will be had to discuss the matrix once more before the cores and keys are cut.
48.01	Agostini	11/10/11	<b>Parking Issues: Update 11/10/11:</b> No issues as of this week. PMA and Agostini will continue to monitor.
48.02	Agostini	11/10/11	<b>Wet Drywall Removal: Update 11/10/11:</b> Wet drywall has not yet been removed. Mark Shom to walk with Mark Lockwood to point out areas needing to be addressed.
49.01	Agostini	Record	<b>Power to Jr. High Mods:</b> Agostini stated that Ostrow informed them in order to relocate the Septic Tank Panel to the inside of the building

			on 11/10/11, the power to the Jr. High mods would need to be shut down for the day. It was discussed at a previous meeting that none of the bathroom facilities would be available for this day, which was acceptable to FRCS. Chet was going to check with Mark Logan to confirm if having the power down on 11/10/11 for the planned switchover would be a problem. On a similar note Ostrow Electric stated the tank would need to be pumped down to do the work inside. Chet stated there was a manual pump switch on the panel which should pump the tank down. Agostini to advise if other action is required. <b>Update 11/10/11: Item Closed</b>
50.01	Agostini	11/17/11	<b>Interior Signage:</b> Agostini awaiting pricing from sign contractors. Joe stated the signs carry a 4-6 week lead time.
50.02		Record	<b>Onsite Smoking:</b> FRCS reported a few instances where contractors were seen smoking onsite. It was emphasized at the subcontractors meeting that smoking onsite is not permitted. PMA and Agostini to monitor daily. <b>Item Closed</b>
50.03	Agostini/HMFH	11/17/11	<b>Servery Plumbing Conflict:</b> There is a small conflict between the dishwasher location in the servery and the sink drainage piping. Agostini to review and resolve prior to connecting sink.
50.04	HMFH/FRCS	11/17/11	<b>Tile Swap:</b> In lieu of taking the labor credit for not installing tile in the administrative space, FRCS has elected to use the remaining tile, and labor value, to install tile in other parts of the building not originally selected to receive tile. HMFH to finalize areas with FRCS and forward to Agostini to direct West Flooring.

#### RFI's

Item	Responsible	Due	Notes
4.02	HMFH	10/27/11	<b>Critical RFI's:</b> Agostini reviewed the critical list of RFI's. See attached log.

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#### Submittals

Item	Responsible	Due	Notes
4.03	HMFH	10/27/11	<b>Critical Submittals:</b> Agostini review the critical submittals. See attached open submittal log.

#### Budget

Item	Responsible	Due	Notes
50.05		Record	<p><b>October Requisition:</b> Some last minute stored material clarifications needed to be made. The final requisition was not prepared for this meeting. Agostini is gathering the documents required to approve the stored materials cost in the requisition. Todd asked for a vote to allow him to approved, and pay the final requisition when presented at the 11/17/11 meeting.</p> <p><i>Vote: Mr. Logan made a motion to allow Todd to approve and pay the final requisition when presented at the 11/17/11 meeting. Chet 2<sup>nd</sup>. All approved.</i></p> <p><b>Item Closed</b></p>

#### Schedule

Item	Responsible	Due	Notes
6.03	Agostini	10/27/11	<b>Two Week Look Ahead Schedule:</b> two week look ahead for 11/10/11-11/24/11 was reviewed. At G Building and Addition above ceiling corrections are ongoing, installation of lighting and covers is ongoing, installation of ceiling tiles is ongoing, wall tile at bathroom light fixtures is ongoing, classroom VCT is ongoing, locker delivery and installation is ongoing, hanging of doors is ongoing, door hardware is ongoing, final coat of paint is ongoing, installation of HVAC shelving, boys bathroom tile, dropping of sprinkler heads, corridor tile, painting of door frames, installation of window sills and countertops, installation of wood flooring and athletic equipment are all ongoing. In the cafetorium painting of drywall, duct and pipe work, installing ceiling grid, installing overhead doors and metal panels around the stage are all ongoing. In the Media Center framing of walls, drywall installation, taping of drywall, duct install, install frame 117A, opening for louver L3 are all ongoing. Site concrete, curbing and setting of light poles is all ongoing.

**The next Weekly Project Meeting will take place on 11/17/11 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: November 16, 2011**