

FRCS

WEEKLY PROJECT MEETING MINUTES

PROJECT: Foxborough Regional Charter School **MEETING DATE:** November 17, 2011

LOCATION: FRCS-PMA Site Trailer **MEETING No.** 51

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	11/24/11	Roof Penetration Leaks: Update 11/17/11: Ongoing
39.01	Agostini	11/24/11	Invensys Fence along South Parking Area: Update 11/17/11: Ongoing
40.02	HMFH	11/24/11	Fastening of Ductless Units to Roof: Update 11/17/11: PMA and HMFH to follow up with Frank
40.03	FRCS/PMA	12/1/11	Meeting with Vanguard Modular: Update 11/17/11: Next meeting is scheduled for December 1, 2011 at 8:30am. FRCS and PMA to attend.
41.04	HMFH/PMA/FRCS/ AGOSTINI	12/1/11	Playground Meeting: Update 11/17/11: Chin is talking to the playground equipment contractor to coordinate grades and necessary infrastructure for equipment.
47.03		Record	Fire Alarm Wires Damaged: Update 11/10/11: Joe to forward keying schedule from door manufacturer to PMA. PMA to review with FRCS next week to confirm accuracy. Update 11/17/11: Invoice was forwarded to Joe for payment. Item Closed
47.05		Record	Keying Meeting: 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. Update 10/27/11: 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. Update 11/3/11: 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. Update 11/17/11: PMA reviewed keying schedule with FRCS. Minor changes made. Changes will be forwarded to Joe to allow Hardware Specialties Item Closed
48.01		Record	Parking Issues: Update 11/10/11: No issues as of this week. PMA and Agostini will continue to monitor. Item Closed
48.02	Agostini	11/23/11	Wet Drywall Removal: Update 11/10/11: Wet drywall has not yet been removed. Mark Shom to walk with Mark Lockwood to point out areas needing to be addressed. Update 11/17/11: Mark Lockwood and Mark Shom to re-look at areas following meeting.
50.01	Agostini	11/24/11	Interior Signage: Agostini awaiting pricing from sign contractors. Joe stated the signs carry a 4-6 week lead time. Update 11/17/11: Agostini finalizing interior signage buyout. Package is being split up

			to expedite interior signage.
50.03		Record	Servery Plumbing Conflict: 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. Update 11/17/11: Agostini resolved the conflict. The dishwasher may protrude past the countertop by 1 ½". Dishwasher is finished on all sides. Item Closed
50.04	HMFH/FRCS	11/24/11	Tile Swap: 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. Update 11/17/11: Tile work is ongoing in Servery area. HMFH selecting other areas and will issue sketches.
51.01	PMA	11/23/11	Security: PMA to schedule a security meeting for Monday 11/21/11 to confirm final items required to security system install. PMA also to confirm rough security wiring is complete.
51.02		Record	Fire Sprinkler Shutdown: Agostini stated there will be a fire sprinkler system shut down next Wednesday, with school out, to complete some tie over work. A fire watch will be present.

RFI's

Item	Responsible	Due	Notes
4.02	HMFH	11/24/11	Critical RFI's: Agostini reviewed the critical list of RFI's. See attached log.

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Submittals

Item	Responsible	Due	Notes
4.03	HMFH	11/24/11	Critical Submittals: Agostini review the critical submittals. See attached open submittal log.

Budget

Item	Responsible	Due	Notes
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Schedule

Item	Responsible	Due	Notes
6.03	Agostini	11/24/11	Two Week Look Ahead Schedule: two week look ahead for 11/17/11-12/1/11 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 11/23/11 at 8:30am 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 22, 2011