

FRCS
BUILDING COMMITTEE MEETING MINUTES

PROJECT: Foxborough Regional Charter School MEETING DATE: December 8, 2011

LOCATION: FRCS-PMA Site Trailer MEETING No. 54

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	12/15/11	Roof Penetration Leaks: Update 12/8/11: Some small leaks were detected throughout portions of the existing building. The small group room. PMA and Agostini are going to inspect these existing roof areas with Stanley Roofing next week to determine possible repairs which can be done.
39.01	Agostini	12/15/11	Invensys Fence along South Parking Area: Update 12/8/11: Ongoing
40.02		Record	Fastening of Ductless Units to Roof: Update 12/8/11: GGD responded saying the current installation of the ductless units on the roof was acceptable. Item Closed
40.03	FRCS/PMA	12/15/11	Meeting with Vanguard Modular: Update 12/8/11: The meeting with FRCS, PMA and Vanguard went well this morning. Depending on how the move out of the modular's goes Vanguard is tentatively scheduled to begin removing the modulars the 2 nd or 3 rd week of January. Vanguard is still on target to begin removing the modular from the site during February vacation week.
41.04	HMFH	12/15/11	Playground Meeting: Update 12/8/11: A sketch has been issued by Chin. Progress is being made.
48.02	Agostini	12/15/11	Wet Drywall Removal: Update 12/8/11: Mark Shom to walk with Todd following meeting.
50.01		Record	Interior Signage: Update 12/8/11: Signage package with all FRCS comments has been returned to Agostini for production release. Item Closed
50.04	HMFH/FRCS	12/15/11	Tile Swap: Update 12/8/11: West Flooring sent a reply email to the takeoff email generated by PMA. PMA and HMFH do not feel West Flooring addressed all items and will be responding accordingly.
52.02		Record	Briggs Canopy Steel Checklist: Update 12/8/11: Punchlist items were completed by steel erector. Item Closed
52.03	HMFH	12/15/11	Media Center Paint Colors: Update 12/8/11: Shaun stated the media center paint color sketch would be issued by the end of business today.
53.01	Agostini	12/15/11	Exposed Canopy Pier Footings: Update 12/8/11: PMA suggested a mockup be performed to show how the edge will be eased. Team agreed and a mockup will be done on a canopy pier footing nearest the old main entrance. HMFH to review following meeting.
54.01	Agostini	12/15/11	Removal of Guigli Dirt Piles: PMA and FRCS directed Agostini to

			direct Guigli to have the remaining stockpile of dirt removed from the jobsite.
54.02	HMFH	12/15/11	PR #1 Fence Design: FRCS reminded HMFH that a fence design is still required as part of the site changes for PR #1.
54.04	Agostini	12/15/11	Media Center: Agostini stated the Media Center wouldn't be available until the 2 nd week of January. There is a slight delay, but it will not impact the school moving in and using the classroom and cafetorium spaces.

RFI's

Item	Responsible	Due	Notes
4.02	HMFH	12/15/11	Critical RFI's: Agostini reviewed the critical list of RFI's. See attached log.

Submittals

Item	Responsible	Due	Notes
4.03	HMFH	12/15/11	Critical Submittals: Agostini review the critical submittals. See attached open submittal log.

Budget

Item	Responsible	Due	Notes
54.03		Record	<p>Requisition #12: Requisition No. 12 for November 2011 was presented at the meeting. Todd asked a motion be made to approve Requisition No.12 in the amount of \$1,188,837.25.</p> <p><i>Vote: Chet made a motion to approve Requisition No. 12 in the amount of \$1,188,837.25. Mark Logan 2nd. All approved.</i></p> <p>Item Closed</p>

Schedule

Item	Responsible	Due	Notes
6.03	Agostini	12/15/11	<p>Two Week Look Ahead Schedule: two week look ahead for 12/8/11-12/21/11 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.</p>

The next Weekly Project Meeting will take place on 12/15/11 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: December 13, 2011