

Hanover High School Building Committee Meeting Minutes

PROJECT: New Hanover High School
LOCATION: Dr. Nash's Conference Room

MEETING DATE: Sept 28, 2009

ATTENDEES: *(Absent in Italics)*

<u>Bldg. Cmte:</u> - Chris Martin - Dr. Kristine Nash - Dr. Tom Raab - Les Molyneaux - Jim Hoey	- Kerry Harrison - Ed Lee - Paul Nimeskern - Al Kuhn - Steve Devine	-Jeanne McCloskey - Suzanne Brady
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PMA: - Chris Simmler
 - Chris Carroll

HMFH - George Metzger
 - Lori Cowles
 - Vassilios Valaes
 - John Nunnari

Town – Dan Pallotta Callahan – Steve Carley

Call to Order: 7:05 pm

Vote to approve previous meeting minutes: Motion was made by Dr.Nash to approve the previous meeting minutes, Les seconded the motion, all voted and approved the minutes.

General/Misc. Items

Item	Responsible	Due	Notes
09-28:01		Record	Callahan Contract: <i>Vote: A motion was made by Steve to allow Chris Martin to act as a signatory on the General Contract with Callahan in the amount of \$38,652,255. Second by Les. All approved.</i>
09-14:02		Record	Kickoff Meeting: PMA/HMFH to plan kick off meeting for construction the week of 9/28/09. PMA to coordinate time/location, HMFH and PMA to develop an agenda. Update 9/28/09: Meeting occurred at town hall. Minutes recorded and distributed by PMA. Item closed.
08-31:01		Record	Track Closing: Update 9/14/09: School to close track and post signage. Effective date will be 9/18/09. Update 9/28/09: Signs posted on track. Item closed.
08-17:03	MSBA	10/15/09	Commissioning Agent: Update 8/31/09: MSBA asked PMA to review proposals received, PMA did and advised MSBA. Awaiting final selection of a commissioning agent. Update 9/14/09: On-going. Update 9/28/09: PMA continues to request update from the MSBA.
08-17:04		Record	National Grid Pole Relocation: Update 9/14/09: PMA reviewing with National Grid. Update 9/28/09: PMA indicated that National grid started work today. The fee for the work represents the entire effort for the project, not just for pole relocations. Item closed.
07-20:04	PMA/Hanover	9/15/09	Website Update: Update 8/17/09: Information provided. Item closed. Update 8/31/09: Item re-opened. PMA to contact School's IT contact (Steve Ryerson) and discuss how best to forward project information and photos for posting to web site. Update 9/28/09: PMA left messages with Steve, and will coordinate uploading of information.
07-20:07		Record	Structural Peer Review: Update 8/31/09: Scope should be completed by mid September. Update 9/28/09: Study completed with no major issues. Invoices have been forwarded to Owner and will be addressed in another line item. Item closed.

06-08:02	PMA/Case	10/1/09	Leaching Field NTP: Update 9/14/09: Leaching field scope to be completed by tomorrow, switch over occurred with no incident, grease trap pumped out on Saturday. Training to occur on Tuesday. Update 9/28/09: Remaining scopes: clean out covers, as-builts, O&M manuals and confirmation that the hydroseed is germinating. Once completed, project will be 100% complete.
02-23:02	PMA/Hanover	10/15/09	General Contract for Construction: Update 8/17/09: MSBA provided comments which HMFH is reviewing and will respond to accordingly. Update 8/31/09: HMFH to respond to MSBA design comments. Update 9/14/09: HMFH provided comments. Under review of PMA and Hanover. Update 9/28/09: on-going

Schedule

Item	Responsible	Due	Notes
09-28:02		Record	2 Week Look Ahead: Callahan presented a two week look ahead schedule to the committee to coordinate fence/temp parking and mobilization to the site.
12-15:01	PMA	10/3/09	Project Schedule: Update 9/28/09: NOI awarded to Callahan. Anticipated NTP date to be 9/28/09: project Day #1. Protest by Laborer's Union and NB Kenney to be heard at AG's office on Wed the 30 th of Sept at 2 pm and 3pm. Callahan will be coming to the site to review field conditions and prep for a formal mobilization and fence install.

Construction Drawings

Item	Responsible	Due	Notes
06-29:03	HMFH	10/10/09	Irrigation Wells: Update 8/17/09: Hydro-geologist gathering information and has visited the site. Will provide well recommendation location(s) over the next few weeks. Update 9/14/09: on-going Update 9/28/09: On-going

Budget/Invoices:

Item	Responsible	Due	Notes
09-28:04	Hanover/PMA	10/15/09	Master Project Budget Review: PMA distributed an updated budget based upon Callahan's bid price and final Leaching field costs. Hanover & PMA to review in detail and coordinate meeting with MSBA to modify the PFA.
09-28:05	PMA	10/15/09	Leaching Field: The final pay application was presented for approval. PMA advised that there are 4 items still outstanding to be 100% complete and requested a conditional approval by the bldg cmte subject to confirmation that the following have been completed: <ol style="list-style-type: none"> 1. Clean out covers installed 2. As-Builts completed 3. O&M Manuals approved 4. Hydroseed condition reviewed by HMFH

A motion was made by Ed to adjourn the meeting, second by Les. All approved.

Meeting Adjourned: 8:15 pm

Next meeting will take place on Nov 9th, 2009 at 7:00 PM at Dr. Nash's Office

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: Chris Simmler

Date: 10/2/09