

Hanover High School Building Committee Meeting Minutes

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

MEETING DATE: Oct 19, 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 - <i>Al Kuhn</i> - 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: 7:03 pm

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

Executive session entered into at 7:05pm to discussion legal issues, with the intent of returning to open session.
 Returned to Open Session 7:30pm

General/Misc. Items

Item	Responsible	Due	Notes
10-19:01		Record	<p>Potential Labor Protest: The committee was provided an advanced notice that the union(s) will be picketing the work site in the future. PMA advised the committee that Callahan has designated the non-union/union gates. On the first day of the protest, the field will call the police department for a detail. After that, the use of a police detail will be on a case by case basis depending upon the size/involvement of the picketers.</p> <p><i>Vote: Motion was made by Paul to allow \$10,000 be allocated as a budget line item for future police details associated with the protest. Ed seconded. 10 approved, 1 disapproved. Motion passed.</i></p>
10-19:02		Record	<p>PMA Authorization for Field Change Orders: To avoid potential delays or costly change orders, PMA requested that they be allowed to make field decisions for change orders up to \$5,000. The Building Committee would still review them before being finalized for payment.</p> <p><i>Vote: A motion was made by Suzanne to authorize PMA to approve CO work up to \$5,000. Seconded by Paul. All approved.</i></p>

10-19:03	Hanover	11/1/09	Cori Procedures: An in-depth discussion occurred involving Cori procedures for workers on site. All agreed that the student's safety was paramount and that the use of CORI checks was desired. The issue that arose is with the timing of the approval of a Cori check and when that worker could start work. Cori checks can take from 48hrs to a week potentially. Currently Callahan is pre-Cori'ing all workers before they show up, however, as work gets more involved, work force increases, changes occur, etc, ensuring 100% pre-Cori screening prior to starting work, though achievable, could have costly time delays to the project. It was decided that the first step is to figure out who has jurisdictional authority? Bldg cmte to seek Town Counsel's input and advise.
08-17:03	PMA	11/1/09	Commissioning Agent: Update 10/19/09: MSBA indicated that Horizons has been selected as Hanover's commissioning agent. Horizons to meet with PMA/HMFH and MSBA to kick off services.
07-20:04		Record	Website Update: Update 10-19-09: PMA has provided the web site photos and schedules. It was agreed that after minutes are approved, those and monthly reports can be posted to the web page. Website camera about 2 to 3 weeks out. Item closed.
06-08:02		Record	Leaching Field NTP: Update 10/19/09: All actions completed, PMA to process the pay application. Item closed.
02-23.02		Record	General Contract for Construction: Update 10/19/09: The Chair advised that the contract with Callahan has been executed. Item closed.

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. Update 10/19/09: PMA presented the next 2-week look ahead and explained how this document is used in the management of the project. Schedule will be continuously provided throughout the project. This item closed.
12-15.01	PMA	11/1/09	Project Schedule: Update 10/19/09: Callahan has mobilized to the site, is establishing trailers for offices, clearing trees and stripping the site. 100% fence enclosure anticipated to be complete by 10/20/09.

Construction Drawings

Item	Responsible	Due	Notes
06-29:03	HMFH	11/1/09	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 Update 10/19/09: On-going

Budget/Invoices:

Item	Responsible	Due	Notes
10-19:04		Record	Invoice: PMA presented an invoice for \$91,073.39 which included PMA's monthly fee, printing costs for the bids and field supervision services.
09-28:04	Hanover/PMA	11/1/09	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. Update 10/19/09: PMA met with the MSBA briefly to review procedures as to how the PFA will be modified. MSBA requested estimating/cost information from PMA. MSBA could provide to insight into how they would modify the PFA.
09-28:05	PMA	10/15/09	Leaching Field: Update 10/19/09: Work completed. Payment in process to Case. Item closed.

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

Meeting Adjourned: 9:15 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: 10/21/09