



Meeting #10

Eckman Construction
84 Palomino Lane
Bedford, New Hampshire 03110

Project: 409 - Lincoln Akerman School
8 Exeter Road
Hampton Falls, New Hampshire 03844
Fax: 03844

Construction Progress Meeting Minutes

MEETING DATE: 01/31/2019 **MEETING TIME:** 10:00 AM - 11:30 AM Eastern Time (US & Canada)

MEETING LOCATION: ECCI Job Trailer - Lincoln Akerman School

OVERVIEW:

Meeting every other Thursday to discuss construction progress for the Lincoln Akerman School Addition project.

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
John Deloia	Eckman Construction Company, Inc.	Tel: (603) 623-1713 ext. 221	deloiaj@eckmanconstruction.com	For Distribution Only
Jon Krygeris	Eckman Construction Company, Inc.	Tel: (603) 623-1713	krygerisj@eckmanconstruction.com	Present
Mike Tremblay	Eckman Construction Company, Inc.	Tel: (603) 656-6266	tremblaym@eckmanconstruction.com	Present
Anne Ketterer	Lavallee Brensinger Architects	Tel: (603) 622-5450	anne.ketterer@lbpa.com	Present
Lance Whitehead	Lavallee Brensinger Architects	Tel: (603) 622-5450	lance.whitehead@lbpa.com	Absent
Ed Beattie	SAU 21	Tel: (603) 926-8992	edwardbb@comcast.net	Absent
Matt Ferreira	SAU 21	Tel: (603) 926-8992	mferreira@sau21.org	Present
Tony Fransciosa	SAU 21	Tel: (603) 926-8992	afprops@yahoo.com	Absent
Alan Lajoie	SAU 21	Tel: (603) 926-2539	alajoie@sau21.org	Present
Mark Lane	SAU 21	Tel: (603) 926-8992	mlane@sau21.org	Absent
Will Lojek	SAU 21	Tel: (603) 926-8992	will@lojekconstruction.com	Present
Bill Lupini	SAU 21	Tel: (603) 926-8992	blupini@sau21.org	Absent
Greg Parish	SAU 21	Tel: (603) 926-8992	gparish@sau21.org	Absent
Beth Raucci	SAU 21	Tel: (603) 926-8992	braucci@sau21.org	Absent
Todd Santora	SAU 21	Tel: (603) 926-8992	toddsan@comcast.net	Absent
Beth Simon	SAU 21	Tel: (603) 926-8992	bsimon@sau21.org	Present
Larry Smith	SAU 21	Tel: (603) 926-8992	lmsmith20@comcast.net	Absent
Nancy Tuttle	SAU 21	Tel: (603) 926-8992	ntuttle@sau21.org	Present
Marc Lehoullier	Trident Project Advisors and Development Group	Tel: (603) 898-6110	mlehoullier@tridentgrp.com	Present

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

Please contact Eckman Construction if there are any discrepancies or questions with the content of these minutes.

Uncategorized Items						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.3	1	Subcontractor and Vendor Recommendations	Marc Lehoullier (Trident Project Advisors and Development Group), Jon Krygeris (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: Low qualified flooring subcontractor has been confirmed. Sub recommendation to follow this week.						
1.5	1	Site Safety & Logistics	Mike Tremblay (Eckman Construction Company, Inc.), Jon Krygeris (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: Jon asked if there were any safety or logistics concerns to discuss. There were none.						
1.6	1	Look Ahead Schedule	Mike Tremblay (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: The building roof membrane was installed last week. HVAC rough has started on the 2nd floor. Exterior framing and sheathing is ongoing. Fireproofing is ongoing however due to the cold temperatures it is taking longer than anticipated.						
1.10	1	Next Meeting	Jon Krygeris (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: The next meeting will be on 2/14/19 at 9AM.						
1.11	2	Requisitions	Jon Krygeris (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: ECCI submitted the January draft requisition to Trident and LBA for review yesterday.						
1.13	2	Additional Work @ Cafeteria	Marc Lehoullier (Trident Project Advisors and Development Group), John Deloia (Eckman Construction Company, Inc.)	12/ 01/ 2018		Open
Official Documented Meeting Minutes: The change estimate for the cafeteria improvements has been signed. Beth Simon, the Director of School Nutrition, attended today's meeting to discuss the scope for the cafeteria improvements. This project will commence construction on or about 6/15/19. The last day of school is currently 6/14/19. The office and storage room will be relocated to the opposite end (Exeter Road end) of the proposed cafeteria space. Beth's office will be placed on the window wall and the storage area will be on the corridor side. A window will be added to the Nutrition office door. A separate phone and data line is required for this office. This will be handled by the school IT staff. Alan will be storing paper goods, cleaning equipment and cleaning chemicals in the new storage room. Access to this room is not required every day. Anne is going to create some options for space layout based on today's discussion and will distribute them by email to the group within the next two weeks. Anne will also visit the school to walk through the layouts with Beth Simon. The flooring was discussed. The VCT will be patched in where the walls are demolished. The flooring will be different colors. The target is to have approved architectural drawings by 3/1/19 so MEP design can commence and the project documents can be sent to subs for pricing and issuance of change orders to them.						
1.14	5	Change Requests	Jon Krygeris (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes:						

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	Per Trident's request the approved CE's 1, 2 and 3 will be part of Change Order 1. CE 4 for the cafeteria will be Change Order 2. ECCI will draft the change orders.				
1.15	6	Intercom System	Alan Lajoie (SAU 21)		Open
Official Documented Meeting Minutes: No update at this meeting.					
1.17	8	Existing Lockers	Alan Lajoie (SAU 21)		Open
Official Documented Meeting Minutes: New lockers may be purchased by the SAU for the new addition. Further discussion will be held on this as the project progresses and the project costs are further understood.					

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