



Meeting #4

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: 11/01/2018 **MEETING TIME:** 9:00 AM - 10:00 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	Present
Alan Lajoie	SAU 21	Tel: (603) 926-2539	alajoie@sau21.org	Present
Mark Lane	SAU 21	Tel: (603) 926-8992	mlane@sau21.org	Present
Will Lojek	SAU 21	Tel: (603) 926-8992	will@lojekconstruction.com	Absent
Bill Lupini	SAU 21	Tel: (603) 926-8992	blupini@sau21.org	Absent
Greg Parish	SAU 21	Tel: (603) 926-8992	gparish@sau21.org	Present
Beth Raucci	SAU 21	Tel: (603) 926-8992	braucci@sau21.org	Absent
Todd Santora	SAU 21	Tel: (603) 926-8992	toddsan@comcast.net	Absent
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
<p>Official Documented Meeting Minutes: Please reference the minutes from the 8/30 preconstruction meeting for prior subcontractor and vendor approvals. Jon has submitted the concrete flatwork recommendation to Marc. Marc noted he received the authorization from Matt this morning. Jon will be submitting demo next. STATUS 10/4/18 ECCI has submitted demolition, AVB and joint sealant sub recommendations. Marc noted he has given ECCI conditional approval to engage the demo subcontractor and paperwork will be forwarded to Matt for approval. STATUS 10/18/18 ECCI has submitted a recommendation for Doors, Frames and Hardware and ACT. They are under review. STATUS 11/1/18 The door, frame and hardware and ACT sub recommendations have been approved. Subcontracts have been issued. Jon sent the miscellaneous metals subcontractor approval to Marc yesterday. Marc will be forwarding it to Matt later today. Remaining major sub recommendations are flooring, painting, millwork, EIFS.</p>						
1.5	1	Site Safety & Logistics	Mike Tremblay (Eckman Construction Company, Inc.), Jon Krygeris (Eckman Construction Company, Inc.)			Open
<p>Official Documented Meeting Minutes: Marc asked for clarification on the background check process for subs on-site. Jon clarified that all subs are required to submit to ECCI a form with a list of potential on-site employees and their corresponding background check verification numbers. Mike holds a safety orientation with every work that arrives on-site. Verification of their background check is part of this orientation. Once verified and the safety orientation is complete, then Mike provides a job-specific color coded hard hat sticker for the worker. The hard hat sticker is verification of the background check compliance.</p> <p>Jon asked for clarification on the process if workers need to enter the school. Alan will create a separate contractor sign-in log and workers will need to sign in at the front office and get a visitor badge before any entry is allowed. This will be a limited need as the boiler room has an exterior entrance and any hallway work will happen during school breaks.</p> <p>Subs will be allowed to park at the town parking lot at the field across the street. No smoking will be allowed on site or on town property, including the parking lot where subs will park. Lance clarified that this should include no vaping. ECCI will be installing signs that state no radios and no smoking on the project fence. Marc also clarified that no drones should be used for any purposes without prior authorization from the SAU and the school administrative staff.</p> <p>If committee members wish to walkthrough the site for progress updates, those walkthroughs will be limited to before or after regular progress meetings on the meeting days. This will help control site safety and allow Mike to properly control the site.</p> <p>STATUS 10/4/18 Jon asked about any safety concerns since starting on-site. Alan confirmed all has gone well with the exception of one delivery which came through the wrong entrance. ECCI is in the process of getting a site delivery sign with an arrow that shows where deliveries should go. Concerns about noise from soils compacting were discussed. Alan asked that Mike provide 15 minutes of notice before any major noise producing work is to begin so students and teachers can be notified. Mike will provide notice. Mike also noted that the shoring and entry pad demolition at the main entry canopy will happen next week. Marc asked that ECCI verify with the fire department in advance if this entrance/egress exit is to be taken fully out of service.</p> <p>STATUS 10/18/18 Jon asked if there were any recent concerns about site access, site safety, etc.. There were no issues. Marc asked that ECCI arrange to upload the subcontractor employee background checks to ProCore. The background check access will be limited to the SAU, Trident and ECCI. Jon will arrange to get this done.</p> <p>STATUS 11/1/18 Jon brought up the concerns brought up by Beth Raucci during the last concrete placement. Concrete trucks arrived afternoon bus pickup. Jon noted that concrete trucks were scheduled that day to avoid this. The trucks were late. Mike escorted the trucks from the street back to the site. Jon has discussed the major concern about the delivery interfering with the bus traffic with the concrete vendor. As previously committed, no concrete placements will be scheduled later than 1PM to avoid concrete truck traffic. All trucks will be escorted back to the site area if it is within any time bus loading may be happening for any reason. Mike will be scheduling the slab on grade placement to start at 6AM to get trucks on-site prior to bus arrival. This will likely happen the week after next. Matt asked that ECCI ensure that trades protect the existing building roof when working on it. It is a new roof and still under warranty.</p>						
1.6	1	Look Ahead Schedule	Mike Tremblay (Eckman Construction Company, Inc.)			Open

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	Official Documented Meeting Minutes: Sitework mobilization will start on Monday 9/24/18. Excavation work for foundation prep is expected to take approximately two (2) weeks. Rebar will be on-site on or about 10/3/18. Foundation installation is scheduled to start the week of 10/8/18. STATUS 10/4/18 Foundation prep is ongoing now. Foundation work will start next week and that will take 3 weeks to complete. This will be followed by backfill and raising the grade inside the building, followed by underslab utilities, then slab placement then structural steel. This is the schedule through January. STATUS 10/18/18 Mike stated that all perimeter footings have been placed. 1/2 the perimeter foundation walls have been formed with a placement scheduled today. The other 1/2 will be formed and placed next week.				
1.7	1	Plowing and Winter Conditions	Jon Krygeris (Eckman Construction Company, Inc.)		Open
	Official Documented Meeting Minutes: ECCI's GMP will include an allowance for winter conditions costs as agreed by ECCI and Trident. Plowing options were discussed for the site. This will be further discussed in upcoming meetings after Mike has a chance to get more familiar with the site requirements. STATUS 10/4/18 Jon confirmed Wickson does not provide plowing services. Marc asked that ECCI secure a plowing solution soon as plowing contractors secure work early. STATUS 10/18/18 Snow removal was discussed. ECCI is obtaining a proposal from a local commercial plowing contractor. Matt asked that ECCI talk to the town's current plowing contractor, Jim Z., to obtain a proposal for snow removal services for the site as well. Jon will reach out to Jim Z.. Tony provided Jim's cell number to Jon. STATUS 11/1/18 Jim Z stopped by the site yesterday to review the fence and construction layout. Jon will follow up with him on getting a proposal. ECCI has a proposal from Coastal as an alternate to Jim Z. Marc asked about heaters and blankets. Jon noted that Mike is researching cost and availability for both right now.				
1.10	1	Next Meeting	Jon Krygeris (Eckman Construction Company, Inc.)		Open
	Official Documented Meeting Minutes: The next meeting date will be Thursday 10/4/18 at 9AM at the SAU Offices. It is likely, once ECCI has a trailer set up the meetings will move to the site. STATUS 10/4/18 The next meeting will be held at 9AM on 10/18/18 at the project site. STATUS 10/18/18 The next meeting will be on Thursday 11/1/18 at the site. STATUS 11/1/18 The next meeting will be held on Thursday 11/15 at the site at 9AM.				
1.11	2	Requisitions	Jon Krygeris (Eckman Construction Company, Inc.)		Open
	Official Documented Meeting Minutes: Jon stated that a draft requisition #1 will be issued to Trident for review next week. This will cover work in September. STATUS 10/18/18 The certified version of requisition 1 was emailed from ECCI to Trident yesterday. Jon noted that going forward, the draft requisition would be emailed to Trident and Lavallee Brensinger at the same time. This will help expedite the requisition review process. Marc did no object to this. STATUS 11/1/18 Nancy noted that the check for requisition #2 was issued last week. Requisition #3 for October has been created in draft format and sent by ECCI to Trident and Lavallee Brensinger for review.				
1.13	2	Additional Work	Marc Lehoullier (Trident Project Advisors and Development Group), John Deloia (Eckman Construction Company, Inc.)	12/ 01/ 2018	Open
	Official Documented Meeting Minutes: Matt asked about pricing for the additional parking lot. Jon noted that we have alternate prices from the site sub and electrical sub for that work. Matt also asked about how to get to more accurate numbers for the additional scope inside the existing school. Marc clarified that a scope narrative for this work should be written and then the subs through ECCI can price the work. Marc will lead creating the scope of work narrative. Matt and Nancy noted that pricing needs to be provided by December 1 in order to meet the vote schedule for the spring. This estimate will be an order of magnitude still and until design is finalized and the work is ready to start, it will be subject to change. STATUS 10/18/18 A discussion was held about the need for firm pricing for the additional work within the existing school. It is anticipated that the scope of work will remain the same as last year. John Deloia will email to the group the scope narrative from last year. Marc asked ECCI to obtain a design proposal from Lavallee Brensinger. Marc asked if these need to be estimated as three (3) separate projects. Matt confirmed that they will. Matt said that some of the cost of the projects may be funded by existing funds and project savings from the addition and some will be presented for bond vote. Marc clarified that project savings from the addition cannot be recognized until the end of the construction project. Matt suggested and requested that ECCI attend the next School Board work session on 10/29/18 at 6PM to listen to the discussion about the scope for the additional work. Matt stated that if the bond votes pass, then contracts can be committed in April but funds cannot be expended until July. Matt and Tony will see if members of the citizens committee can attend the 10/29/18 meeting so all opinions of the project scope can be heard. STATUS 11/1/18 A facilities meeting was held prior to this meeting to discuss scope for the additional work. Another meeting will be held to continue the discussion following this meeting. The School Board will be meeting next week to vote on a scope of work for the cafeteria and gym upgrades. The locker rooms may be part of this discussion. Once the scope is finalized additional discussion on how to get to pricing for the bond vote(s) will take place.				

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