

Adams & Smith

Architects/Consultants

Construction Meeting Minutes

Project: Topsfield Town Hall Window Restoration
8 West Common Street
Topsfield, MA 01983

Meeting #: 2

Date: 27 April 2016

Location: Topsfield Town Hall

Present:

Gregor Smith- Building Committee

gsmith@smith-stjohn.com

Donna Rich – Town of Topsfield

drich@topsfield-ma.gov

Boyd Jackson- Board of Selectmen

George Bouboulis- Homer Contracting

george@homercontracting.com

Dino Amarantos- Homer Contracting

Bill Finch- Finch&Rose

finch@finchrose.com

Richard Smith- Adams & Smith

rcsmitharch@verizon.net

CC:

Kelley Hebert- Town Administrator

Khebert@topsfield-ma.gov

Josh Rownd – Building Committee

jrownd@smma.com

Stephanos Bouboulis- Homer Contracting

Steve@homercontracting.com

Jared Connelly- Karma Environmental

Jaredconnelly@karmaenvironmental.com

Anthony Greenwood- Olde Bostonian

oldbostonian@gmail.com

Tracey Fortier- MHC

tracey.fortier@state.ma.us

Entry Date	Item #	Description	Action by:	Action Date
4/27	201	Window removals have started on the rear elevation. The contractor expects to do the 1 st floor today, 2nd floor south elevation on Thursday and west and north 1 st floor on Friday. Sash will be abated inside the trailer. After removal of storm windows, the window sash are being removed from the inside and passed out to the exterior Window wells are then decontaminated. Air sampling has been done on the exterior, and pump station set up for air sampling. Hygienist is here today, analyzing results, and will return at the end for clearance..	Info	
4/15	103	Certificates of insurance and the performance bond will be provided by the contractor. Performance and payment bond must be 100% of contract amount; contractor will advise on cost and a change		

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4/27		order will be issued for the difference between 50% and 100%. Contractor to issue change order.	HC	
4/15 4/27	112	Building permit- Application was delivered- architect to provide drawings Building permit has been issued	Done	
4/27/16	107	Submittals: None currently outstanding	Done	
4/15/16	108	Requisition procedures: The town cuts checks weekly; architect can review pencil req before the end of the month.	Info	
4/27	202	Paint colors: Donna Rich provided a list of color selections from the last building repainting. At that time California paints were used, no repainting has been done since then.	Info	
4/27	203	A sample of abated sash will be available for review by the preservation consultant this afternoon.	HC BF	
4/27	204	A sample of restored sash will be available for review at Olde Bostonian on May 6 at 1:30PM.		
4/15	115	Tracey Fortier will explore the possibility of the MHC giving an extension on the completion date of the work.	MHC	
4/15	116	Next meeting will be 4 May 2016 at 9:30 AM at the Topsfield Town Hall		

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The Construction Meeting Minutes are part of the permanent project record. Any questions, comments or corrections should be directed to Adams & Smith LLC.

By:


