



Russo Barr Associates, Inc.
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Minutes of Meeting #2

Project: Roof and HVAC Project
 Holliston Library
 Holliston, Massachusetts
RBA Project No. 2018014

Date: Meeting date: June 28, 2018

Reported By: Michael J. Flaherty

Attendees:

	Name	Firm	Contact No.	Email
	Jeff Ritter	Town of Holliston. (Owner)	508-567-7362	ritterj@holliston.k12.ma.us
✓	Leslie McDonnell	Holliston Library	508-429-0617	lmcdonnell@minlib.net
✓	Jake Stanley	Aulson Co (Aulson)	978-688-9100	jstanley@aulsonllc.com
✓	Michael Flaherty	Russo Barr (RBA)	781-956-7603	mflaherty@russobarr.com

- 1.1 The execution and distribution of contract, project bonds and insurance certificates was discussed. These documents have been submitted to the Town for signature. TD Bank must be named as an additional insured.
UPDATE June 28, 2018: Completed/close
- 1.2 The execution and distribution of required permits was discussed and is briefly summarized as follows. Building permit to be acquired at the Town Hall across the street.
UPDATE June 28, 2018: Aulson to check on a hard copy of the building permit following today's meeting.
- 1.3 Three requisitions are anticipated with the first application expected in July for about \$110,000.
UPDATE June 28, 2018: HOLD
- 1.4 The processing and distribution of the required submittals and shop drawings was discussed and is briefly summarized as follows. Most submittals have been provided and returned. Outstanding submittals include masonry and snow guards. A personnel and contact list is requested. Nick Stanley, foreman, is a licensed construction supervisor.
UPDATE June 28, 2018: Snow guards specified are aluminum and is submitted/accepted. Mason cannot find color matched brick in the narrow size required. RBA stated that finding an exact match is often very difficult given the age of this structure. Cutting brick to a matching thickness of a near match may be required.
- 1.5 The building will be occupied during the work. Owner is warned that the work will be noisy.

UPDATE June 28, 2018: Noise and disruption are being tolerated.

- 1.6 Mobilization to begin on 6/25/18. Substantial completion of roofing is estimated at 7/27/18 (A little late but acceptable at this time.) AC replacement is anticipated for September. Overhead protection must be provided at the north entrance. All other entrances and exits to be covered with caution tape when work is being performed outside that doorway. Library must properly direct patrons in and out of the building.
UPDATE June 28, 2018: Shingle roofing is approximately 45% complete. Flat roofing to occur between 7/9 and 7/12. (This marks the end of roof noise for some time). Roofing associated with the HVAC replacement in September will be delayed until the HVAC work is done.
- 1.7 Aulson stated they would properly staff the project with +/- 6-8 workers, with work hours typically being 7:00 to 7:00, Monday through Friday. A boom lift will be used to access the flat and shingled roofs. Debris shall be removed to ground level dumpsters.
UPDATE June 28, 2018: Completed/close
- 1.8 House power may be used as long as cords are not left hanging out of windows overnight.
UPDATE June 28, 2018: Completed/close
- 1.9 RBA will be providing construction period consulting services to include project administration.
UPDATE June 28, 2018: Completed/close
- 1.10 Owner to provide power and water. Aulson to provide hoses and cords. Porta johns to be employed by Aulson.
UPDATE June 28, 2018: Completed/close
- 1.11 Aulson is expected on site each fair weather day and shall check the projects during inclement weather.
UPDATE June 28, 2018: Completed/close
- 1.12 General site cleanup shall be performed daily. A detailed cleanup shall be performed at the end of the project.
UPDATE June 28, 2018: Completed/close
- 1.13 Certified payroll records are to be sent to Owner directly.
UPDATE June 28, 2018: Completed/close

The next project meeting is scheduled for July 6, 2018 @ 1:00.

These minutes represent the author's best recollection of the items discussed at the meeting. Please review the minutes and notify the author of any misunderstanding or misinterpretations within 2 days of receiving the minutes. These minutes will become part of the permanent project records.

Prepared By: Michael J. Flaherty, RRC
Senior Project Manager