



Meeting #1

Bonnette Page and Stone Corp.
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Project: 751 - North Hampton Public Library
 239 Atlantic Avenue
 North Hampton, New Hampshire 03862

Owner's Project Meeting Minutes

MEETING DATE: 07/01/2020 **MEETING TIME:** 10:30 AM - 12:00 PM Eastern Time
 (US & Canada)

MEETING LOCATION: North Hampton Town Hall

OVERVIEW:
 Weekly review of job progress and current project issues

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Keith McBey	Bonnette, Page & Stone Corp	Tel: 603-524-3411 ext. 16	kmcbey@bpsnh.com	Present
Barrett Ryan Salta	Bonnette, Page & Stone Corp	Tel: (603) 524-3411	brsalta@bpsnh.com	Present
Ron Lamarre	Lavallee Brensinger Architects	Tel: 603 622 5450	ron.lamarre@lbpa.com	Present
Doug Shilo	Lavallee Brensinger Architects	Tel:	doug.shilo@lbpa.com	Present
Jacqueline Brandt	North Hampton Public Library	Tel:	brandtdev@comcast.net	Present
Emily Creighton	North Hampton Public Library	Tel:	sodiumc@comcast.net	Present
Kathy Kilgore	North Hampton Public Library	Tel:	kathleenmkilgore@comcast.net	Present
Susan Leonardi	North Hampton Public Library	Tel:	msialeonardi@gmail.com	Present

Pre-Construction Items

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Notice to Proceed Requirements	Ron Lamarre (Lavallee Brensinger Architects)			Open
Description: Discussions on the notice to proceed.						
Official Documented Meeting Minutes:						

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		Ron Lamarre will compile a formal notice to proceed for the project. This will allow BPS to move forward with insurances and performance / payment bonds as well as compile the final GMP.				
1.2	1	Designation of Personnel Representing the Parties				Open
<p>Description: Various Team members discuss responsible parties for the project.</p>						
<p>Official Documented Meeting Minutes: Keith Mcbey of Bonnette, Page & Stone Corp. introduced Barrett Ryan Salta who will be the Project Manager for the project. Barrett's responsibilities will include scheduling, execution of subcontracts, submission and distribution of submittals as well as weekly attendance at Subcontractor Coordination and Owner Meetings. BPS will have a full time Project Superintendent on site by the Name of Lenny Hogue. Lenny will lead site activities including site safety and logistics, schedule adherence, quality assurance, daily building administration communication and local code enforcement communications.</p> <p>Susan Leonardi explained that Jacqueline Brandt will attend the weekly meetings and act an the Representative for the North Hampton Library Trustees.</p> <p>Ron Lamarre of Lavallee Brensinger Architects introduced his Project Manager Doug Shilo, AIA, LEED AP BD+C. Doug has extensive experience in sustainable construction. He will attend the weekly project meetings and his duties will include submittal review and approval, weekly progress observations on site and general code assurance.</p>						
1.3	1	Contract Documents				Open
<p>Description: Discuss on-site documents and record keeping for contract documents as well as interpretations and clarifications.</p>						
<p>Official Documented Meeting Minutes: Ron Lamarre explained the change order process. Typically starting with a Request for Information (RFI), prepared by the Construction Manager, the Architect may issue a clarification that changes the scope and cost of the project. With the issuance of an Architectural Supplemental Instruction (ASI) the Construction Manager can prepare a Change Order Proposal for review and approval by the Owner and Design Team. Ron explained that often times the scope of a Library project is increased when donors offer to pay for additional items to be added to the project scope. Ron further explained that this same process would be followed for unforeseen site conditions such as unsuitable material removals. The project does have contingencies in place for dealing with unforeseen conditions.</p> <p>Keith McBey explained that no additional work will be performed without the approval of the Board of Trustees and Archiect.</p> <p>All changes will be compiled in a monthly report that will detail the financial and scheduling health of the project on a monthly basis. Barrett will prepare this document.</p>						
1.4	1	Logistics Planning	Keith McBey (Bonnette, Page & Stone Corp), Barrett Ryan Salta (Bonnette, Page & Stone Corp)			Open
<p>Description: Keith & Barrett will discuss the proposed process for the site logistics plan. Items to include:</p> <ul style="list-style-type: none"> -security fencing - hours of operation - staging areas and storage - delivery timing - life safety and review with Trustees, Fire & Police Departments 						

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	<p>Official Documented Meeting Minutes: Keith McBey explained that BPS would be preparing a site safety and logistics plan that would deal with the following items:</p> <ul style="list-style-type: none"> -security fencing - hours of operation - staging areas and storage - delivery timing - life safety and review with Trustees, Fire & Police Departments <p>This plan will be reviewed by the Owner and Design Teams for approval. BPS will make any and all revisions requested by the Owner and then review with Police and Fire to assure that all security and life safety concerns are addressed.</p> <p>It was noted in the meeting that this is a very busy campus and that both Police and Fire operate in and out of this campus 24/7.</p>					
1.5	1	Subcontractor Identification & Contact List				Open
	<p>Description: Possible Subcontractor Tracking Systems.</p>					
	<p>Official Documented Meeting Minutes: Keith explained that the Team will need to discuss subcontractor identification procedures with the Library Trustees. Items such as background checks, badging systems and attendance logs will require further consideration. Potentially these systems will be less critical as the library now represents all new construction and not an occupied renovation.</p>					
1.6	1	Schedule of Values				Open
	<p>Description: Itemization of Project Cost</p>					
	<p>Official Documented Meeting Minutes: Keith explained that he will be providing a detailed breakdown of costs for each division of work. This breakdown will be detailed in the GMP contract amendment and utilized in the monthly requisitions for billing.</p>					
1.7	1	Insurance Requirements				Open
	<p>Official Documented Meeting Minutes: BPS will be providing insurance certificates for both general Liability and Workers Compensation. The limits of this insurance will be as outlined in the contract agreement. BPS will also be providing performance and payment bonds to the Library Trustees as per state requirements.</p>					
1.8	1	Application for Payments				Open
	<p>Description: The Team will discuss frequency of payments, payment due dates, Substantial Completion and how off site stored materials are billed.</p>					
	<p>Official Documented Meeting Minutes: Keith explained that he will be submitting monthly payment requisitions with the expectation of payment within thirty (30) days. Requisitions will be prepared on the first day of the month for the previous month's work. Stored Materials will be identified on requisitions and documentations such as photos, right of entry and proof of insurance will be provided.</p>					
1.9	1	Project Meetings				Open
	<p>Description: Schedule for weekly meetings. Who will be in attendance.</p>					
	<p>Official Documented Meeting Minutes: BPS will assemble subcontractors for weekly subcontractor coordination meetings. These meetings are intended to assure schedule adherence and give all Team members an opportunity to discuss any concerns during the building process. These meetings are scheduled just ahead of the Owner's Project Meeting to assure that the CM can bring any critical information to the table for discussion that week. Jacqueline Brandt will attend these meetings initially as the Board's representative. Typical items of discussion will include:</p> <ul style="list-style-type: none"> - Two week look ahead on schedule - Request for Information Status - Submittal Status - Architectural Supplemental Instructions 					

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		- Critical issues				
1.10	1	Layout Activities				Open
Official Documented Meeting Minutes: Ron asked that the surveyor locate the four corners of the building for review by the Trustees. Allowing time to approve the official location prior to moving forward with construction. Ron also pointed out that this would also be a great time for a ground breaking event.						
1.11	1	Schedule				Open
Description: Construction Schedule Hours of operations Overtime Holidays						
Official Documented Meeting Minutes: KM submitted the revised schedule that moves the start date until August 12, 2020. It is anticipated that standard hours of operation will be between 7:00 am and 5:00 pm. By monitoring the schedule closely BPS hopes to avoid any need of overtime but occasionally this may be required for certain subcontractors. Standard holidays will apply.						
1.12	1	Permit Status				Open
Official Documented Meeting Minutes: Permit is under review.						
1.13	1	Testing & Inspections				Open
Official Documented Meeting Minutes: Ron is presently bidding the Testing and Inspection Services. Once a Consultant has been hired it will be the duty of the project superintendent to coordinate testing and inspections. It will be important to not only assure that inspections are done in a manner that assures code compliance but also assure that efficiencies are realized along the process to keep cost below the project estimate.						
1.14	1	Submittals	Barrett Ryan Salta (Bonnette, Page & Stone Corp)			Open
Description: Submittal Related Items: - Schedule - Process - Shop Drawings - samples - record documents						
Official Documented Meeting Minutes: Barrett will be preparing a submittal schedule for review by LBA. BPS will be providing submittals and shop drawings through their web based project management systems. This will provide documents to Doug electronically for review and approval. Typically LBA will have two (2) weeks for approval of submittals and shop drawings. Record of this process will be kept on the web allowing for future access by maintenance personnel.						
1.15	1	Substitution Process				Open
Official Documented Meeting Minutes: Doug discussed the substitution process. What was submitted is what is expected on site. At times delivery information and product availability can be an issue.						
1.16	1	Chages In Work Process				Open
Official Documented Meeting Minutes: Please see item 1.3 above for an explanation of the change order process.						
1.17	1	Jobsite Responsibilities				Open
Description: Contractor's Superintendent						

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Owner's Representative						
Official Documented Meeting Minutes: Jacqueline Brandt will be the Owner's Representative.						
1.18	1	Temporary Facilities				Open
Description: Temporary Facilities - parking - staging areas - site security - water - power - heat - cleanup - other?						
Official Documented Meeting Minutes: Keith explained that these items will be covered in the site safety and logistics planning effort as described above.						
1.19	1	Jobsite Safety				Open
Official Documented Meeting Minutes: Keith discussed jobsite safety (please see item 1.4 above also). Temporary fencing will separate construction activities from the remainder of the campus. The project superintendent will monitor daily activities to assure that workers are operating under appropriate conditions and utilizing appropriate equipment. BPS hires a company called Contractors Risk Management to perform mock OSHA inspections to assure that all work is being performed within OSHA regulations. Cindy Cassavaugh is the Safety Officer for BPS and will visit periodically to be sure that an emphasis remains on jobsite safety. BPS will submit their covid plan for record to the Library Board of Trustees and LBA.						
1.20	1	Subcontractor Bid Recommendations	Keith McBey (Bonnette, Page & Stone Corp)			Open
Description: BPS to review process for reviewing subcontractor bid recommendations.						
Official Documented Meeting Minutes: How will we review items? BPS will create a folder in their web based management system that automatically sends recommendations via email to the Board of Trustees and LBA for review. Susan reminded Keith to be sure to include Emily in that effort.						
1.21	1	Sustainability				Open
Official Documented Meeting Minutes: Ron discussed the sustainability measures taken into consideration for the Library design. His recent project in Wolfeboro is a net zero facility. This building will have the same or better insulation values as Wolfeboro (roof R50, walls R35, Slab R10). The windows are presently an R3 and he recommended looking into a triple glazed option. The building is primarily electric and could be transferred to net zero upon the installation of solar panels. The building is net zero ready. Ron has been in contact with Revision Energy to discuss the possibility of power purchase agreements.						

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