



Meeting #1

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: 09/21/2018 **MEETING TIME:** 9:00 AM - 10:10 AM Eastern Time (US & Canada)

MEETING LOCATION: SAU 21 Offices - 2 Alumni Drive Hampton, NH

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	Absent
Lance Whitehead	Lavallee Brensinger Architects	Tel: (603) 622-5450	lance.whitehead@lbpa.com	Present
Ed Beattie	SAU 21	Tel: (603) 926-8992	edwardbb@comcast.net	Absent
Matt Ferreira	SAU 21	Tel:	mferreira@sau21.org	Absent
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	Absent
Will Lojek	SAU 21	Tel:	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	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
Larry Smith	SAU 21	Tel: (603) 926-8992	lmsmith20@comcast.net	Absent
Nancy Tuttle	SAU 21	Tel:	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.



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Uncategorized Items						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Construction Contract				Closed
Description: The design-build construction contract between ECCI and SAU 21 was finalized and signed on 9/10/18.						
1.2	1	Building Permit	Jon Krygeris (Eckman Construction Company, Inc.)			Open
Description: Jon met with Building Inspector to discuss the permit application process after the last pre-construction meeting on 8/30. The building permit application was filed on 9/13/18. The Building Inspector stated there shouldn't be an issue getting a permit to ECCI prior to foundation start. Marc asked Jon to confirm with the inspector that earthwork can start on Monday 9/24 even though a building permit has not been issued yet. Jon and Mike will contact the inspector to confirm.						
1.3	1	Subcontractor and Vendor Recommendations	Jon Krygeris (Eckman Construction Company, Inc.)			Open
Description: 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.						
1.4	1	GMP Amendment	Jon Krygeris (Eckman Construction Company, Inc.)	09/ 21/ 2018		Open
Description: Marc asked Jon for an update on the GMP amendment. ECCI is almost complete with it and will be sending it to Marc by end of day Friday 9/21/18.						
1.5	1	Site Safety & Logistics	Mike Tremblay (Eckman Construction Company, Inc.)			Open
Description: 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. 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. 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. 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.						
1.6	1	Look Ahead Schedule	Mike Tremblay (Eckman Construction Company, Inc.)			Open
Description: 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.						
1.7	1	Plowing and Winter Conditions	Jon Krygeris (Eckman Construction Company, Inc.)			Open

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		Description: 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.				
1.8	1	Job Sign	Jon Krygeris (Eckman Construction Company, Inc.)			Closed
		Description: It was discussed and agreed that there won't be any special job sign. ECCI and Trident will both be installing signs on the project fence.				
1.9	1	Asbestos-Free Certification	Lance Whitehead (Lavallee Brensinger Architects)			Closed
		Description: Alan asked for clarification on how the certification gets issued that the new building won't contain any asbestos. Lance stated that they will provide a certification at the end of the project that states no ACM were designed as part of the project.				
1.10	1	Next Meeting	Jon Krygeris (Eckman Construction Company, Inc.)			Open
		Description: 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.				

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