



Meeting #21

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: 07/11/2019 **MEETING TIME:** 2:00 PM - 3:30PM 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
Craig Myslivy	Eckman Construction Company, Inc.	Tel: (603) 623-1713	myslivyc@eckmanconstruction.com	Absent
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	Absent
Ed Beattie	SAU 21	Tel: (603) 926-8992	edwardbb@comcast.net	Absent
Matt Ferreira	SAU 21	Tel: (603) 926-8992	mferreira@sau21.org	Absent
Tony Fransciosa	SAU 21	Tel: (603) 926-8992	afprops@yahoo.com	Absent
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 Lojeck	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	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
Beth Simon	SAU 21	Tel: (603) 926-8992	bsimon@sau21.org	Absent
Larry Smith	SAU 21	Tel: (603) 926-8992	lmsmith20@comcast.net	Absent
Nancy Tuttle	SAU 21	Tel: (603) 926-8992	ntuttle@sau21.org	Absent

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.

Marc Lehoullier	Trident Project Advisors and Development Group	Tel: (603) 898-6110	mlehoullier@tridentgrp.com	Present
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Uncategorized Items						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.5	1	Site Safety & Logistics	Jon Krygeris (Eckman Construction Company, Inc.), Mike Tremblay (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: The excavation for the septic tank has been dug. Temp fence has been installed around the hole to help prevent unauthorized access. The tank will be set tomorrow and the sewer pipe work will take place next week. There were no other safety or logistics concerns.						
1.6	1	Look Ahead Schedule	Mike Tremblay (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: Mike noted that the septic tank work has started and the tank will be set tomorrow followed by the sewer line work next week. Wickson and Stellos are working on site lighting at the phase 2 parking lot. Wickson has created the additional detention pond area per the revised C-3 drawing. Final cleaning is ongoing in the addition and will be completed next week. The roofers installed the gravel stop on the roof edge perimeter this week. Control joint sealant work started today. ECCI will be hiring Streamline Waterproofing to install the exterior expansion joint material. Work in the boiler room is wrapping up and test and balance of the HVAC system will take place next week. Alan will turn on the existing building A/C on Monday to allow for actual conditions with the doors between the addition and existing school. This will allow for a more accurate test and balance. ECCI is on-target for final inspections and substantial completion of the addition for the end of July pending successful septic inspections. The septic permit from the NHDES was provided to the civil engineer on Monday 7/8/19. The gym painting is complete. The wall infill at the former folding tables is complete. Gym floor abatement and demo is scheduled to start on or about 7.22.19. Jon has requested an update on ETA of the lockers and wall pads from the subcontractor. The new cafeteria demo is complete. Painting is ongoing and will be done by tomorrow (Friday). Ceilings are scheduled in the cafeteria for next week. ECCI is installing new siding at the gable end of the cafe now. The new cafeteria and kitchen windows are scheduled for delivery the week of 8/12/19. The area of refuge opening masonry widening is complete and wall painting will take place soon at this area. ECCI will start the punch list process with LBPA around the time of the next meeting. Room signage for the addition has been ordered and should be installed during August.						
1.10	1	Next Meeting	Jon Krygeris (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: The next meeting will take place on 7/25/19 at 9AM.						
1.11	2	Requisitions	Jon Krygeris (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: The June requisition has been submitted by ECCI to Trident and LBPA. It has been reviewed and is pending certification and final processing.						
1.14	5	Change Requests & Change Orders	Jon Krygeris (Eckman Construction Company, Inc.)			Open
Official Documented Meeting Minutes: Approval is pending for the Kitchen window CE 12 and fire alarm control panel reprogramming CE 13. If approved these will be incorporated into change order #5. Marc asked Jon to get a proposal from WV Engineering for review of the final MEP systems and creation of a punch list. A proposal for the supply and installation of a nautical rope wrap at the column in the new cafe is also required. Also Marc asked that a proposal for a tack coat installation at the existing parking lot overlay be provided if Wickson is not already providing one per contract.						
1.20	13	Phase 2 Parking Area	Jon Krygeris (Eckman Construction Company, Inc.)			Closed
Official Documented Meeting Minutes: The Phase 2 parking area topic will be closed and tracked under schedule.						

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1.26	20	Exterior Control Joint Sealant	Anne Ketterer (Lavallee Brensinger Architects)			Closed
1.27	21	Septic Tank Cover				Open
Official Documented Meeting Minutes: Mike brought up the issue of the grade at the top of the new septic tank. The top of tank is at grade 70 per the design. Finish floor for the building is at 72. ECCI will need to have Wickson build up a berm at the top of the tank to provide as close to 1' of cover as possible. If needed, the addition of two (2) bollards to prevent driving onto the tank will be evaluated after the grading work is complete.						
1.28	21	New Cafeteria Design Issues				Open
Official Documented Meeting Minutes: Two issues were observed during the walkthrough of the new cafe area. Marc asked if the block end wall that demises the existing hallway from the new cafe needs to be extended to deck. As this is a smoke wall ECCI will have the drywall sub frame and drywall an upper wall extension from the top of existing block wall to the underside of the roof. Marc also asked if the main ERV trunk duct needs to be wrapped as it is in an unconditioned space above the insulated ACT. ECCI will have Oliver ask their design engineer. ECCI will also install batt insulation in the wood stud gable end wall at the Cafe to help with this issue.						

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