

Brett Donham AIA

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ST. PAUL'S PARISH HOUSE & RECTORY RENOVATIONS
15 ST. PAUL STREET
BROOKLINE, MA
CONSTRUCTION MEETING No. 5 - MINUTES
28 May, 2009
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		<i>05.28.09 Yard sale has been pushed off to 06.06.09. D&S stressed the need to keep to the original schedule of removing the salvaged items and furnishing by the weekend so the rooms are clear for Lambrian.</i>
1.15	AB, JM	<p>Lambrian requested final paint colors and finish materials for the PH be selected as soon as possible – the PH schedule is very tight and the interior storm sub contractor needs the window frame color to being fabrication of the storm window channels. D&S will prepare color boards for next week. AB stated the colors and material selections can be made by a sub-committee comprised of AB, JB, JM and D&S.</p> <p><i>05.07.09 On going. Jim Batchelor is away. D&S will prepare for next week. JM will find out availability of JB and Pat Dunbar.</i></p> <p><i>05.14.09 D&S has prepared colors and material selection for review by BD on 05.15.09. JM will set up meeting with J. Batchelor & P. Dunbar for week of May 18th. Lambrian needs decisions ASAP.</i></p> <p><i>05.20.09 D&S provided St. Paul's with color board on 05.19.09 and acoustic fabric selections for GH panels at meeting today. AB to get color board to J. Batchelor and P. Dunbar for review. Lambrian stated he needs to release the color for the interior storm panels so a fast turn-around is appreciated.</i></p> <p><i>05.28.09 Lambrian needs colors and materials released ASAP. D&S asked JM if basement, first floor hall and MR paint colors can be released. JM will contact P. Dunbar.</i></p> <p><i>Post Meeting: JM reported that P. Dunbar has released the basement paint colors. A meeting is scheduled at St. Paul's this weekend to review the remaining PH colors and materials.</i></p>
2.4	D&S	<p>JM will review hall, CR and MR light fixtures</p> <p><i>05.14.09 Review completed and JM provided D&S with direction for deletion of fixtures in the basement and changing of fixtures in the first floor corridor, MR, CR and Rector's office. D&S will provide direction to Lambrian.</i></p> <p><i>05.20.09 D&S waiting review of fixture by electrical engineer for MR and CR and then will issue direction to Lambrian.</i></p> <p><i>05.28.09 D&S presented Lambrian with the decision on the light fixture changes. D&S presented alternate wall sconce fixture to AB & JM for review. Fixture was approved.</i></p>

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4.2	JM	<p>Food Pantry PR#8 – PR has been approved by Jim Margolis. Lambrian to add to PR cylinder locks for cabinet doors. JM to review with BC the split in pricing. PR#8 includes a storage closet for the Admin. office. Lambrian needs to release the millwork so a quick response is needed.</p> <p><i>05.28.08 PR#8 (\$11,188.15) is approved by the BC. JM will work out the cost sharing of the work between the food pantry and St. Paul's.</i></p>
4.4	Lambrian	<p>Schedule: The project is running two weeks behind schedule. All trades are running two weeks behind and electrical is running three weeks behind. Delay has been caused by the following reasons:</p> <ol style="list-style-type: none"> 1. Asbestos abatement resulted in the removal of exterior wall insulation and required a study & proposals for insulating exterior walls. 2. FA Submittal was incomplete and required a two step review process. 3. Owner upgrades – Proposal Requests (lighting, cabinetry, flooring, etc.) <p>Lambrian projects obtaining a C of O for the PH by the end of June. It is critical that any additional changes to the scope are decided quickly. The following work will be completed after the C of O – food pantry cabinetry, interior storm panels, and possibly the fabric panels in the GH (Pending release of fabric selection.)</p> <p>Lambrian projects that the Rectory will be completed by 10.01.09 pending that submittals/shop drawings process is complete before commencing work. D&S requested a site meeting in the Rectory after June 6th with Lambrian, AB & JM (after it has been emptied of contents) to scope out and review any potential remedial work that might be required during the construction phase.</p> <p><i>05.28.09 Lambrian cannot present a revised schedule until finishes have been finalized by the BC. There is a BC meeting scheduled for June 3rd. D&S directed Lambrian to revise the schedule based on receiving the final colors and finishes by June 4, 2009. Lambrian will do this and if the overall schedule has slipped beyond October 1, 2009, then Lambrian will present the additional costs for their general conditions.</i></p>
4.6	AB	<p>Clinton Path move back date needs to be set. Their move date is determined by the C of O date. AB to speak with CP.</p>

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NEW BUSINESS

5.1	Lambrian	Lambrian gave D&S remaining tile samples for Rectory. D&S still needs unglazed tiles for PH bathroom. Lambrian will provide these to D&S by 05.29.09.
5.2		All present signed Change Order #2.
5.3		D&S distributed Plumbing Submittals to Lambrian & JM. Reviewed & Revise Resubmit
5.4	D&S, Lambrian	Kitchen: Lambrian reported existing kitchen cabinet laminate color is no longer made. A new laminate color needs to be selected for the new cabinets. D&S, JM & AB reviewed the existing cabinets and D&S will request a three tiered proposal from Lambrian for, at minimum, replacing the cabinet fronts to a full replacement of all the cabinets. Proposal is needed for the BC meeting on June 3 rd so a direction can be given to Lambrian.
5.5		IT, phone, and network cables in Pastor's office, Admin office, and Assoc. Rector's office. Lambrian stated the existing cables are loosely run on the floors and through the walls. D&S requested a proposal from Lambrian to run new cables in walls with boxes and proper wall plates.
5.6		Next Meeting is scheduled for Thursday June 4, 2009 at 7:30 AM.

Discussion of this meeting has been recorded as understood by the writer. If there are any omissions or corrections, please contact the writer. Unless notified to the contrary, these notes are assumed to be accurate and will be entered into the project record.

Respectfully submitted,



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