



MEETING NOTES – Building Committee Provincetown High School Building Project

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Date: March 9, 2016

List of Attendees: See enclosed sign-in sheet

Abbreviations:

ACMI: Atlantic Construction & Management, Inc.
 TOP: Town of Provincetown
 PS: Provincetown School
 RDA: Raymond Design Associates, Inc.
 BVH: BVH Integrated Services, P.C. – Commissioning (Cx) Agent
 EAS: E. Amanti & Sons, Inc. (HVAC/Accessibility Upgrades GC)

ITEM	SUBJECT	ACTION BY	DATE BY
10.01	The HVAC/Accessibility Upgrades GC, E. Amanti & Sons, Inc., team introduced themselves to the SBC.	Record	N/A
10.02	The project team informed SBC that they were working with EAS to solicit prices for the structural steel/misc. metal scope of work.	EAS/ACMI/RDA	3-31-16
10.03	ACMI provided a budget and contract execution updates.	Record	N/A
10.04	SBC requested that future meeting dates be included in the minutes (see below.)	Record	N/A
10.05	ACMI provided update of upcoming construction activities. SBC requested that major milestones be included in the minutes (see below.)	Record	N/A
	<i>Post meeting: Anne Howard provided the enclosed list for scheduling inspectional services.</i>	Record	N/A

Next meeting: April 13, 2016 at 11:00 AM

Future meetings: 5/11/2016, 6/8/2016, 7/6/2016, 8/10/2016, 9/7/2016, 10/5/2016, 11/2/2016, 12/7/2016 (tentatively at 11:00 AM)

Major Milestones Summary (for details refer to Drawing PH 1.00):

- Sewer relocation – 03/01/2016 to 5/15/2016
 - Boiler room abatement – April vacation week
 - Boiler room – April vacation week to 11/25/2016
 - Major interior work (main building – all floors, gym, science rooms and locker rooms) – Summer vacation
 - Arts/Music room – Summer vacation through 11/25/2016
 - Gym masonry work – Summer vacation start to 7/25/2016
 - Roof work – Summer vacation start to 7/25/2016
- Project Substantial Completion – 11/25/2016

Accuracy Notice: We have sought to record accurately the minutes of this meeting. If any of the above items do not agree with your understanding, please contact the undersigned within two (2) days from the date of this document.

Prepared and Submitted by:

Suresh Bhatia, Atlantic Construction & Management, Inc.

CC: Attendees, file

Attachments: Sign-in sheet, Schedule, Samples of Bid tabulation letter of intent/Award,



Provincetown High School Building Project

Meeting held on

03/09, 2016 @ 11:00 AM/PM

Sign-in Sheet

Attendees	Company	Work	Cell	Email	
Dr. Beth Singer	Provincetown School	508-487-5206		bsinger@provincetownschools.com	
Betty White		508-487-5205		bwhite@provincetownschools.com	
Robert Noll		508-487-5233		rnoll@provincetownschools.com	
Kim Pike		508-487-5200		kpike@provincetownschools.com	
Anthony Brackett	Building Committee Members			ambclarinet@gmail.com	
Tom Coen				tomcoen@verizon.net	
Tom Donegan				tndonegan@gmail.com	
Eva Enos				enoseva@gmail.com	
David Gardner			508-487-7000		dgardner@provincetown-ma.gov
Eric L. Larsen			508-487-7060		elarsen@provincetown-ma.gov
David Panagore					
Carissa Silva					carissa_silva@yahoo.com
Fal Zamir					dpanagore@provincetown-ma.com
ANNE HAMMARE					tzamir@provincetownschools.com
Mark Hatdel		647714985		mark.hatdel@gmail.com	
Suresh Bhatia	Atlantic Construction & Management, Inc. (OPM)	978-369-6754	978-505-5434	sbhatia@aconstructioninc.com	
Ron Votta			508-479-3682	rvotta@aconstructioninc.com	
Larry Franke			978-621-1052	lfranke@aconstructioninc.com	
Gene Raymond	Raymond Design Associates, Inc.	781-421-3480 x 201	781-561-5270	graymond@rda-design.com	
Jeff Yost		781-421-3480	617-877-7725	jjost@rda-design.com	
Ben Miller	GGD Engineers	508-998-5700	508-998-0883	ben_miller@g-g-d.com	
Dominick Puniello				dom_puniello@g-g-d.com	
JOHN S. BERTHAUME	E. AMANTI & SONS	-	617-835-5094	jberthume@eamanti.com	
John Mondello	E. AMANTI & SONS		617-839-8757	jack@eamanti.com	
John Schiavo	E. Amanti & SONS		781-858-8869	jschiavo@EAmanti.com	

ELECTRICAL INSPECTOR

TUES.	12 1 PM - 3:30	/ OFFICE ↓ FIELD
WED	9 - 12:30	
THURS	11:30 - 3:00	

PLUMBING INSPECTOR

TUES	8:30 - 9:30	9:30 - 12:00
WED	8:30 - 9:30	9:30 - 12:00
THURS	8:30 - 9:30	9:30 - 12:00

↑
OFFICE
HOURS

↑
FIELD
INSPECTIONS

WRITTEN INSPECTION REQUESTS

FAXED 508 487 0032
OR
HAND IN TO OFFICE