

**W.T. RICH COMPANY**

W.T. Rich Company
1075 Worcester Street, Suite 310
Natick, Massachusetts 01730
Phone: (617) 467-6010

Meeting #65

Project: 202201 - AMSA Charter School
210 Forest Street
Marlborough, Massachusetts 01752

Weekly OAC Meeting Minutes**MEETING DATE:** 11/01/2024**MEETING TIME:** 10:00 AM - 11:00 AM**MEETING LOCATION:** Teams**OVERVIEW:***Weekly Owner / Architect / Construction Manager Review / Update Meeting***MICROSOFT TEAMS MEETING INFORMATION:***Meeting ID: 288 089 401 482**Passcode: GNirKT*

*Or call in (audio only) +1 617-250-8190,,531530312# United States, Boston Phone
Conference ID: 531 530 312#*

NOTES:**ATTACHMENTS:****ATTENDEES:**

Name	Company	Phone Number	Email	Attendance
Eric Lane	AMSA	Tel: (508) 597-2400	elane@amsacs.org	Absent
Liana McLaren	AMSA	Tel: (508) 597-2405	lmclaren@amsacs.org	Absent
Lisa Mobley	AMSA	Tel:	lmobley@amsacs.org	Present
Josh Luttrell	Anser Advisory	Tel: (617) 445-3555	josh.luttrell@anseradvisory.com	Present
Kseniya Slavsky	Anser Advisory	Tel: (617) 445-3555	kkeniya.slavsky@anseradvisory.com	Present
Clara Castro	Finegold Alexander Architects	Tel:	ccastro@faainc.com	Present
Christopher Lane	Finegold Alexander Architects	Tel: (617) 227-9272 ext. 208	clane@faainc.com	Present
Regan Shields Ives	Finegold Alexander Architects	Tel:	rshields-ives@faainc.com	Absent
Bob Baldwin	QPD Company	Tel: (617) 388-7750	rbaldwin@qpdco.com	Present
Justin Derge	W T RICH COMPANY INC	Tel: (617) 467-6010	jderge@wtrich.com	Present
Dave Fraser	W T RICH COMPANY INC	Tel: (617) 467-6010	dfraser@wtrich.com	Absent
Kyle Leone	W T RICH COMPANY INC	Tel: (617) 467-6010	kleone@wtrich.com	Absent

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W.T. RICH COMPANY

Meeting #65

Ken Nobrega	W T RICH COMPANY INC	Tel: (617) 467- 6010	knobrega@wtrich.com	Absent
Daniel Richards	W T RICH COMPANY INC	Tel: (617) 467- 6010	drichards@wtrich.com	Present
Brian Santos	W T RICH COMPANY INC	Tel: (617) 467- 6010	bsantos@wtrich.com	Present
Steve Taylor	W T RICH COMPANY INC	Tel: (617) 467- 6010	staylor@wtrich.com	Absent

SAFETY

Title	Assignment	Due Date	Priority	Status
Safety / Logistics				Open

Description:

Review any safety and logistical items on site.

Official Documented Meeting Minutes:

11/1/2024

- Ongoing Weekly Updates:
 - Daily logs & pre-task plans being updated daily
 - CORI forms are up to date & being submitted as needed
 - No new safety incidents to report
- Site Logistic Notes:
 - No parking on site while earthwork activities underway
 - WTR to take down fencing over by concrete retaining wall

JUMP TO FOUR WEEK LOOKAHEAD

10/25/2024

- Ongoing Weekly Updates:
 - Daily logs & pre-task plans being updated daily
 - CORI forms are up to date & being submitted as needed
 - No new safety incidents to report

JUMP TO FOUR WEEK LOOKAHEAD

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- Ongoing Weekly Updates:
 - Daily logs & pre-task plans being updated daily
 - CORI forms are up to date & being submitted as needed
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JUMP TO FOUR WEEK LOOKAHEAD

10/18/2024

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Meeting #65

W.T. RICH COMPANY

- Ongoing Weekly Updates:
 - Daily logs & pre-task plans being updated daily
 - CORI forms are up to date & being submitted as needed
 - No new safety incidents to report
- Building 201 Power Switchover
 - National Grid scheduled to be on site Monday 10/21 to complete power switchover starting at 4:00pm
 - NGrid will cut the power to Building 201 in order to complete this work

JUMP TO FOUR WEEK LOOKAHEAD

OWNER

Title	Assignment	Due Date	Priority	Status
AMSA / Town Items				Open

Description:

Discuss any contract related items. Discuss any items related to the AMSA Charter School

Official Documented Meeting Minutes:

11/1/2024

- Additional Capital Improvement Work
 - Concrete Retaining Wall:
 - Current Summary of Cost Proposals
 - Received revised cost proposals from both previous bidders
 - Wall repair scope -> low bidder proposal approximately \$190,000
 - Wall segment replacement scope -> low bidder proposal approximately \$37,000 add (but comes with logistical challenges)
 - Earthwork -> WTR to follow up with Guigli to compile cost proposal (approx. \$80,000 for wall E&B & new guardrail/fence, approx. \$100,000 for east repaving area)
 - Design Solutions for Wall Segment
 - Finegold issued tieback wall recommendation memo on 10/15 with sketch included
 - WTR sent sketch to current bidders, but both confirmed they would not provide. Would require a separate contractor that specializes in tiebacks.
 - WTR to discuss internally and recommend a design/build contractor who is experienced in this type of repair work
 - Parking Lot Paving Repairs:
 - Bulletin #35 R1 drawings have been distributed to subs for review and pricing
 - Expecting costs from Marguerite for sidewalk work and Guigli for curb & grading work at crosswalks -> WTR to follow up to obtain cost estimates
 - Remaining asphalt repaving work by Guigli, including the additional area noted in Nitsch Field Report from 8/13, likely to be carried under retaining wall work PCO
- Brick Paver Installation
 - Brick pavers installation complete other than swapping of logo-engraved bricks (approx. 12-week lead time per AMSA)
- Ribbon Cutting Ceremony
 - To be scheduled for sometime in January 2025

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- Separate meeting to be scheduled for further discussion.

10/25/2024

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 - Remaining asphalt repaving work by Guigli, including the additional area noted in Nitsch Field Report from 8/13, likely to be carried under retaining wall work PCO
- Brick Paver Installation
 - Brick pavers were installed early week of 10/21
 - Landscaper will swap out blank brick pavers with logo-engraved bricks once delivered - does AMSA have an estimated delivery timeframe for this?
 - AMSA to check and advise

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- Additional Capital Improvement Work
 - Concrete Retaining Wall:
 - Current Summary of Cost Proposals
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 - AMSA to check and advise

10/18/2024

- Additional Capital Improvement Work:
 - Concrete retaining wall:
 - Walk-through with concrete repair low bidder and Nitsch to review the retaining wall scope was held on 10/3
 - Received revised quote from previous low bidder for concrete repair scope. New proposal for REPAIRS only is \$190,000. Wall segment replacement is \$37,000 add. These numbers are not inclusive of the earthwork required to complete the scope (approx. \$80,000 for wall E&B & new guardrail, approx. \$100,000 for east repaving area).
 - WTR walked the wall with the other concrete repair bidder on 10/17, awaiting revised price
 - Design team to explore other alternatives for section of wall that concrete sub suggested be demolished and rebuilt
 - Finegold issued tieback wall recommendation memo on 10/15 with sketch included
 - WTR to send this sketch over to the bidders for their input on the tieback and also request a proposed construction schedule.
 - Parking lot paving repairs:
 - Bulletin #35 R1 drawings have been distributed to subs for review and pricing
 - Expecting costs from Marguerite for sidewalk work and Guigli for curb & grading work at crosswalks -> WTR to follow up to obtain cost estimates
 - Remaining asphalt repaving work by Guigli, including the additional area noted in Nitsch Field Report from 8/13, likely to be carried under retaining wall work PCO
- Brick Paver Installation
 - AMSA Logo: AMSA is procuring a brick or array of bricks to include the school's logo
 - AMSA to advise on size of logo so WTR can plan brick layout with landscaper - does AMSA know the "rough" dimensions of this?
 - AMSA confirmed they have a layout with dimensions that they will provide to WTR

Permitting				Open
Description: Discuss any permitting requirements				
Official Documented Meeting Minutes: 11/1/2024				

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Meeting #65

W.T. RICH COMPANY

- WTR drafting up sequence of final inspections to review with the project team

10/25/2024

- WTR to draft up the sequence of final inspections to review with the project team at next weeks meeting

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- WTR to draft up the sequence of final inspections to review with the project team at next weeks meeting

10/18/2024

- No new business

DESIGN TEAM / CONSULTANTS

Title	Assignment	Due Date	Priority	Status
Design Team & Consultants				Open

Description:

Review any pending and priority design changes, updates, items

Official Documented Meeting Minutes:

11/1/2024

- **Construction Bulletins:**
 - Bulletin #35 - Added Pavement Work Civil Plans Revisions
 - WTR received Rev 1 and distributed to subs for review/pricing -> WTR to follow up with subs to provide pricing
 - Bulletin #36 - Wing Wall Brick Base Detail
 - Received pricing from Fernandes to install brick base at wing wall. WTR reviewing.
 - Bulletin #37 - Termination Detail at Guardrails
 - Distributed to subs for review/pricing
 - **Bulletin #38 - Stone Base at Storefront**
 - **WTR to formally distribute to subs for review/pricing**

10/25/2024

- Construction Bulletins:
 - Bulletin #35 - Added Pavement Work Civil Plans Revisions
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 - Bulletin #37 - Termination Detail at Guardrails

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W.T. RICH COMPANY

- Distributed to subs for review/pricing

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- **Construction Bulletins:**
 - Bulletin #35 - Added Pavement Work Civil Plans Revisions
 - WTR received Rev 1 and distributed to subs for review/pricing -> WTR to follow up with subs to provide pricing
 - Bulletin #36 - Wing Wall Brick Base Detail
 - Received pricing from Fernandes to install brick base at wing wall. WTR reviewing.
 - **Bulletin #37 - Termination Detail at Guardrails**
 - **Distributed to subs for review/pricing**

10/18/2024

- Construction Bulletins:
 - Bulletin #35 - Added Pavement Work Civil Plans Revisions
 - WTR received Rev 1 and distributed to subs for review/pricing -> WTR to follow up with subs to provide pricing
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Bid Docs / Estimating / Bidding

Open

Description:

Discussion of items related to upcoming bid solicitation / scope discussion / bidder questions.

Official Documented Meeting Minutes:

11/1/2024

- **Buyout**
 - **WTR to send LoR #14 for Final Cleaning to the team by end of day 11/1**
 - **Targeting to send NOA by 11/8**

10/25/2024

- Buyout complete except for final cleaning
 - Scope of work out to bidders
 - Bid deadline of 10/25 - two bids received so far
 - Targeting descope and letter of recommendation for week of 10/28

Previous Meeting Minutes:

10/25/2024: 10/25/2024

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10/18/2024

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 - Scope of work out to bidders
 - Bid deadline of 10/25
 - Targeting descopes and letter of recommendation for week of 10/28

CONSTRUCTION

Title	Assignment	Due Date	Priority	Status
Site Utilities				Open

Description:

Review any construction utility related items

Official Documented Meeting Minutes:

11/1/2024

- Transformer and Ductbank Work:
 - 201 Building power switchover completed and new building now operating on permanent power
 - Guigli to start 11/1 with demolition of existing ductbank and regrading of west parking lot area
- Site Light Poles:
 - Griffin is planning to schedule a crane to place all 13 light poles at the same time, if possible
 - Light poles at the building will be installed once parking lot & sitework activities further along/completed
 - WTR working on anchor bolt fix to get loop road light poles ready to set

10/25/2024

- Transformer and Ductbank Work:
 - Completed Work: transformer delivered to site Fri 9/27, secondaries pulled by Griffin & inspected week of 9/30, meter installed Thu 10/3, NGrid pulled new primaries week of 10/14, power switchover completed and old primaries pulled on 10/21
 - New building is now operating on permanent power
- Site Light Poles:
 - Griffin is planning to schedule a crane to place all 13 light poles at the same time, if possible
 - Light poles at the building will be installed once parking lot & sitework activities further along/completed
 - WTR working on anchor bolt fix to get loop road light poles ready to set
- Tel/Data:
 - Eric (AMSA) requesting a meeting with GGD & WTR to discuss telecomms/data for the new building
 - Meeting no longer needed per Eric

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Previous Meeting Minutes:

10/25/2024: 10/25/2024

- **Transformer and Ductbank Work:**
 - **Completed Work:** transformer delivered to site Fri 9/27, secondaries pulled by Griffin & inspected week of 9/30, meter installed Thu 10/3, NGrid pulled new primaries week of 10/14, power switchover completed and old primaries pulled on 10/21
 - **New building is now operating on permanent power**
- **Site Light Poles:**
 - Griffin is planning to schedule a crane to place all 13 light poles at the same time, if possible
 - Light poles at the building will be installed once parking lot & sitework activities further along/completed
 - WTR working on anchor bolt fix to get loop road light poles ready to set
- **Tel/Data:**
 - **Eric (AMSA) requesting a meeting with GGD & WTR to discuss telecomms/data for the new building**
 - **Meeting no longer needed per Eric**

10/18/2024

- **Transformer and Ductbank Work:**
 - **Completed Work:** transformer delivered to site Fri 9/27, secondaries pulled by Griffin & inspected week of 9/30, meter installed Thu 10/3, NGrid pulled new primaries week of 10/14
 - **To Be Completed:** NGrid to be on site 10/21 to make their final connections starting at 4:00pm (requiring a shut down of power to Building 201)
 - Temp power for elevator & RTU to be removed prior to NGrid's arrival to site on 10/21
- **Site Light Poles:**
 - Griffin is planning to schedule a crane to place all 13 light poles at the same time, if possible
 - Light poles at the building will be installed once parking lot & sitework activities further along/completed
 - WTR working on anchor bolt fix to get loop road light poles ready to set
- **Tel/Data:**
 - **Eric (AMSA) requesting a meeting with GGD & WTR to discuss telecomms/data for the new building**
 - WTR/ Eric to coordinate a day/ time for this meeting.
 - Context to reach out to GGD for their availability

WTR Hot List

Open

Description:

Review of the updated weekly Hot List and discussion of RFIs / Submittals / Misc. Items.

Official Documented Meeting Minutes:

11/1/2024

- **Please refer to the distributed hot list**
- **RFI 149 : To be re-opened**
 - **WTR proposed moving the linear lights due to beam conflict**
 - **If this were to happen, the grid ceiling would need to come down**
 - **WTR proposing to use can lights at these locations in place of the linear lights so ceiling does not need to be removed.**
 - **FAA proposed possibly removing the one light in conflict**
 - **FAA to review further options and advise the team at the next meeting.**

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Meeting #65

W.T. RICH COMPANY

- RFI 151 - Pressure Reducing Valve for Water Meter
 - FAA is requesting further information regarding the PSI coming in.
 - WTR to chase this information

10/25/2024

- Please refer to the distributed hot list

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- Please refer to the distributed hot list

10/18/2024

- Please refer to the distributed hot list

MEP Coordination & Commissioning

Open

Description:

Discussion of any coordination & commissioning items

Official Documented Meeting Minutes:

11/1/2024

- No new business

10/25/2024

- No new business

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- No new business

10/18/2024

- No new business

Schedule

Open

Description:

Review 4 week look-ahead and upcoming milestones

Official Documented Meeting Minutes:

11/1/2024

- Guigli:
 - Prep West Parking Lot - 11/1-11/15
 - Place Binder - 11/18
 - Install Curbs - 11/20

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Meeting #65

W.T. RICH COMPANY

- **Stanley:**
 - Misc Punch - 11/18
- **Egan:**
 - Final Coat - 11/4
- **Manganaro:**
 - Finish taping hallways - 10/31-11/5
 - acoustical Panels - 11/12-11/14
 - Below Sill Work - 11/6-11/8
- **Griffin:**
 - Data Conduits in 201 - 11/11
 - Light Poles - 11/25
- **Rustic:**
 - Testing (flushing main with fire dept) - 10/30
- **Marguerite:**
 - Parking lot concrete work - 11/22
- **V&G:**
 - Re-install rails - 11/13
- **NEIS:**
 - Remaining casework - 11/4-11/7
 - Window Sills - 11/5-11/6
 - Counter tops - 11/5-11/6
- **EV Mechanical:**
 - Finishes - Ongoing
 - Chlorinate lines - 11/5-11/6
 - Roof Hydrate - 11/18
- **Amanti:**
 - Fume Hood - 11/6-11/8
- **A&A:**
 - Install remaining glass - 11/5
 - Panels - 11/12
 - Install Entry doors - 11/2
 - Window Test - 11/7
- **Higgins:**
 - 1st & 2nd Floor Flooring - 11/8
- **Cheviot Ceilings:**
 - Finish ceiling grid - 10/31
 - Whiteout - 11/12
- **O'Connor:**
 - Interior Doors - 11/18-11/22

10/25/2024

- **Guigli:**

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Meeting #65

W.T. RICH COMPANY

- Prep West Parking Lot - 10/31
 - Place Binder - 11/18
 - Install Curbs - 11/20
- Stanley:
 - Misc Punch and Canopy - 10/31
- Egan:
 - Final Coat - 11/4
- Manganaro:
 - Acoustical Panels - 11/11
 - Install sills - 10/29
- Griffin:
 - Data Conduits - 11/11
 - Finishes - Ongoing
 - Data Room Finishes- will start as soon as final coat paint is complete
- Rustic:
 - Testing (Flushing Main with Fire Dept.) - TBD
- V&G:
 - Re-install stair rails - 11/8
- NEIS:
 - Remaining Casework - 11/4-11/7
 - Window Sills - 10/28
- EV Mech:
 - Finishes - Ongoing
- Bay State:
 - Markerboards - 10/28
 - FE Cabinets - 10/28
- Amanti:
 - Finishes - TBD
 - Fume Hood - 11/6-11/8
- Emanouil:
 - Pavers were installed this week
- A&A Windows:
 - Install Remaining Glass - 11/5
 - Panels - 11/11
- Higgins:
 - First & Second Flooring - 11/4
- O'Connor:
 - Interior Doors - 11/11
- Please refer to the distributed 4-week lookahead for further information on schedule

Previous Meeting Minutes:

10/25/2024: 10/25/2024

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 - Place Binder - 11/18
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 - Final Coat - 11/4
- **Manganaro:**
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 - Testing (Flushing Main with Fire Dept.) - TBD
- **V&G:**
 - Re-install stair rails - 11/8
- **NEIS:**
 - Remaining Casework - 11/4-11/7
 - Window Sills - 10/28
- **EV Mech:**
 - Finishes - Ongoing
- **Bay State:**
 - Markerboards - 10/28
 - FE Cabinets - 10/28
- **Amanti:**
 - Finishes - TBD
 - Fume Hood - 11/6-11/8
- **Emanouil:**
 - Pavers were installed this week
- **A&A Windows:**
 - Install Remaining Glass - 11/5
 - Panels - 11/11
- **Higgins:**
 - First & Second Flooring - 11/4
- **O'Connor:**
 - Interior Doors - 11/11
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10/18/2024

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- Guigli:
 - Chlorinate domestic & FP lines (Testing) - 10/15
 - West parking lot - TBD
- Stanley:
 - Misc. Punch - 10/24-TBD
- Egan:
 - Final Coat - 9/25-TBD
- Manganaro:
 - Finish Hallways after TK installs door frame - 10/9-10/18
 - Sill Work - 10/29-10/30
- Griffin:
 - Data Conduits on 201 - TBD
 - Finishes - Mechanical, elevator, lights, devices - Ongoing
 - Data room data racks - Ongoing
- Rustic:
 - Testing (Flushing main with fire dept.) - 10/23
- Marguerite:
 - Parking lot concrete work - TBD
- NEIS:
 - Remaining casework - TBD
 - Window sills - 10/28-10/29
- EV Mech:
 - Elevator Pump - 10/18-10/21
 - Finishes - Ongoing
- Bay State:
 - Bathroom partitions - 10/21-10/25
 - Markerboards - 10/21-10/24
 - FE Cabinets - 10/17
 - Shades - TBD
- Amanti:
 - Fume Hood - 10/30
 - Finishes - TBD
- Emanouil:
 - Pavers - TBD
- A&A:
 - Install remaining glass - 10/21
- Higgins:
 - 1st & 2nd Flooring - 11/4-TBD
- Cheviot:
 - White-out - TBD
- O'Connor:

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Meeting #65

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- Interior Doors - 11/11-TBD
- TK:
 - Elevator Install - 10/1-10/18

QUALITY CONTROL

Title	Assignment	Due Date	Priority	Status
QC Meetings / Inspections				Open

Description:

Review Quality Assurance Log , QC Meetings, and QC Inspections. Discuss any notable findings / topics.

Official Documented Meeting Minutes:

11/1/2024

- QC Meetings:
 - O'Connor Pre-Installation Meeting to be scheduled in the upcoming weeks
- QC Inspections:
 - Interior:
 - MEP Above Ceiling - in progress
 - MEP Fixtures/Finishes - in progress
 - Drywall/Taping/Finishing - in progress
 - Painting - on hold
 - Elevator - complete
 - Casework - on hold
 - Markerboards - upcoming
 - Ceilings - in progress

10/25/2024

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 - O'Connor Pre-Installation Meeting to be scheduled in the upcoming weeks
- QC Inspections:
 - Interior:
 - MEP Above Ceiling - in progress
 - MEP Fixtures/Finishes - in progress
 - Drywall/Taping/Finishing - on hold
 - Painting - on hold
 - Elevator - complete
 - Casework - on hold
 - Markerboards - upcoming
 - Ceilings - on hold
 - Exterior:
 - Brick Pavers - complete

Previous Meeting Minutes:

10/25/2024: 10/25/2024

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Please contact W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



Meeting #65

W.T. RICH COMPANY

- **QC Meetings:**
 - O'Connor Pre-Installation Meeting to be scheduled in the upcoming weeks
- **QC Inspections:**
 - **Interior:**
 - MEP Above Ceiling - in progress
 - MEP Fixtures/Finishes - in progress
 - Drywall/Taping/Finishing - on hold
 - Painting - on hold
 - Elevator - complete
 - Casework - on hold
 - Markerboards - upcoming
 - Ceilings - on hold
 - **Exterior:**
 - Brick Pavers - complete

10/18/2024

- **QC Meetings:**
 - O'Connor Pre-Installation Meeting to be scheduled in the upcoming weeks
- **QC Inspections:**
 - **Interior:**
 - MEP Above Ceiling - in progress
 - MEP Fixtures/Finishes - in progress
 - Drywall/Taping/Finishing - in progress
 - Painting - in progress
 - Elevator - in progress
 - Casework - in progress

3rd Party Inspections

Open

Description:
Review Third Party Inspection Log to review upcoming inspections.

Official Documented Meeting Minutes:

11/1/24

- **Third Party Inspections:**
 - Fire Department was on site 10/30 to flush main for sprinkler system
 - WTR to schedule Fenagh for final round of window testing for week of 11/4 (tentatively 11/7)
 - Targeting above ceiling inspection for entire building by 11/8
- **Architect/Consultant Field Reports:**
 - Finegold Field Report dated 5/10/2024
 - Repairs to the rigid insulation and waterproofing along foundation wall on west elevation -> Blueskin repairs completed on all elevations. Insulation repairs to be completed. Observation generated and WTR documenting repair with photos.
 - Finegold Field Report dated 7/19/2024
 - Fix edges at cover plates in Prep Rooms 1206 and 1217 -> Observation generated. BIC Griffin to address.

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 W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



W.T. RICH COMPANY

- Finegold Field Report dated 8/2/2024
 - Metal sill break at drip edge varies from sharp to rolled -> Observation generated. BIC A&A to address.
- Finegold Field Report dated 9/27/2024
 - WTR to follow up with Manganaro about finishing drywall behind guardrail areas at Stair 1 & 2 -> Guardrails were removed 10/25, Manganaro to finish walls 11/1 or 11/4, Egan to final paint walls week of 11/4 before guardrails re-installed.
- Finegold Field Report dated 10/4/2024
 - WTR to follow up on fabrication and delivery of standard workstations for chemistry labs -> Replacement Chem Lab workstations expected to deliver to site 11/4
- Finegold Field Report dated 10/18/2024
 - WTR to make corrections on linear light fixture installation in 1st & 2nd floor bathrooms to close the gap on both ends with painted closure plate -> WTR to address
- Received Finegold Field Report dated 10/25/2024, no new issues observed

10/25/24

- Third Party Inspections:
 - WTR to schedule Fenagh for final round of window testing for week of 11/4
 - Electrical inspector was on site 10/24 for above ceiling inspection at admin hard lid ceiling
 - Building inspector to be on site 10/25 for above ceiling inspection at admin hard lid ceiling
- Architect/Consultant Field Reports:
 - Finegold Field Report dated 5/10/2024
 - Repairs to the rigid insulation and waterproofing along foundation wall on west elevation -> Blueskin repairs completed on all elevations. Insulation repairs to be completed. Observation generated and WTR documenting repair with photos.
 - Finegold Field Report dated 7/19/2024
 - Fix edges at cover plates in Prep Rooms 1206 and 1217 -> Observation generated. BIC Griffin to address.
 - Finegold Field Report dated 8/2/2024
 - Metal sill break at drip edge varies from sharp to rolled -> Observation generated. BIC A&A to address.
 - Finegold Field Report dated 9/27/2024
 - WTR to follow up with Manganaro about finishing drywall behind guardrail areas at Stair 1 & 2 -> Guardrails were removed 10/25, Manganaro to finish walls and Egan to final paint walls before guardrails re-installed.
 - Finegold Field Report dated 10/4/2024
 - WTR to follow up with fire protection contractor regarding the sprinkler heads type in ceilings -> Sprinkler heads at admin hard ceiling have been swapped to the concealed heads per FAA request. Remainder of sprinkler heads to remain exposed per the fire protection drawings. WTR to close item out.
 - WTR to follow up on fabrication and delivery of standard workstations for chemistry labs -> WTR following up with casework sub on delivery of expedited standard chem workstations (tentatively week of 10/28, to be confirmed).
 - Finegold Field Report dated 10/18/2024
 - WTR to make corrections on linear fixture installation to close the gap on both ends with painted closure plate -> WTR to address

Previous Meeting Minutes:

10/25/2024: 10/25/24

- Third Party Inspections:

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 W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



W.T. RICH COMPANY

- WTR to schedule Fenagh for final round of window testing for week of 11/4
- Electrical inspector was on site 10/24 for above ceiling inspection at admin hard lid ceiling
- Building inspector to be on site 10/25 for above ceiling inspection at admin hard lid ceiling
- Architect/Consultant Field Reports:
 - Finegold Field Report dated 5/10/2024
 - Repairs to the rigid insulation and waterproofing along foundation wall on west elevation -> Blueskin repairs completed on all elevations. Insulation repairs to be completed. Observation generated and WTR documenting repair with photos.
 - Finegold Field Report dated 7/19/2024
 - Fix edges at cover plates in Prep Rooms 1206 and 1217 -> Observation generated. BIC Griffin to address.
 - Finegold Field Report dated 8/2/2024
 - Metal sill break at drip edge varies from sharp to rolled -> Observation generated. BIC A&A to address.
 - Finegold Field Report dated 9/27/2024
 - WTR to follow up with Manganaro about finishing drywall behind guardrail areas at Stair 1 & 2 -> Guardrails were removed 10/25, Manganaro to finish walls and Egan to final paint walls before guardrails re-installed.
 - Finegold Field Report dated 10/4/2024
 - WTR to follow up with fire protection contractor regarding the sprinkler heads type in ceilings -> Sprinkler heads at admin hard ceiling have been swapped to the concealed heads per FAA request. Remainder of sprinkler heads to remain exposed per the fire protection drawings. WTR to close item out.
 - WTR to follow up on fabrication and delivery of standard workstations for chemistry labs -> WTR following up with casework sub on delivery of expedited standard chem workstations (tentatively week of 10/28, to be confirmed).
 - Finegold Field Report dated 10/18/2024
 - WTR to make corrections on linear fixture installation to close the gap on both ends with painted closure plate -> WTR to address

10/18/24

- Third Party Inspections:
 - WTR to schedule Fenagh for final round of window testing, likely week of 10/21
 - Above ceiling inspections to be scheduled by MEP subs in the upcoming weeks
- Architect/Consultant Field Reports:
 - Finegold Field Report dated 5/10/2024
 - Repairs to the rigid insulation and waterproofing along foundation wall on west elevation -> Blueskin repairs completed on north, south and west side. Awaiting east side blueskin and insulation repairs. Observation generated and WTR documenting repair with photos. BIC Armani to address.
 - Finegold Field Report dated 7/19/2024
 - Fix edges at cover plates in Prep Rooms 1206 and 1217 -> Observation generated. BIC Griffin to address.
 - Finegold Field Report dated 8/2/2024
 - Metal sill break at drip edge varies from sharp to rolled -> Observation generated. BIC A&A to address.
 - Finegold Field Report dated 9/27/2024
 - WTR to follow up with Manganaro about finishing drywall behind guardrail areas at Stair 1 & 2 -> V&G to be on site 10/18 remove guardrails to provide access to finish the walls.
 - Finegold Field Report dated 10/4/2024

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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Meeting #65

W.T. RICH COMPANY

- WTR to follow up with fire protection contractor regarding the sprinkler heads type in ceilings -> Sprinkler heads were installed per the fire protection contract drawings, WTR requested Rustic to swap out the 6 exposed heads in the main lobby hard ceiling to concealed heads per FAA request.
- WTR to follow up on fabrication and delivery of standard workstations for chemistry labs -> WTR following up with casework sub on delivery of expedited standard chem workstations (tentatively week of 10/28, to be confirmed)

Mock-ups

Open

Description:

Review Mock up Log to discuss upcoming mock up requirements/completion/review.

Official Documented Meeting Minutes:

11/1/2024

- No new business

10/25/2024

- No new business

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- No new business

10/18/2024

- No new business

GENERAL PROJECT ADMIN

Title

Assignment

Due Date

Priority

Status

PCOs & Change Orders

Open

Description:

Review open, pending, and submitted Potential Change Orders.

Official Documented Meeting Minutes:

11/1/2024

- Refer to PCO Log
- Open PCOs (Currently Under Review):
 - BIC Anser:
 - PCO #012 - CE#017 - BN-009 New & Existing Ductbank Modifications
 - Approved by FAA on 10/18
 - FAA to resend the signed version of this PCO to Anser
 - PCO #022 - CE#023 - BN-017 Relocate Existing Gas Line
 - Rev1 Approved by FAA on 9/24

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 W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



W.T. RICH COMPANY

- PCO #045 - CE#042 - BN-028 Remove Level 01 Drop Zone Guardrail
 - Approved by FAA on 9/26
 - Anser confirmed this PCO is approved
- PCO #047 - CE#039 - BN-024 165 Forest Street Water Service Demo
 - Approved by FAA on 10/8
 - Anser confirmed this PCO has been approved
- BIC FAA:
 - PCO #048 - CE #067 - RFI-147 Biology Lab Acid Neutralization Tanks
 - Submitted on 10/29
- BIC Subs:
 - PCO #042 - CE#025 - BN-012 Elevator Shaft and Roof Hatch Ladder Revisions
 - BIC Manganaro to provide additional backup/narrative
 - PCO #043 - CE#050 - BN-032 Storm Drain Cleanout Enclosure in Classroom 1125
 - BIC Manganaro to provide additional backup/narrative
- Open Change Events/Draft PCOs (BIC WTR):
 - CE#018 - PCO #013 - RFI #32 Formliner Product for Retaining Walls
 - CE#035 - Concrete Paver Sub Slab (to be drawn from Allowance 7112)
 - CE#040 - PCO #025 - Underground Plumbing Rework per City Inspector's Request (T&M)
 - CE#053 - RFI-119 Plumbing Reroute in Prep Room 1109 (T&M)
 - CE#054 - RFI-123 Conduit Conflict with Drywall in MDF Room (T&M to be drawn from Allowance 7114)
 - CE#059 - Added Concrete Retaining Wall Repair Work
 - CE#064 - BN-035 Added Pavement Work Civil Plan Revisions
 - CE#065 - BN-036 Wing Wall Brick Base Detail
 - CE#066 - BN-037 Termination Detail at Guardrails

10/25/2024

- Refer to PCO Log
- Open PCOs (Currently Under Review):
 - BIC Anser:
 - PCO #012 - CE#017 - BN-009 New & Existing Ductbank Modifications
 - Approved by FAA on 10/18
 - FAA to resend the signed version of this PCO to Anser
 - PCO #022 - CE#023 - BN-017 Relocate Existing Gas Line
 - Approved by FAA on 9/24
 - It was noted that this is a revised PCO
 - PCO #045 - CE#042 - BN-028 Remove Level 01 Drop Zone Guardrail
 - Approved by FAA on 9/26
 - Anser confirmed this PCO is ready for recommendation
 - PCO #047 - CE#039 - BN-024 165 Forest Street Water Service Demo
 - Approved by FAA on 10/8
 - Anser noted that these PCO's will be reviewed before the next OAC on 10/25

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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W.T. RICH COMPANY

- BIC Subs:
 - PCO #042 - CE#025 - BN-012 Elevator Shaft and Roof Hatch Ladder Revisions
 - BIC Manganaro to provide additional backup/narrative
 - PCO #043 - CE#050 - BN-032 Storm Drain Cleanout Enclosure in Classroom 1125
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- Open Change Events/Draft PCOs (BIC WTR):
 - CE#018 - PCO #013 - RFI #32 Formliner Product for Retaining Walls
 - CE#035 - Concrete Paver Sub Slab (to be drawn from Allowance 7112)
 - CE#040 - PCO #025 - Underground Plumbing Rework per City Inspector's Request (T&M)
 - CE#053 - RFI-119 Plumbing Reroute in Prep Room 1109 (T&M)
 - CE#054 - RFI-123 Conduit Conflict with Drywall in MDF Room (T&M to be drawn from Allowance 7114)
 - CE#059 - Added Concrete Retaining Wall Repair Work
 - CE#064 - BN-035 Added Pavement Work Civil Plan Revisions
 - CE#065 - BN-036 Wing Wall Brick Base Detail
 - CE#066 - BN-037 Termination Detail at Guardrails

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- Refer to PCO Log
- Open PCOs (Currently Under Review):
 - BIC Anser:
 - PCO #012 - CE#017 - BN-009 New & Existing Ductbank Modifications
 - Approved by FAA on 10/18
 - FAA to resend the signed version of this PCO to Anser
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 - Approved by FAA on 9/26
 - Anser confirmed this PCO is ready for recommendation
 - PCO #047 - CE#039 - BN-024 165 Forest Street Water Service Demo
 - Approved by FAA on 10/8
 - Anser noted that these PCO's will be reviewed before the next OAC on 10/25
 - BIC Subs:
 - PCO #042 - CE#025 - BN-012 Elevator Shaft and Roof Hatch Ladder Revisions
 - BIC Manganaro to provide additional backup/narrative
 - PCO #043 - CE#050 - BN-032 Storm Drain Cleanout Enclosure in Classroom 1125
 - BIC Manganaro to provide additional backup/narrative
- Open Change Events/Draft PCOs (BIC WTR):
 - CE#018 - PCO #013 - RFI #32 Formliner Product for Retaining Walls
 - CE#035 - Concrete Paver Sub Slab (to be drawn from Allowance 7112)

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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Meeting #65

W.T. RICH COMPANY

- CE#040 - PCO #025 - Underground Plumbing Rework per City Inspector's Request (T&M)
- CE#053 - RFI-119 Plumbing Reroute in Prep Room 1109 (T&M)
- CE#054 - RFI-123 Conduit Conflict with Drywall in MDF Room (T&M to be drawn from Allowance 7114)
- CE#059 - Added Concrete Retaining Wall Repair Work
- CE#064 - BN-035 Added Pavement Work Civil Plan Revisions
- CE#065 - BN-036 Wing Wall Brick Base Detail
- CE#066 - BN-037 Termination Detail at Guardrails

10/18/2024

- Refer to PCO Log
- Open PCOs (Currently Under Review):
 - BIC Anser:
 - PCO #022 - CE#023 - BN-017 Relocate Existing Gas Line
 - Approved by FAA on 9/24
 - It was noted that this is a revised PCO
 - PCO #045 - CE#042 - BN-028 Remove Level 01 Drop Zone Guardrail
 - Approved by FAA on 9/26
 - PCO #047 - CE#039 - BN-024 165 Forest Street Water Service Demo
 - Approved by FAA on 10/8
 - Anser noted that these PCO's will be reviewed before the next OAC.
 - BIC FAA:
 - PCO #012 - CE#017 - BN-009 New & Existing Ductbank Modifications
 - Submitted on 9/20
 - FAA signed this just before the meeting so it is now in Anser's court.
 - BIC WTR:
 - PCO #042 - CE#025 - BN-012 Elevator Shaft and Roof Hatch Ladder Revisions
 - WTR to review additional backup provided by Manganaro
 - PCO #043 - CE#050 - BN-032 Storm Drain Cleanout Enclosure in Classroom 1125
 - WTR to review additional backup provided by Manganaro
- Open Change Events/Draft PCOs (BIC WTR):
 - CE#018 - PCO #013 - RFI #32 Formliner Product for Retaining Walls
 - CE#035 - Concrete Paver Sub Slab (to be drawn from Allowance 7112)
 - CE#040 - PCO #025 - Underground Plumbing Rework per City Inspector's Request (T&M)
 - CE#053 - RFI-119 Plumbing Reroute in Prep Room 1109 (T&M)
 - CE#054 - RFI-123 Conduit Conflict with Drywall in MDF Room (T&M)
 - CE#059 - Added Concrete Retaining Wall Repair Work
 - CE#064 - BN-035 Added Pavement Work Civil Plan Revisions
 - CE#065 - BN-036 Wing Wall Brick Base Detail

Requisition

Open

Description:

Discussion of items related to the monthly requisition.

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 W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



Official Documented Meeting Minutes:

11/1/2024

- **October Req**
 - WTR working on PENCIL req, to send either 11/1 or 11/4
- **September Req**
 - **FINAL signed by FAA on 10/31**
 - **Confirmed this is now in Bobs court for review**

10/25/2024

- **October Req**
 - WTR to start PENCIL next week
- **September Req**
 - WTR to submit FINAL on 10/25
- **August Req**
 - Payment received

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- **October Req**
 - **WTR to start PENCIL next week**
- **September Req**
 - **WTR to submit FINAL on 10/25**
- **August Req**
 - **Payment received**

10/18/2024

- **September Req**
 - WTR submitted September PENCIL req on 10/2
 - Received Anser comments on 10/11
 - Received Finegold comments on 10/17
 - WTR to get revised req. out by early next week
- **August Req**
 - WTR submitted August FINAL req on 9/24
 - Awaiting processing from the bank as of 10/11 OAC meeting
 - AMSA confirmed the check went out in the mail yesterday

Admin Updates

Open

Description:

Discussion of any Administrative items (Monthly Updates / Wage Rates / Contracts / other).

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 W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



Official Documented Meeting Minutes:

11/1/24

- SOVs:
 - Emanouil - APPROVED
- Retainage:
 - Trimax (Steel) retainage to be released with October Req

10/25/24

- SOVs:
 - Emanouil - RESUBMITTED
- Retainage:
 - Trimax submitting an October req to release retainage - AMSA to receive approval from the bank to process this

Previous Meeting Minutes:

10/25/2024: 10/25/24

- SOVs:
 - Emanouil - RESUBMITTED
- Retainage:
 - Trimax submitting an October req to release retainage - AMSA to receive approval from the bank to process this

10/18/24

- SOVs:
 - Emanouil - REVISE & RESUBMIT
 - BIC Emanouil to revise & resubmit
- Retainage:
 - Trimax submitting an October req to release retainage - AMSA to receive approval from the bank to process this

MEETING SCHEDULE

Title	Assignment	Due Date	Priority	Status
Meetings Schedule				Open
Description: Upcoming Meeting Schedule				
Official Documented Meeting Minutes: 11/1/2024 • Upcoming OAC Meeting Schedule:				

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Please contact W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



Meeting #65

W.T. RICH COMPANY

- 11/8/24 - In Person (site walk to take place at 11:00am)
- 11/15/24 - Virtual
- 11/22/24 - In Person (site walk to take place at 11:00am)
- 11/27/24 - Virtual if needed (8:30am)

10/25/2024

- Upcoming OAC Meeting Schedule:
 - 11/1/24 - Virtual
 - 11/8/24 - In Person (site walk to take place at 11:00am)
 - 11/15/24 - Virtual
 - 11/22/24 - In Person (site walk to take place at 11:00am)
- Holiday OAC Meeting Schedule:
 - Thanksgiving Weekend/Black Friday meeting on November 29 rescheduled to virtual meeting only on Wed 11/27 at 8:30am. Will decide once we get closer if we want to keep or delete this meeting.
 - Christmas Week meeting on December 27 to remain as scheduled on the calendar for now as a virtual meeting only

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- Upcoming OAC Meeting Schedule:
 - 11/1/24 - Virtual
 - 11/8/24 - In Person (site walk to take place at 11:00am)
 - 11/15/24 - Virtual
 - 11/22/24 - In Person (site walk to take place at 11:00am)
- Holiday OAC Meeting Schedule:
 - Thanksgiving Weekend/Black Friday meeting on November 29 rescheduled to virtual meeting only on Wed 11/27 at 8:30am. Will decide once we get closer if we want to keep or delete this meeting.
 - Christmas Week meeting on December 27 to remain as scheduled on the calendar for now as a virtual meeting only

10/18/2024

- Upcoming OAC Meeting Schedule:
 - 10/25/24 - In Person (site walk to take place at 11:00am)
 - 11/1/24 - Virtual
 - 11/8/24 - In Person (site walk to take place at 11:00am)
 - 11/15/24 - Virtual
- Holiday OAC Meeting Schedule:
 - Thanksgiving Weekend/Black Friday meeting on November 29 rescheduled to virtual meeting only on Wed 11/27 at 8:30am. Will decide once we get closer if we want to keep or delete this meeting.
 - Christmas Week meeting on December 27 to remain as scheduled on the calendar for now as a virtual meeting only

NEW BUSINESS

Title	Assignment	Due Date	Priority	Status
Holidays & Vacations				Open

Description:

Communicate any upcoming holidays or vacations for the project team / site schedule.

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 W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



Official Documented Meeting Minutes:

11/1/2024

- **Time Off for Team Members:**
 - Dan - Nov 11-Nov 15
 - Justin - Nov 21-Nov 29
 - Christopher - Nov 27-Dec 2
 - Bob - Nov 8
 - Clara - Dec 6, Dec 9 (Birthday!)
- **School Schedule:**
 - No School - Mon, Nov 11
- **Jobsite Holiday Schedule:**
 - Veteran's Day - Mon, Nov 11 (jobsite will be open)

10/25/2024

- **Time Off for Team Members:**
 - Dan - Nov 11-Nov 15
 - Justin - Nov 21-Nov 29
 - Christopher - Nov 27-Dec 2
 - Bob - Nov 8
 - Clara - Dec 6, Dec 9 (Birthday!)
- **School Schedule:**
 - Half Day - Wed, Oct 30

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- **Time Off for Team Members:**
 - Dan - Nov 11-Nov 15
 - Justin - Nov 21-Nov 29
 - Christopher - Nov 27-Dec 2
 - Bob - Nov 8
 - Clara - Dec 6, Dec 9 (Birthday!)
- **School Schedule:**
 - Half Day - Wed, Oct 30

10/18/2024

- **Time Off for Team Members:**
 - Dan - Nov 11- Nov 15
 - Christopher - Nov 27-Dec 2
- **School Schedule:**
 - Half Day - Wed, Oct 30

New Business				Open
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These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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Description:

Review and discuss any new items on the radar

Official Documented Meeting Minutes:

11/1/2024

- **Project Closeout:**
 - **Fire Alarm Monitoring Company**
 - Eric contacted AMSA's fire alarm monitoring company to make them aware of the project/closeout
 - **WTR to confirm if a monitoring company is needed for the radio system and inquire if AMSA can use their monitoring company**
 - **Punch List Procedure:**
 - Procore to be utilized for "work to complete" list and punch list
 - WTR to schedule formal punch list walk(s) with the team to review WTC items and add items to punch list
 - **O&M/Closeout Deliverables:**
 - AMSA confirmed they would like both digital and paper copies of closeout packages
 - WTR to include BIM coordination files with the closeout package per AMSA request
 - **Attic Stock:**
 - AMSA & WTR to coordinate locations for attic stock storage. WTR will include transmittal with attic stock materials for AMSA and/or Anser to sign.

10/25/2024

- **Project Closeout:**
 - **Fire Alarm Monitoring Company**
 - Eric (AMSA) to contact the company to make them aware of the project/closeout
 - Eric confirmed has reached out.
 - **Punch List Procedure:**
 - Procore to be utilized for "work to complete" list and punch list
 - WTR to schedule formal punch list walk(s) with the team to review WTC items and add items to punch list
 - **O&M/Closeout Deliverables:**
 - AMSA confirmed they would like both digital and paper copies of closeout packages
 - WTR to include BIM coordination files with the closeout package per AMSA request
 - **Attic Stock:**
 - AMSA & WTR to coordinate locations for attic stock storage. WTR will include transmittal with attic stock materials for AMSA and/or Anser to sign.
- **Ribbon cutting Ceremony:**
 - To be scheduled for January, 2025

Previous Meeting Minutes:

10/25/2024: 10/25/2024

- **Project Closeout:**

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 W.T. Rich Company if there are any discrepancies or questions with the content of these minutes.



Meeting #65

W.T. RICH COMPANY

- Fire Alarm Monitoring Company
 - Eric (AMSA) to contact the company to make them aware of the project/closeout
 - Eric confirmed has reached out.
- Punch List Procedure:
 - Procore to be utilized for "work to complete" list and punch list
 - WTR to schedule formal punch list walk(s) with the team to review WTC items and add items to punch list
- O&M/Closeout Deliverables:
 - AMSA confirmed they would like both digital and paper copies of closeout packages
 - WTR to include BIM coordination files with the closeout package per AMSA request
- Attic Stock:
 - AMSA & WTR to coordinate locations for attic stock storage. WTR will include transmittal with attic stock materials for AMSA and/or Anser to sign.
- Ribbon cutting Ceremony:
 - To be scheduled for January, 2025

10/18/2024

- Project Closeout:
 - Fire alarm monitoring company - Eric (AMSA) to contact the company to make them aware of the project/closeout
 - Team to further discuss the fire alarm during the telecom meeting that Eric will be scheduling
 - Punch List Procedure:
 - WTR to utilize Procore to document punch list items - FAA confirmed this is acceptable
 - WTR to create a "work to complete" list prior to the punch list.
 - Does AMSA want to participate in punch list walks?
 - AMSA confirmed they would like to participate in punch list walks.
 - WTR to schedule formal punch list walks with the team (anyone who wants to be involved)
 - O&M/Closeout Deliverables:
 - Does AMSA have a preference for how closeout packages are delivered (i.e. flashdrive or paper copy)?
 - AMSA confirmed they would like both a digital package and paper copy
 - Attic Stock:
 - Where should attic stock materials be stored? WTR will include transmittal with attic stock materials for AMSA and/or Anser to sign.
 - Eric/ Fraser to review locations for attic stock and advise at the next meeting.
 - WTR to include BIM/ CAD files with the closeout package per AMSA request

Uncategorized Items

Title	Assignment	Due Date	Priority	Status
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These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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