

Harborside Condominium

New egress balconies and stairs project

Date: January 19th, 2016
Subject: **Meeting Minutes** – January 19th, 2016
Prepared by: Brigitte Fortin, AIA, Owner's representative

<u>ATTENDEES</u>	<u>Initials</u>	<u>Affiliation</u>
Josh Chislak	JC	Project mgr, Paradise Construction
Bruce Paradise	BP	Owner, Paradise Construction
Paul Haggett	PH	Paul Haggett and co.
Leslie de Moraes	LdeM	Chair, Board of trustees
Peter Pitman, R.A.	PP	Architect, Pitman and Wardley Architects
Thom Winslow, P.L.S.	TW	Hayes Engineering
Brian Kavanaugh, P.E.	BK	McBrie Engineenring
Brigitte Fortin, AIA	BF	Brigitte Fortin Design, inc.,

<u>DISTRIBUTION</u>	<u>Initials</u>	<u>Affiliation</u>
Attendees	----	As Noted
Trustees	----	Harborside Condominium

Note: New comments are in BOLD

Date	Item Description	Follow Up	Due Date	Status
1.19.16	Kick off Meeting	Record		
1.19.16	Permit application – JC will schedule appointment for building permit Friday 1.22.16. Paradise needs 2 sets of stamped drawings from McBrie for structural dwgs, Hayes Engineering for site plan and details and Pitman and Wardley for architectural. Please forward to PP by end of day Wednesday, 1.20.16 LdeM will contact Bob McCann to obtain order of conditions from conservation commission and receipt for ZBA decision filing from the Registry of deeds. Construction control (including concrete testing) will be done by BK for structural and PP for architectural.	JC PP/TW/BK LdeM BK/PP	1.22.16 1.20.16 1.22.16	On-going

1.19.1 6	Start of work – Prior to commencement of work, a pre-construction survey is required at 1 adjacent property (O’Sullivan) per ZBA decision. A pre-construction survey was offered to the Zarellis as a courtesy. Zarelli indicated to JC other neighbors might be interested in pre-construction inspections as well. There will be no blasting involved with ledge removal, only drilling and chipping are required. JC will contact building inspector to ask if he would require a pre-construction survey from other neighbors. LdeM will communicate decision to attorney to determine if offer of inspection is necessary for distribution to abutters. Seismologic tests will be carried simultaneously with any ledge removal. JC to obtain pricing.	JC/LdeM		On-going
	BK found discrepancies between original drawings and site conditions at column locations. JC and BK will verify dimensions on site and communicate with PP for final approval. All dimensions will be taken from face of concrete.	BK/JC/PP		On-Going
	BK requested that Hayes eng. pins all column locations and necessary offsets and verify the top of grades at bottom of columns prior to fabrication. He will also require the finish grade at the bottom of stairs. TW will need a set of prints and a CAD file to do the work. TW to provide date for site crew ASAP.	JC/BK/TW		On-Going
	After columns and stairs landing are located and prior to removing any ledge, LdeM wants to communicate with the O’Sullivans through Frank Muzio to inform them of the work to come.	JC/LdeM		On-Going
	After ledge is removed, Hayes eng. will come back to pin location of steel columns with a nail and an orange tag. BP also requests as built of the stairs foundations prior to erecting any steel.	TW/JC		On-Going

1.19.1 6	Schedule The goal is to complete the work by March 31st if there are no issues with abutters or weather. All incoming work shall be communicated to abutters through the attorneys 7 days prior to start. LdeM's goal is to share the schedule with abutters asap. B building as well as any work near the O'Sullivan property should be a priority per LdeM. The steel fabrication should take around 4 weeks from order (after all foundations are completed and documented. PH should be able to start after all framing is done, probably in early March. Atlantis requires 12 week from placing the order to fabricate the railing. The wood stairs would have to be in place prior to placing the order but we might be able to expedite some of the railing at the steel stairs.	Record BK/PH/JC	 On-going	
1.19.1 6	Issues regarding Steel Longest beam is about 30' long. It might be an issue to deliver to the site. BK will contact his driver to scope the site and anticipate any problems. BK will require a staging area to layout the steel the day of delivery. There is no street parking overnight until 7am but condo owners will be park on site. JC and BK will discuss options including getting a police detail if necessary.	JC/BK/LdeM	On-going	

1.19.1 6	Railing PH would like to start asap. He confirmed that the top rail will be made of Sapele, similar to African mahogany but slightly less expensive. PH submitted details of railing to BK for review. PH found out that Atlantis can provide a bracket and handrail that meet ADA. It was decided that we would keep original custom rail details for this phase but could explore the option for the subsequent buildings. PH requested extra parts from Atlantis to avoid delay once he starts installing the railing. LdeM would like to keep the extra for future repairs if available.	BK/PH Record Record	On-going	
1.19.1 6	Communications All communications with abutters should be done through the attorneys. No new work should be done without prior written instructions from LdeM. If JC needs to communicate on site with abutters, PP or BF shall be present.	JC/LdeM/ BF/PP	On-going	

The above reflects the author understanding of the events that occurred. Please review these meeting notes for errors or omission **within the next 3 business days**. No changes will be made after that date.

Please note that for a complete record of discussion at Harborside Condominium meetings refer to previous Meeting Minutes.