**ESBC Meeting**

**Tuesday, March 13, 2012 8am at COW Trailer on site.**

Attending: Michael Wood, Craig Martin, Charlie Kern, Steve Quinn, Ellen Sturgis, Lynn Colletti. Also Neil Joyce, Paul Griffin, Glenn Davis, Bill Cleary (NRSD), Hank Riccuiti (SMMA).

Called to order 8am.

**Review of Demolition incident.** The Stone building came down on Tuesday March 6. The gas meter had been removed but the sub’s understanding was that nothing else was to be done and he was coming back to cut off at the street: this was discussed at Tuesday’s project meeting. Craig was notified late Wednesday by Glenn and Hudson Light & Power that the demolition of the “utility” wing had been started without the proper notification and without final cut offs of utilities made. When HL&P arrived on site, glenn and the electrician met them, but Stella’s rep (Klove) did not come out of trailer. Technically there was no gas in the building; electric was shut off at the panel, but still live to the main. A stop order was issued early on Thursday on all further demolition work: requires letters from both NStar (gas) and HL&P before work can recommence. As of now, still waiting for NStar.

 HL&P requested an investigation, which Craig is leading. OSHA has been contacted and will investigate activities with possible fines levied. DCAM may be contacted. Craig met with Fire & Police chiefs on Friday and will meet again before demolition recommences. There is no safety officer on site: is this a requirement of the contract?

**CHPS follow up**: A letter went out from Petrini’s office requesting immediate action on the CHPS paperwork or else funds will be withheld. This has already resulted in some paperwork being submitted. Paul is confident that the majority of paperwork is still available.

**Foxboro**: Paperwork was signed on Thursday and Jack Wallace (BOH) has all he needs now.

**Substantial completion:** Items include gym panels, gym door, exterior siding, handicap entrances. The latter is critical—it was agreed that at the meeting this morning, Stella will be given 24 hours to correct this, otherwise the District will do the work and deduct the costs from the next requisition.

 Clarifying the different lists: temporary occupancy: all appears to be completed except the handicap doors. Paul will be delivering in writing a list of items that Stella must complete in order to complete Phase I and get occupany permit. Punch list “timing to complete” doesn’t start until substantial completion is met, so the question is which list is most critical. Major progress is being made on external work, gym door is expected by end of this week (this is more reliable than previously as Paul is direct contact with the vendor). Paul asked us to wait for end of month to review both punch list and substantial completion outstandings.

**Site work:** There is a new contractor who is currently only contracted for Phase II – Stella had noted this last week and still discussing with the new site contractor as well as the landscaper who will do what part of the outstanding work.

Adjourn 8:50am. Next “interim” meeting in two weeks on March 27 at 8am.

Minutes submitted by Ellen Sturgis