

**Valley Stream
Union Free School District Thirteen**

Bond Referendum Phase 1



Progress Report

Period Ending – August 2016

CONSTRUCTION PROJECT UPDATE
Valley Stream 13 Union Free School District
Period Ending August 2016

Table of Contents

Section 1

- Summary of Construction Activities by School Location

Section 2

- Project Management Meeting Minutes

Section 3

- Progress Photos

**PARK EAST
CONSTRUCTION
CORP.** 

Construction Update

Willow Road School

- New roofing system install complete.
- All flashing complete.
- All fascia and soffits complete with exception of top edge gravel stops.
- New chimney with stainless steel cap complete.
- Cafeteria window area awaits replacement of new Univent.

Howell Road School

- New roof system install complete
- All flashing complete.
- Fascia and soffit install in progress.
- New chimney with stainless steel cap complete.

Dever School

- Over hang soffits abated and base coat roofing installed.
- New chimney with stainless steel cap complete.
- Concrete entry pad at district entrance complete.

Wheeler Ave School

- New roof system install complete.
- All flashing complete.
- New chimney with stainless steel cap complete.

30 Day Look Ahead

Willow Road School

- Install vent caps and new drain covers.
- Install gravel stop edging.
- Install new hatch.
- Complete punch list
- Manufacture roofing warranty sign off.

Howell Road School

- Complete fascia and soffit install.
- Install gravel stops.
- Install vent caps and new drain covers.
- Install new hatch.
- Complete punch list
- Manufacture roofing warranty sign off.

Dever School

- Begin install of new fascia and soffits.
- Complete top coat of roofing system.
- Complete punch list
- Manufacture roofing warranty sign off.

Wheeler Ave School

- Install new drain covers.
- Install fascia and gravel stops
- Complete punch list
- Manufacture roofing warranty sign off.

**PARK EAST
CONSTRUCTION
CORP.** 

Park East Construction Corp.

MEETING MINUTES

No. 004

266 East Jericho Turnpike

Phone: (631) 549-9800

Huntington Station, NY 11746

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/04/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

DID ATTEND	ATTENDEE NAME	COMPANY NAME	STAND-IN for COMPANY
Y	Carla Gorski	Valley Stream UFSD 13	
N	Constance D. Evelyn	Valley Stream UFSD 13	
N	Dan Frasaci	Valley Stream UFSD 13	
N	David Bozuhoski, Jr.	BBS Architects, Landscape Architects	
Y	Demetrios (Jimmy) Tzia	Pella General Construction	
Y	Eve Tsimbikos	BBR Contracting Corp.	
N	Frank Chiachiere	Valley Stream UFSD 13	
Y	Gary Gonzalez	Park East Construction Corp.	
Y	Gerard Antoine	Valley Stream UFSD 13	
Y	James Daly	Valley Stream UFSD 13	
N	James Wojcik	Park East Construction Corp.	
Y	John Canty	Valley Stream UFSD 13	
N	Kostas Sakkovlas	Pella General Construction	
N	Pete Dawkins	BBS Architects, Landscape Architects	
Y	Toni Pomerantz	Valley Stream UFSD 13	
Y	Tony Spallone	Park East Construction Corp.	
N	William Stris	Valley Stream UFSD 13	

ITEM	TOPIC	DESCRIPTION	STATUS	STARTED	ACTION BY
00001	Project Team	Project Team: Owner: Valley Stream UFSD Thirteen Gerard Antoine - Asst. Supt. for Business & Human Resources James Daly - Director of Facilities Architect: BBS Architects, Landscape Architects & Engineers Dave Bozuhoski - Project Architect Pete Dawkins - Construction Administrator Park East Construction: James Wojcik - Project Executive Gary Gonzalez - Project Manager Tony Spallone - Project Superintendent	OLD	06/09/2016	
01000	Insurance / Bonds	Insurance Certificates and Performance Bonds must be provided to Park East Construction Corp. for approval prior to the start of work. Certificates must name Valley Stream UFSD 13 as certificate holder. Additional insured shall include Valley Stream UFSD 13, BBS Architect, Landscape Architects & Engineers and Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
01010		BBR has provided Bonds and Insurance to Park East for review. Pella has stated Bonds and Insurance will be submitted by June 13, 2106.	OLD	06/09/2016	ALLTRADE

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 004

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/04/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

01015		BBR requested status of Contract for signing. BBS to advise on status of contracts for BBR and Pella.	OLD	06/21/2016	ALLTRADE
01016		Discussion held on status of contracts- VS 13 indicated that they are in the process of changing legal counsel to Guercio and Guercio, so getting contract issued is delayed.	OLD	07/06/2016	
01017		VS13 sent BBR their contract last Friday July 15th; contract under review by BBR attorney.	OLD	07/20/2016	
01018		District received signed contracts from BBR. Pella hand delivered contract to District.	NEW	08/03/2016	ALLTRADE
01500	Sched of Values	All Prime Contractors are to submit their Schedule of Values to Park East Construction Corp. for joint review and approval with BBS. Line items to be indicated with labor and material breakdowns.	OLD	06/09/2016	ALLTRADE
01505		All Schedule of Values have been received and approved. PEC to forward copies to Valley Stream SD.	OLD	06/21/2016	ALLTRADE
02000	Sub Listings	All Prime Contractors are to submit a complete Sub-Contractor listing within ten (10) days of receiving their Letter of Intent.	OLD	06/09/2016	ALLTRADE
02500	Shop Dwg Sched	All Prime Contractors are to submit their Shop Drawings Submission Schedule immediately after receipt of Contract, highlighting long-lead items.	OLD	06/09/2016	ALLTRADE
03000	Submittals	All Shop Drawings and Submittals are to be sent electronically directly to BBS Architects with a copy to Park East Construction Corp. Two week turnaround is required. If a contractor submits an/or "equal", contractor is responsible to provide the necessary data and then show confirming material.	OLD	06/09/2016	ALLTRADE
04000	RFI Procedure	All RFI's shall be submitted on the proper form (see project manual) to Park East Construction Corp. and BBS at the same time. Park East Construction Corp. will attempt to answer RFI's, log them in and then forward to the Architect / Engineer for final review and/or answer.	OLD	06/09/2016	ALLTRADE
04500	Reqs & Payments	Pencil copy of Payment Requisitions are to be submitted on or about the 23rd of each month. Upon review and approval of the pencil copy, the Trade Contractor will forward one (1) original and three (3) copies to Park East Construction Corp. with all supporting documentation (payroll reports, etc.) for processing to BBS Architects / Owner for payment. Park East Construction Corp. advised that no checks will be issued unless all Insurance Certificates are up to date and meet all the mandatory requirements.	OLD	06/09/2016	ALLTRADE
04510		District has advised that a separate req. will be required per building.	OLD	06/09/2016	ALLTRADE

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 004

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/04/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

04511	BBR stated they do not want their payment req. #1 held up due to this issue with delayed contracts. PEC stated that req. #1 which was received by PEC on 7/5/16 is being processed. PEC recommended BBR submit pay app. #2 ASAP.	OLD	07/06/2016	BBRCON
04512	BBS delivered approved requisition 1 for BBR to VS13 on July 15th.	OLD	07/20/2016	
04513	Requisition 1 payment received by BBR. Requisition 2 at BBS, district would need BBS approved copies by Wednesday the 10th of August in order to issue check in next scheduled run. PEC requests future checks for contractors to be sent to their office for distribution after receiving contractor waivers and checking contractors insurance.	NEW	08/03/2016	ALLTRADE
04520	VS 13 stated that they have 2 check runs per month.	OLD	07/06/2016	VS13
04521	VS13 will discuss possible off schedule check writing for BBR if contract returned/signed by them in time. Next scheduled date to cut checks is July 29th. BBR stated they will pull off job if not paid soon, PEC asked them to call their attorney to expedite review and approval of contract.	OLD	07/20/2016	
05000	Change Orders Change Orders to be submitted to Park East Construction Corp. for joint review with BBS.	OLD	06/09/2016	ALLTRADE
05010	All change orders to have material and labor break down ; lump sum numbers will not be accepted.	OLD	06/09/2016	ALLTRADE
05011	Change order requested by BBR for removal of extra layer of wet and assumed hot insulation at Wheeler which was discovered during pull test. BBS recommends it be completed on time and material basis. PEC to track labor hours. BBR stated per their scope of work, they expected to have only (2) days of demo. BBS requested dry sample of insulation to show VS13. BBR to possibly hire additional subcontractor.	OLD	07/20/2016	
05012	Wheeler roof change order confirmed to be time and material cost. PEC to track. Change order proposal for new hatches at Willow and Howell to be sent to Board president and District supervisor for approval.	NEW	08/03/2016	PEC
05015	District must be advised immediately of any potential change orders to the project. PEC advised that because of fast paced schedule and as to not leave any roofs open (if there is a roofing issue), some work may proceed on a time and material basis, but district will be notified immediately. PEC will monitor the time and material.	OLD	06/21/2016	ALLTRADE

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/04/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

05500	Project Safety	Project Safety:	OLD	06/09/2016	ALLTRADE
05501		Jobsite Safety Talks are to be performed each week with topics relevant to work scheduled to be performed. Please provide a sign-in sheet of all attending to Park East Construction Corp. after each project management meeting.	OLD	06/09/2016	ALLTRADE
05510		Each Prime Contractor to submit their Corporate safety manual (1 copy) electronically to Park East Construction.	OLD	06/09/2016	ALLTRADE
05511		BBR has provided Safety Manual. PEC still awaiting Pella Safety manual.	OLD	06/21/2016	ALLTRADE
05515		District to provide copy of District Safety Protocol to Park East.	OLD	06/09/2016	ALLTRADE
05516		PEC has received Safety Protocol from district.	OLD	06/21/2016	ALLTRADE
06000	Badges & Conduct	Badges & Conduct:	OLD	06/09/2016	ALLTRADE
06001		All Prime Contractors and their Sub-Contractors are to provide all on site personnel with Photo Identification Badges. Smoking, not wearing a hard hat on site, wearing shorts, no shirt, improper footwear, foul language, etc. will not be tolerated.	OLD	06/09/2016	ALLTRADE
07000	2-Week Look Ahd	All Prime Contractors are to provide a Two-Week Look Ahead at each Project Management Meeting, detailing work for the following two (2) weeks. Please prepare first look ahead for next Project Management Meeting.	OLD	06/09/2016	ALLTRADE
08000	General Items	General Items:	OLD	06/09/2016	
08001		All parking is to be within the parking lot areas only designated for construction workers.	OLD	06/09/2016	ALLTRADE
08010		All Contractors will be responsible for cleaning up their debris on a regular basis and/or as requested by Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
08020		If Contractors propose to bring storage trailers to the site it must be coordinated with Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
08030		Work hours are to start at 7:00 a.m. (not earlier) and end 3:00 p.m. (not later). Abatement work will happen 12am to 6am.	OLD	06/09/2016	ALLTRADE

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

LOCATION: James A. Dever ES

MEETING DATE: 08/04/2016

SUBJECT: Project Management Meeting

09000	Schedule	Schedule:	OLD	06/09/2016	ALLTRADE
09001		All prime contractors are to submit a master schedule detailing sequencing and time required for all work including fabrication and delivery of major materials for review and approval.	OLD	06/09/2016	ALLTRADE
09002		Contractors must maintain schedule; Failure to do so may result in liquidated damages and/or back charge for additional Construction Manager and Architect fees and services in accordance with the General conditions of the Contract for Construction.	OLD	06/09/2016	PEC
10000	BBR	Roofing Contractor: BBR Contracting Corp.	OLD	06/09/2016	BBRCON
10005		BBR stated they will be working after hours with abatement taking place afternoon into the night and roofing the following morning (weather permitting).	OLD	06/09/2016	BBRCON
10006		Requested submittal approvals for tapered insulation at Howell and Wheeler. BBS to provide ASAP.	OLD	07/06/2016	BBS
10010		BBR will begin abatement/roofing on June 24, 2016 at Willow, then once Willow is complete then BBR will move to Hollow, Wheeler and lastly Dever.	OLD	06/21/2016	ALLTRADE
10015		Soffit and fascia approvals issued today at meeting by Pete Dawkins, BBS.	OLD	07/06/2016	BBS
10020		Window damage at Willow caused by BBR subcontractors (Unitech), carting company (Certified Carting). Windows and frame to be removed and contained as a precaution due to possible contaminated caulking. Environech to test. Area to be securely boarded up from exterior side to allow BBS structural engineer to review.	OLD	07/06/2016	BBRCON
10021		Caulk at damaged Willow window to be abated tonight, window to be fully removed Monday and stored until block work completed. Opening to be boarded up. Structural engineer to be onsite by noon on Monday to inspect.	OLD	07/20/2016	
10022		Caulk abated at Willow window, window and frame removed for inspection by structural engineer. Structure deemed safe, window replaced, interior block reinstalled. BBR approved proposals to replace univent with new. Email to be sent to district confirming same.	NEW	08/03/2016	BBRCON

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 004

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/04/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

10030		Jim Daly requested 2 pitch pockets from old antenna brackets on Willow roof be closed up. Clogged vents to be unclogged by BBR. Source of pre-existing leak at Willow School Discovered by BBR; roof drain pipe drawings to be reviewed by BBS.	OLD	07/06/2016	
10040		Approximately 5 to 6 more working days to complete roof abatement and new roof system install at Willow. (Weather Permitting).	OLD	07/06/2016	
10041		Willow roof abatement completed and new roof is water tight. Need top cap in small area and some flashing work remains. Fascia and gravel stops also needed. Howell roof began this week. Dever canopies to be demoed week end of August 5th. Specs for Dever soffit/fascia to be reviewed by BBR.	OLD	07/20/2016	
10042		Howell roof abatement to be completed this week. Wheeler to be posted next week. Dumpster for Dever to be placed in parking lane at middle. Dever scope reviewed by BBR. Aluminum fascia has been ordered but long lead times delay delivery until approximately late August. Howell expansion joint at roof area not in this project scope to be checked for warranty coverage by Jim Daly.	NEW	08/03/2016	BBRCON
20000	PELLA	Masonry / Site Work Contractor: Pella General Construction	OLD	06/09/2016	PELLA GC
20010		Chimney demo at Willow complete. Delivery of fire brick and block on site. Awaiting approval of brick and mortar samples from BBS which is expected today. Howell brick is different than other 3 schools which are the same. Concrete entry pad at Willow poured today. Will demo Howell entry pad tomorrow. One of two pads to be demoed and poured next weekend 7/15 - 16 at Dever. Howell chimney will commence after Willow is complete. Willow chimney rebuild will take approximately 3 days work after brick arrives.	OLD	07/06/2016	
20011		Pella - Exterior chimney brick for all schools except Wheeler to be delivered tomorrow. Staging area to be fenced in at Dever today after 1:30. Dever chimney demo to begin Friday after 1:30. Brick install to begin at Howell Friday followed by Willow early next week. Steel chimney caps to be installed after all chimney brick and pre cast concrete caps are completed. Dever west entry pad demo/pour to wait till after August 5th. New brick samples needed for Wheeler chimney, cannot find previously approved brick.	OLD	07/20/2016	
20012		Willow chimney face brick to be completed today, pour top concrete edge caps tomorrow. Chimney caps hopefully by end of week. Begin Dever fire brick and block install tomorrow. Install site fence and begin demo at wheeler next week. Howell chimney complete, awaiting chimney cap. Dever new concrete entry pad will be last item.	NEW	08/03/2016	PELLA GC

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

LOCATION: James A. Dever ES

MEETING DATE: 08/04/2016

SUBJECT: Project Management Meeting

70000	PEC	Construction Manager: Park East Construction Corp.	OLD	06/09/2016	PEC
70010		Walk thru of all buildings scheduled for June 16, 2016 at 10:00 AM to visit each site to review material and dumpster locations. Meeting to start at Dever elementary.	OLD	06/09/2016	PEC
80000	BBS	Architect: BBS Architect, Landscape Architect & Engineers	OLD	06/09/2016	BBS
90000	VSUFSD 13	Owner: Valley Stream UFSD 13	OLD	06/09/2016	VS13
90001		VS SD to advise residents and staff of abatement at each building and on website that abatement work will be taking place and work will take place at night.	OLD	06/09/2016	VS13
90010		VS SD advised that administrative staff at all buildings are off from July 15 to August 15. Also there will be summer school and programs at some buildings; district to provide schedule.	OLD	06/09/2016	VS13
90020		VS alerted to upcoming progress reports issued by PEC which are issued on a monthly basis.	OLD	07/06/2016	
90030		Jim Daly requested date of posting for Howell School in order to alert residents.	OLD	07/06/2016	VS13
90031		VS13 has been issuing notices at same time as schools have been posted.	OLD	07/20/2016	
90040		Board President, Toni Pomerantz requested to be copied on meeting minutes distribution as well as Board Member William Stris and a member of the bond committee.	OLD	07/06/2016	VS13
90050		Board President Toni Pomerantz also asked for proper notice if the meeting date or time should happen to change,	OLD	07/06/2016	
99999	Next Meeting	Project Management Meetings: The next Project Management Meeting is scheduled for: Wednesday,	NEW	08/03/2016	ALLTRADE

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

LOCATION: James A. Dever ES

August 17, 2016, @ 1:00 PM.

MEETING DATE: 08/04/2016

SUBJECT: Project Management Meeting

Prepared By: Park East Construction Corp.

Signed: _____
Gary Gonzalez

Dated: 09/06/2016

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 005

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/17/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

DID ATTEND	ATTENDEE NAME	COMPANY NAME	STAND-IN for COMPANY
Y	Carla Gorski	Valley Stream UFSD 13	
N	Constance D. Evelyn	Valley Stream UFSD 13	
N	Dan Frasaci	Valley Stream UFSD 13	
N	David Bozuhoski, Jr.	BBS Architects, Landscape Architects	
Y	Demetrios (Jimmy) Tzia	Pella General Construction	
Y	Eve Tsimbikos	BBR Contracting Corp.	
N	Frank Chiachiere	Valley Stream UFSD 13	
Y	Gary Gonzalez	Park East Construction Corp.	
Y	Gerard Antoine	Valley Stream UFSD 13	
N	James Daly	Valley Stream UFSD 13	
N	James Wojcik	Park East Construction Corp.	
Y	John Canty	Valley Stream UFSD 13	
N	Kostas Sakkovlas	Pella General Construction	
N	Pete Dawkins	BBS Architects, Landscape Architects	
N	Toni Pomerantz	Valley Stream UFSD 13	
Y	Tony Spallone	Park East Construction Corp.	
N	William Stris	Valley Stream UFSD 13	

ITEM	TOPIC	DESCRIPTION	STATUS	STARTED	ACTION BY
00001	Project Team	Project Team: Owner: Valley Stream UFSD Thirteen Gerard Antoine - Asst. Supt. for Business & Human Resources James Daly - Director of Facilities Architect: BBS Architects, Landscape Architects & Engineers Dave Bozuhoski - Project Architect Pete Dawkins - Construction Administrator Park East Construction: James Wojcik - Project Executive Gary Gonzalez - Project Manager Tony Spallone - Project Superintendent	OLD	06/09/2016	
01000	Insurance / Bonds	Insurance Certificates and Performance Bonds must be provided to Park East Construction Corp. for approval prior to the start of work. Certificates must name Valley Stream UFSD 13 as certificate holder. Additional insured shall include Valley Stream UFSD 13 , BBS Architect, Lanscape Architects & Engineers and Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
01010		BBR has provided Bonds and Insurance to Park East for review. Pella has stated Bonds and Insurance will be submitted by June 13, 2106.	OLD	06/09/2016	ALLTRADE

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 005

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/17/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

01015		BBR requested status of Contract for signing. BBS to advise on status of contracts for BBR and Pella.	OLD	06/21/2016	ALLTRADE
01016		Discussion held on status of contracts- VS 13 indicated that they are in the process of changing legal counsel to Guercio and Guercio, so getting contract issued is delayed.	OLD	07/06/2016	
01017		VS13 sent BBR their contract last Friday July 15th; contract under review by BBR attorney.	OLD	07/20/2016	
01018		District received signed contracts from BBR. Pella hand delivered contract to District.	OLD	08/03/2016	ALLTRADE
01019		Pella contract under review at BBS.	NEW	08/17/2016	BBS
01500	Sched of Values	All Prime Contractors are to submit their Schedule of Values to Park East Construction Corp. for joint review and approval with BBS. Line items to be indicated with labor and material breakdowns.	OLD	06/09/2016	ALLTRADE
01505		All Schedule of Values have been received and approved. PEC to forward copies to Valley Stream SD.	OLD	06/21/2016	ALLTRADE
02000	Sub Listings	All Prime Contractors are to submit a complete Sub-Contractor listing within ten (10) days of receiving their Letter of Intent.	OLD	06/09/2016	ALLTRADE
02500	Shop Dwg Sched	All Prime Contractors are to submit their Shop Drawings Submission Schedule immediately after receipt of Contract, highlighting long-lead items.	OLD	06/09/2016	ALLTRADE
03000	Submittals	All Shop Drawings and Submittals are to be sent electronically directly to BBS Architects with a copy to Park East Construction Corp. Two week turnaround is required. If a contractor submits an/or "equal", contractor is responsible to provide the necessary data and then show confirming material.	OLD	06/09/2016	ALLTRADE
04000	RFI Procedure	All RFI's shall be submitted on the proper form (see project manual) to Park East Construction Corp. and BBS at the same time. Park East Construction Corp. will attempt to answer RFI's, log them in and then forward to the Architect / Engineer for final review and/or answer.	OLD	06/09/2016	ALLTRADE
04500	Reqs & Payments	Pencil copy of Payment Requisitions are to be submitted on or about the 23rd of each month. Upon review and approval of the pencil copy, the Trade Contractor will forward one (1) original and three (3) copies to Park East Construction Corp. with all supporting documentation (payroll reports, etc.) for processing to BBS Architects / Owner for payment. Park East Construction Corp. advised that no checks will be issued unless all Insurance Certificates are up to date and meet all the mandatory requirements.	OLD	06/09/2016	ALLTRADE

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 005

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/17/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

04510	District has advised that a separate req. will be required per building.	OLD	06/09/2016	ALLTRADE
04511	BBR stated they do not want their payment req. #1 held up due to this issue with delayed contracts. PEC stated that req. #1 which was received by PEC on 7/5/16 is being processed. PEC recommended BBR submit pay app. #2 ASAP.	OLD	07/06/2016	BBRCON
04512	BBS delivered approved requisition 1 for BBR to VS13 on July 15th.	OLD	07/20/2016	
04513	Requisition 1 payment received by BBR. Requisition 2 at BBS, district would need BBS approved copies by Wednesday the 10th of August in order to issue check in next scheduled run. PEC requests future checks for contractors to be sent to their office for distribution after receiving contractor waivers and checking contractors insurance.	OLD	08/03/2016	ALLTRADE
04520	VS 13 stated that they have 2 check runs per month.	OLD	07/06/2016	VS13
04521	VS13 will discuss possible off schedule check writing for BBR if contract returned/signed by them in time. Next scheduled date to cut checks is July 29th. BBR stated they will pull off job if not paid soon, PEC asked them to call their attorney to expedite review and approval of contract.	OLD	07/20/2016	
04714	BBR received checks from district via PEC.	NEW	08/17/2016	
05000	Change Orders Change Orders to be submitted to Park East Construction Corp. for joint review with BBS.	OLD	06/09/2016	ALLTRADE
05010	All change orders to have material and labor break down ; lump sum numbers will not be accepted.	OLD	06/09/2016	ALLTRADE
05011	Change order requested by BBR for removal of extra layer of wet and assumed hot insulation at Wheeler which was discovered during pull test. BBS recommends it be completed on time and material basis. PEC to track labor hours. BBR stated per their scope of work, they expected to have only (2) days of demo. BBS requested dry sample of insulation to show VS13. BBR to possibly hire additional subcontractor.	OLD	07/20/2016	
05012	Wheeler roof change order confirmed to be time and material cost. PEC to track. Change order proposal for new hatches at Willow and Howell to be sent to Board president and District supervisor for	OLD	08/03/2016	PEC

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 005

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/17/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

approval.

05013		Awaiting Enviro's test results concerning Wheeler roof change order to remove extra layer of lightweight concrete.	NEW	08/17/2016	
05015		District must be advised immediately of any potential change orders to the project. PEC advised that because of fast paced schedule and as to not leave any roofs open (if there is a roofing issue), some work may proceed on a time and material basis, but district will be notified immediately. PEC will monitor the time and material.	OLD	06/21/2016	ALLTRADE
05500	Project Safety	Project Safety:	OLD	06/09/2016	ALLTRADE
05501		Jobsite Safety Talks are to be performed each week with topics relevant to work scheduled to be performed. Please provide a sign-in sheet of all attending to Park East Construction Corp. after each project management meeting.	OLD	06/09/2016	ALLTRADE
05510		Each Prime Contractor to submit their Corporate safety manual (1 copy) electronically to Park East Construction.	OLD	06/09/2016	ALLTRADE
05511		BBR has provided Safety Manual. PEC still awaiting Pella Safety manual.	OLD	06/21/2016	ALLTRADE
05515		District to provide copy of District Safety Protocol to Park East.	OLD	06/09/2016	ALLTRADE
05516		PEC has received Safety Protocol from district.	OLD	06/21/2016	ALLTRADE
06000	Badges & Conduct	Badges & Conduct:	OLD	06/09/2016	ALLTRADE
06001		All Prime Contractors and their Sub-Contractors are to provide all on site personnel with Photo Identification Badges. Smoking, not wearing a hard hat on site, wearing shorts, no shirt, improper footwear, foul language, etc. will not be tolerated.	OLD	06/09/2016	ALLTRADE
07000	2-Week Look Ahd	All Prime Contractors are to provide a Two-Week Look Ahead at each Project Management Meeting, detailing work for the following two (2) weeks. Please prepare first look ahead for next Project Management Meeting.	OLD	06/09/2016	ALLTRADE

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 005

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/17/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

08000	General Items	General Items:	OLD	06/09/2016	
08001		All parking is to be within the parking lot areas only designated for construction workers.	OLD	06/09/2016	ALLTRADE
08010		All Contractors will be responsible for cleaning up their debris on a regular basis and/or as requested by Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
08020		If Contractors propose to bring storage trailers to the site it must be coordinated with Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
08030		Work hours are to start at 7:00 a.m. (not earlier) and end 3:00 p.m. (not later). Abatement work will happen 12am to 6am.	OLD	06/09/2016	ALLTRADE
09000	Schedule	Schedule:	OLD	06/09/2016	ALLTRADE
09001		All prime contractors are to submit a master schedule detailing sequencing and time required for all work including fabrication and delivery of major materials for review and approval.	OLD	06/09/2016	ALLTRADE
09002		Contractors must maintain schedule; Failure to do so may result in liquidated damages and/or back charge for additional Construction Manager and Architect fees and services in accordance with the General conditions of the Contract for Construction.	OLD	06/09/2016	PEC
10000	BBR	Roofing Contractor: BBR Contracting Corp.	OLD	06/09/2016	BBRCON
10005		BBR stated they will be working after hours with abatement taking place afternoon into the night and roofing the following morning (weather permitting).	OLD	06/09/2016	BBRCON
10006		Requested submittal approvals for tapered insulation at Howell and Wheeler. BBS to provide ASAP.	OLD	07/06/2016	BBS
10010		BBR will begin abatement/roofing on June 24, 2016 at Willow, then once Willow is complete then BBR will move to Hollow, Wheeler and lastly Dever.	OLD	06/21/2016	ALLTRADE
10015		Soffit and fascia approvals issued today at meeting by Pete Dawkins, BBS.	OLD	07/06/2016	BBS

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 005

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/17/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

10020	Window damage at Willow caused by BBR subcontractors (Unitech), carting company (Certified Carting). Windows and frame to be removed and contained as a precaution due to possible contaminated caulking. Envirotech to test. Area to be securely boarded up from exterior side to allow BBS structural engineer to review.	OLD	07/06/2016	BBRCON
10021	Caulk at damaged Willow window to be abated tonight, window to be fully removed Monday and stored until block work completed. Opening to be boarded up. Structural engineer to be onsite by noon on Monday to inspect.	OLD	07/20/2016	
10022	Caulk abated at Willow window, window and frame removed for inspection by structural engineer. Structure deemed safe, window replaced, interior block reinstalled. BBR approved proposals to replace univent with new. Email to be sent to district confirming same.	OLD	08/03/2016	BBRCON
10023	District needs cost/invoice associated with inspection of window by structural engineer; BBS has received and will forward. District to order Univent ASAP.	NEW	08/17/2016	BBS
10030	Jim Daly requested 2 pitch pockets from old antenna brackets on Willow roof be closed up. Clogged vents to be unclogged by BBR. Source of pre-existing leak at Willow School Discovered by BBR; roof drain pipe drawings to be reviewed by BBS.	OLD	07/06/2016	
10040	Approximately 5 to 6 more working days to complete roof abatement and new roof system install at Willow. (Weather Permitting).	OLD	07/06/2016	
10041	Willow roof abatement completed and new roof is water tight. Need top cap in small area and some flashing work remains. Fascia and gravel stops also needed. Howell roof began this week. Dever canopies to be demoed week end of August 5th. Specs for Dever soffit/fascia to be reviewed by BBR.	OLD	07/20/2016	
10042	Howell roof abatement to be completed this week. Wheeler to be posted next week. Dumpster for Dever to be placed in parking lane at middle. Dever scope reviewed by BBR. Aluminum fascia has been ordered but long lead times delay delivery until approximately late August. Howell expansion joint at roof area not in this project scope to be checked for warranty coverage by Jim Daly.	OLD	08/03/2016	BBRCON
10043	Fascia/soffit install at Willow in progress, Howell to follow. Gravel stops will not arrive until mid to late September. Remaining flashing	NEW	08/17/2016	

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 005

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

LOCATION: James A. Dever ES

MEETING DATE: 08/17/2016

SUBJECT: Project Management Meeting

to be completed at Willow and Howell this week. BBS directed BBR to install gravel stop with kicks at Dever with pitch to left and right sides, for soffit run-off.

10047		BBR contract close out work can begin before gravel stops are installed but will not result in substantial project completion, nor distribution of retainage until install is completed.	NEW	08/17/2016	BBRCON
10048		Wheeler roofing material delivering today, process for existing roof removal & extra layer removal depends on test results from District's inspectors, not BBR inspector/testing company.	NEW	08/17/2016	
10050		All plumbing vents at all schools are in scope for caps. Clean out of all clogged vents to be handled by District.	NEW	08/17/2016	
10051		BBR stated that they did not appreciate the "nasty email" from BBS.	NEW	08/17/2016	BBRCON
20000	PELLA	Masonry / Site Work Contractor: Pella General Construction	OLD	06/09/2016	PELLA GC
20010		Chimney demo at Willow complete. Delivery of fire brick and block on site. Awaiting approval of brick and mortar samples from BBS which is expected today. Howell brick is different than other 3 schools which are the same. Concrete entry pad at Willow poured today. Will demo Howell entry pad tomorrow. One of two pads to be demoed and poured next weekend 7/15 - 16 at Dever. Howell chimney will commence after Willow is complete. Willow chimney rebuild will take approximately 3 days work after brick arrives.	OLD	07/06/2016	
20011		Pella - Exterior chimney brick for all schools except Wheeler to be delivered tomorrow. Staging area to be fenced in at Dever today after 1:30. Dever chimney demo to begin Friday after 1:30. Brick install to begin at Howell Friday followed by Willow early next week. Steel chimney caps to be installed after all chimney brick and pre cast concrete caps are completed. Dever west entry pad demo/pour to wait till after August 5th. New brick samples needed for Wheeler chimney, cannot find previously approved brick.	OLD	07/20/2016	
20012		Willow chimney face brick to be completed today, pour top concrete edge caps tomorrow. Chimney caps hopefully by end of week. Begin Dever fire brick and block install tomorrow. Install site fence and begin demo at wheeler next week. Howell chimney complete, awaiting chimney cap. Dever new concrete entry pad will be last item.	OLD	08/03/2016	PELLA GC

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 005

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

LOCATION: James A. Dever ES

MEETING DATE: 08/17/2016

SUBJECT: Project Management Meeting

20013		Wheeler chimney demo complete; install of new to be completed by the end of the week. All other school chimneys completed and new stainless steel cps installed. Last of concrete entry pad for Dever to be started & completed next week; District to be notified before work starts. Punchlist to be performed by BBS with PEC after all work completed.	NEW	08/17/2016	BBS
70000	PEC	Construction Manager: Park East Construction Corp.	OLD	06/09/2016	PEC
70010		Walk thru of all buildings scheduled for June 16, 2016 at 10:00 AM to visit each site to review material and dumpster locations. Meeting to start at Dever elementary.	OLD	06/09/2016	PEC
80000	BBS	Architect: BBS Architect, Landscape Architect & Engineers	OLD	06/09/2016	BBS
90000	VSUFSD 13	Owner: Valley Stream UFSD 13	OLD	06/09/2016	VS13
90001		VS SD to advise residents and staff of abatement at each building and on website that abatement work will be taking place and work will take place at night.	OLD	06/09/2016	VS13
90010		VS SD advised that administrative staff at all buildings are off from July 15 to August 15. Also there will be summer school and programs at some buildings; district to provide schedule.	OLD	06/09/2016	VS13
90020		VS alerted to upcoming progress reports issued by PEC which are issued on a monthly basis.	OLD	07/06/2016	
90030		Jim Daly requested date of posting for Howell School in order to alert residents.	OLD	07/06/2016	VS13
90031		VS13 has been issuing notices at same time as schools have been posted.	OLD	07/20/2016	

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 005

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/17/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

90040	Board President, Toni Pomerantz requested to be copied on meeting minutes distribution as well as Board Member William Stris and a member of the bond committee.	OLD	07/06/2016	VS13
90050	Board President Toni Pomerantz also asked for proper notice if the meeting date or time should happen to change,	OLD	07/06/2016	
90051	District requested review of exterior conduit & lighting replacement from BBS for Howell & Willow. Do not want conduit to run into new aluminum fascia. Electrician to be recommended by PEC/BBS.	NEW	08/17/2016	BBS
90055	District to review possible lighting replacement at main entry canopies.	NEW	08/17/2016	VS13
90056	Citywide to unclog drain & drywell at Willow that's backing up into school wall. Pre-existing condition.	NEW	08/17/2016	
99999	Next Meeting Project Management Meetings: The next Project Management Meeting is scheduled for: Wednesday, August 31, 2016, @ 1:00 PM.	NEW	08/03/2016	ALLTRADE

Prepared By: Park East Construction Corp.

Signed: _____

Gary Gonzalez

Dated: 09/06/2016

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 006

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/31/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

DID ATTEND	ATTENDEE NAME	COMPANY NAME	STAND-IN for COMPANY
N	Carla Gorski	Valley Stream UFSD 13	
N	Constance D. Evelyn	Valley Stream UFSD 13	
N	Dan Frasaci	Valley Stream UFSD 13	
N	David Bozuhoski, Jr.	BBS Architects, Landscape Architects	
N	Demetrios (Jimmy) Tzia	Pella General Construction	
Y	Eve Tsimbikos	BBR Contracting Corp.	
N	Frank Chiachiere	Valley Stream UFSD 13	
Y	Gary Gonzalez	Park East Construction Corp.	
Y	Gerard Antoine	Valley Stream UFSD 13	
Y	James Daly	Valley Stream UFSD 13	
N	James Wojcik	Park East Construction Corp.	
Y	John Canty	Valley Stream UFSD 13	
Y	Kostas Sakkovlas	Pella General Construction	
N	Pete Dawkins	BBS Architects, Landscape Architects	
N	Toni Pomerantz	Valley Stream UFSD 13	
Y	Tony Spallone	Park East Construction Corp.	
Y	William Stris	Valley Stream UFSD 13	

ITEM	TOPIC	DESCRIPTION	STATUS	STARTED	ACTION BY
00001	Project Team	Project Team: Owner: Valley Stream UFSD Thirteen Gerard Antoine - Asst. Supt. for Business & Human Resources James Daly - Director of Facilities Architect: BBS Architects, Landscape Architects & Engineers Dave Bozuhoski - Project Architect Pete Dawkins - Construction Administrator Park East Construction: James Wojcik - Project Executive Gary Gonzalez - Project Manager Tony Spallone - Project Superintendent	OLD	06/09/2016	
01000	Insurance / Bonds	Insurance Certificates and Performance Bonds must be provided to Park East Construction Corp. for approval prior to the start of work. Certificates must name Valley Stream UFSD 13 as certificate holder. Additional insured shall include Valley Stream UFSD 13 , BBS Architect, Lanscape Architects & Engineers and Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
01010		BBR has provided Bonds and Insurance to Park East for review. Pella has stated Bonds and Insurance will be submitted by June 13, 2106.	OLD	06/09/2016	ALLTRADE

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 006

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/31/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

01015		BBR requested status of Contract for signing. BBS to advise on status of contracts for BBR and Pella.	OLD	06/21/2016	ALLTRADE
01016		Discussion held on status of contracts- VS 13 indicated that they are in the process of changing legal counsel to Guercio and Guercio, so getting contract issued is delayed.	OLD	07/06/2016	
01017		VS13 sent BBR their contract last Friday July 15th; contract under review by BBR attorney.	OLD	07/20/2016	
01018		District received signed contracts from BBR. Pella hand delivered contract to District.	OLD	08/03/2016	ALLTRADE
01019		Pella contract under review at BBS.	OLD	08/17/2016	BBS
01500	Sched of Values	All Prime Contractors are to submit their Schedule of Values to Park East Construction Corp. for joint review and approval with BBS. Line items to be indicated with labor and material breakdowns.	OLD	06/09/2016	ALLTRADE
01505		All Schedule of Values have been received and approved. PEC to forward copies to Valley Stream SD.	OLD	06/21/2016	ALLTRADE
02000	Sub Listings	All Prime Contractors are to submit a complete Sub-Contractor listing within ten (10) days of receiving their Letter of Intent.	OLD	06/09/2016	ALLTRADE
02500	Shop Dwg Sched	All Prime Contractors are to submit their Shop Drawings Submission Schedule immediately after receipt of Contract, highlighting long-lead items.	OLD	06/09/2016	ALLTRADE
03000	Submittals	All Shop Drawings and Submittals are to be sent electronically directly to BBS Architects with a copy to Park East Construction Corp. Two week turnaround is required. If a contractor submits an/or "equal", contractor is responsible to provide the necessary data and then show confirming material.	OLD	06/09/2016	ALLTRADE
04000	RFI Procedure	All RFI's shall be submitted on the proper form (see project manual) to Park East Construction Corp. and BBS at the same time. Park East Construction Corp. will attempt to answer RFI's, log them in and then forward to the Architect / Engineer for final review and/or answer.	OLD	06/09/2016	ALLTRADE
04500	Reqs & Payments	Pencil copy of Payment Requisitions are to be submitted on or about the 23rd of each month. Upon review and approval of the pencil copy, the Trade Contractor will forward one (1) original and three (3) copies to Park East Construction Corp. with all supporting documentation (payroll reports, etc.) for processing to BBS Architects / Owner for payment. Park East Construction Corp. advised that no checks will be issued unless all Insurance Certificates are up to date and meet all the mandatory requirements.	OLD	06/09/2016	ALLTRADE
04510		District has advised that a separate req. will be required per building.	OLD	06/09/2016	ALLTRADE

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 006

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

LOCATION: James A. Dever ES

MEETING DATE: 08/31/2016

SUBJECT: Project Management Meeting

04511	BBR stated they do not want their payment req. #1 held up due to this issue with delayed contracts. PEC stated that req. #1 which was received by PEC on 7/5/16 is being processed. PEC recommended BBR submit pay app. #2 ASAP.	OLD	07/06/2016	BBRCON
04512	BBS delivered approved requisition 1 for BBR to VS13 on July 15th.	OLD	07/20/2016	
04513	Requisition 1 payment received by BBR. Requisition 2 at BBS, district would need BBS approved copies by Wednesday the 10th of August in order to issue check in next scheduled run. PEC requests future checks for contractors to be sent to their office for distribution after receiving contractor waivers and checking contractors insurance.	OLD	08/03/2016	ALLTRADE
04514	Pella pay requisition in process for Willow. Wheeler pencil req in review.	NEW	08/31/2016	PELLA GC
04520	VS 13 stated that they have 2 check runs per month.	OLD	07/06/2016	VS13
04521	VS13 will discuss possible off schedule check writing for BBR if contract returned/signed by them in time. Next scheduled date to cut checks is July 29th. BBR stated they will pull off job if not paid soon, PEC asked them to call their attorney to expedite review and approval of contract.	OLD	07/20/2016	
04714	BBR received checks from district via PEC.	OLD	08/17/2016	
05000	Change Orders Change Orders to be submitted to Park East Construction Corp. for joint review with BBS.	OLD	06/09/2016	ALLTRADE
05010	All change orders to have material and labor break down ; lump sum numbers will not be accepted.	OLD	06/09/2016	ALLTRADE
05011	Change order requested by BBR for removal of extra layer of wet and assumed hot insulation at Wheeler which was discovered during pull test. BBS recommends it be completed on time and material basis. PEC to track labor hours. BBR stated per their scope of work, they expected to have only (2) days of demo. BBS requested dry sample of insulation to show VS13. BBR to possibly hire additional subcontractor.	OLD	07/20/2016	
05012	Wheeler roof change order confirmed to be time and material cost. PEC to track. Change order proposal for new hatches at Willow and Howell to be sent to Board president and District supervisor for approval.	OLD	08/03/2016	PEC

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 006

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/31/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

05013		Awaiting Enviro's test results concerning Wheeler roof change order to remove extra layer of lightweight concrete.	OLD	08/17/2016	
05014		Wheeler extra layer roof demo change order work complete, awaiting time and material change order for review. Hatches expected to be delivered/installed mid to end of September.	NEW	08/31/2016	PELLA GC
05015		District must be advised immediately of any potential change orders to the project. PEC advised that because of fast paced schedule and as to not leave any roofs open (if there is a roofing issue), some work may proceed on a time and material basis, but district will be notified immediately. PEC will monitor the time and material.	OLD	06/21/2016	ALLTRADE
05500	Project Safety	Project Safety:	OLD	06/09/2016	ALLTRADE
05501		Jobsite Safety Talks are to be performed each week with topics relevant to work scheduled to be performed. Please provide a sign-in sheet of all attending to Park East Construction Corp. after each project management meeting.	OLD	06/09/2016	ALLTRADE
05510		Each Prime Contractor to submit their Corporate safety manual (1 copy) electronically to Park East Construction.	OLD	06/09/2016	ALLTRADE
05511		BBR has provided Safety Manual. PEC still awaiting Pella Safety manual.	OLD	06/21/2016	ALLTRADE
05515		District to provide copy of District Safety Protocol to Park East.	OLD	06/09/2016	ALLTRADE
05516		PEC has received Safety Protocol from district.	OLD	06/21/2016	ALLTRADE
06000	Badges & Conduct	Badges & Conduct:	OLD	06/09/2016	ALLTRADE
06001		All Prime Contractors and their Sub-Contractors are to provide all on site personnel with Photo Identification Badges. Smoking, not wearing a hard hat on site, wearing shorts, no shirt, improper footwear, foul language, etc. will not be tolerated.	OLD	06/09/2016	ALLTRADE
07000	2-Week Look Ahd	All Prime Contractors are to provide a Two-Week Look Ahead at each Project Management Meeting, detailing work for the following two (2) weeks. Please prepare first look ahead for next Project Management Meeting.	OLD	06/09/2016	ALLTRADE
08000	General Items	General Items:	OLD	06/09/2016	

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 006

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/31/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

08001	All parking is to be within the parking lot areas only designated for construction workers.	OLD	06/09/2016	ALLTRADE
08010	All Contractors will be responsible for cleaning up their debris on a regular basis and/or as requested by Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
08020	If Contractors propose to bring storage trailers to the site it must be coordinated with Park East Construction Corp.	OLD	06/09/2016	ALLTRADE
08030	Work hours are to start at 7:00 a.m. (not earlier) and end 3:00 p.m. (not later). Abatement work will happen 12am to 6am.	OLD	06/09/2016	ALLTRADE
09000	Schedule Schedule:	OLD	06/09/2016	ALLTRADE
09001	All prime contractors are to submit a master schedule detailing sequencing and time required for all work including fabrication and delivery of major materials for review and approval.	OLD	06/09/2016	ALLTRADE
09002	Contractors must maintain schedule; Failure to do so may result in liquidated damages and/or back charge for additional Construction Manager and Architect fees and services in accordance with the General conditions of the Contract for Construction.	OLD	06/09/2016	PEC
09003	All remaining open work items to be completed by end of September.	NEW	08/31/2016	ALLTRADE
10000	BBR Roofing Contractor: BBR Contracting Corp.	OLD	06/09/2016	BBRCON
10005	BBR stated they will be working after hours with abatement taking place afternoon into the night and roofing the following morning (weather permitting).	OLD	06/09/2016	BBRCON
10006	Requested submittal approvals for tapered insulation at Howell and Wheeler. BBS to provide ASAP.	OLD	07/06/2016	BBS
10010	BBR will begin abatement/roofing on June 24, 2016 at Willow, then once Willow is complete then BBR will move to Hollow, Wheeler and lastly Dever.	OLD	06/21/2016	ALLTRADE

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 006

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/31/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

10015	Soffit and fascia approvals issued today at meeting by Pete Dawkins, BBS.	OLD	07/06/2016	BBS
10020	Window damage at Willow caused by BBR subcontractors (Unitech), carting company (Certified Carting). Windows and frame to be removed and contained as a precaution due to possible contaminated caulking. Envirotech to test. Area to be securely boarded up from exterior side to allow BBS structural engineer to review.	OLD	07/06/2016	BBRCON
10021	Caulk at damaged Willow window to be abated tonight, window to be fully removed Monday and stored until block work completed. Opening to be boarded up. Structural engineer to be onsite by noon on Monday to inspect.	OLD	07/20/2016	
10022	Caulk abated at Willow window, window and frame removed for inspection by structural engineer. Structure deemed safe, window replaced, interior block reinstalled. BBR approved proposals to replace univent with new. Email to be sent to district confirming same.	OLD	08/03/2016	BBRCON
10023	Enviro cost for testing of Willow window caulk needed. Also need cost for structural engineers inspection of same window; BBS to forward.	NEW	08/31/2016	BBS
10030	Jim Daly requested 2 pitch pockets from old antenna brackets on Willow roof be closed up. Clogged vents to be unclogged by BBR. Source of pre-existing leak at Willow School Discovered by BBR; roof drain pipe drawings to be reviewed by BBS.	OLD	07/06/2016	
10040	Approximately 5 to 6 more working days to complete roof abatement and new roof system install at Willow. (Weather Permitting).	OLD	07/06/2016	
10041	Willow roof abatement completed and new roof is water tight. Need top cap in small area and some flashing work remains. Fascia and gravel stops also needed. Howell roof began this week. Dever canopies to be demoed week end of August 5th. Specs for Dever soffit/fascia to be reviewed by BBR.	OLD	07/20/2016	
10042	Howell roof abatement to be completed this week. Wheeler to be posted next week. Dumpster for Dever to be placed in parking lane at middle. Dever scope reviewed by BBR. Aluminum fascia has been ordered but long lead times delay delivery until approximately late August. Howell expansion joint at roof area not in this project scope to be checked for warranty coverage by Jim Daly.	OLD	08/03/2016	BBRCON
10043	Fascia/soffit install at Willow in progress, Howell to follow. Gravel stops will not arrive until mid to late September. Remaining flashing to be completed at Willow and Howell this week. BBS directed BBR to install gravel stop with kicks at Dever with pitch to left and right sides, for soffit run-off.	OLD	08/17/2016	

Park East Construction Corp.

MEETING MINUTES

266 East Jericho Turnpike

No. 006

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/31/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

10044	Willow school fascia and soffit complete except for gravel stop. Howell fascia and soffit work started today. Wheeler roof complete, awaiting fascia material.	NEW	08/31/2016	BBS
10047	BBR contract close out work can begin before gravel stops are installed but will not result in substantial project completion, nor distribution of retainage until install is completed.	OLD	08/17/2016	BBRCON
10048	Wheeler roofing material delivering today, process for existing roof removal & extra layer removal depends on test results from District's inspectors, not BBR inspector/testing company.	OLD	08/17/2016	
10050	All work after September 5th to be performed after 4pm or on weekends. School starts Tuesday the 6th with return of teachers. Students return on 7th.	OLD	08/17/2016	
10051	BBR stated that they did not appreciate the "nasty email" from BBS.	OLD	08/17/2016	BBRCON
10055	Sample pipe vent for roofs did not fit, new sample arriving this week. Drain cover sample also this week. BBR removed old pipe material from Howell roof.	NEW	08/31/2016	BBRCON
10060	BBR to schedule inspections for roofing warranties.	NEW	08/31/2016	BBRCON
10065	BBR and PEC requested punch list walkthrough to be performed next week by BBS.	NEW	08/31/2016	BBRCON
20000	PELLA Masonry / Site Work Contractor: Pella General Construction	OLD	06/09/2016	PELLA GC
20010	Chimney demo at Willow complete. Delivery of fire brick and block on site. Awaiting approval of brick and mortar samples from BBS which is expected today. Howell brick is different than other 3 schools which are the same. Concrete entry pad at Willow poured today. Will demo Howell entry pad tomorrow. One of two pads to be	OLD	07/06/2016	

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 006

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

MEETING DATE: 08/31/2016

LOCATION: James A. Dever ES

SUBJECT: Project Management Meeting

demoed and poured next weekend 7/15 - 16 at Dever. Howell chimney will commence after Willow is complete. Willow chimney rebuild will take approximately 3 days work after brick arrives.

20011		Pella - Exterior chimney brick for all schools except Wheeler to be delivered tomorrow. Staging area to be fenced in at Dever today after 1:30. Dever chimney demo to begin Friday after 1:30. Brick install to begin at Howell Friday followed by Willow early next week. Steel chimney caps to be installed after all chimney brick and pre cast concrete caps are completed. Dever west entry pad demo/pour to wait till after August 5th. New brick samples needed for Wheeler chimney, cannot find previously approved brick.	OLD	07/20/2016	
20012		Willow chimney face brick to be completed today, pour top concrete edge caps tomorrow. Chimney caps hopefully by end of week. Begin Dever fire brick and block install tomorrow. Install site fence and begin demo at wheeler next week. Howell chimney complete, awaiting chimney cap. Dever new concrete entry pad will be last item.	OLD	08/03/2016	PELLA GC
20013		Wheeler chimney demo complete; install of new to be completed by the end of the week. All other school chimneys completed and new stainless steel cps installed. Last of concrete entry pad for Dever to be started & completed next week; District to be notified before work starts. Punchlist to be performed by BBS with PEC after all work completed.	OLD	08/17/2016	BBS
20014		All Pella work complete and areas cleaned. BBS to be notified to schedule punch list walk through for all schools.	NEW	08/31/2016	PELLA GC
70000	PEC	Construction Manager: Park East Construction Corp.	OLD	06/09/2016	PEC
70010		Walk thru of all buildings scheduled for June 16, 2016 at 10:00 AM to visit each site to review material and dumpster locations. Meeting to start at Dever elementary.	OLD	06/09/2016	PEC
80000	BBS	Architect: BBS Architect, Landscape Architect & Engineers	OLD	06/09/2016	BBS
80001		BBS to sign off after substantial completion for SED funding.	NEW	08/31/2016	BBS

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 006

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

LOCATION: James A. Dever ES

MEETING DATE: 08/31/2016

SUBJECT: Project Management Meeting

90000	VSUFSD 13	Owner: Valley Stream UFSD 13	OLD	06/09/2016	VS13
90001		VS SD to advise residents and staff of abatement at each building and on website that abatement work will be taking place and work will take place at night.	OLD	06/09/2016	VS13
90010		VS SD advised that administrative staff at all buildings are off from July 15 to August 15. Also there will be summer school and programs at some buildings; district to provide schedule.	OLD	06/09/2016	VS13
90020		VS alerted to upcoming progress reports issued by PEC which are issued on a monthly basis.	OLD	07/06/2016	
90030		Jim Daly requested date of posting for Howell School in order to alert residents.	OLD	07/06/2016	VS13
90031		VS13 has been issuing notices at same time as schools have been posted.	OLD	07/20/2016	
90040		Board President, Toni Pomerantz requested to be copied on meeting minutes distribution as well as Board Member William Stris and a member of the bond committee.	OLD	07/06/2016	VS13
90050		Board President Toni Pomerantz also asked for proper notice if the meeting date or time should happen to change,	OLD	07/06/2016	
90051		District requested review of exterior conduit & lighting replacement from BBS for Howell & Willow. Do not want conduit to run into new aluminum fascia. Electrician to be recommended by PEC/BBS.	OLD	08/17/2016	BBS
90052		Reinstallation of exterior flood lights and corresponding conduit to be handled by district. BBR responsible for providing licensed electrician to wire fixtures. BBR will provide credit or will provide full soffit at district entrance canopy at Dever in exchange. BBS to decide.	NEW	08/31/2016	BBRCON
90055		District to review possible lighting replacement at main entry canopies.	OLD	08/17/2016	VS13
90056		Citywide to unclog drain & drywell at Willow that's backing up into school wall. Pre-existing condition.	OLD	08/17/2016	
90057		Willow dry well and drain pipe cleaned out by Citywide. District IT director stated in email that contractors power cords were tripping breakers and causing tech server room power outages, this was rebuked by district facilities manager.	NEW	08/31/2016	VS13

Park East Construction Corp.

266 East Jericho Turnpike

Huntington Station, NY 11746

Phone: (631) 549-9800

Fax: (631) 549-0004

MEETING MINUTES

No. 006

PROJECT TITLE: 01 VS13 2015 Bond Referendum PH1

LOCATION: James A. Dever ES

MEETING DATE: 08/31/2016

SUBJECT: Project Management Meeting

99999 **Next Meeting** Project Management Meetings: NEW 08/31/2016 ALLTRADE

The next Project Management Meeting is scheduled for: Wednesday,
September 14, 2016, @ 1:00 PM.

Prepared By: Park East Construction Corp.

Signed: _____
Gary Gonzalez

Dated: 09/06/2016

**PARK EAST
CONSTRUCTION
CORP.** 

WILLOW ROAD SCHOOL









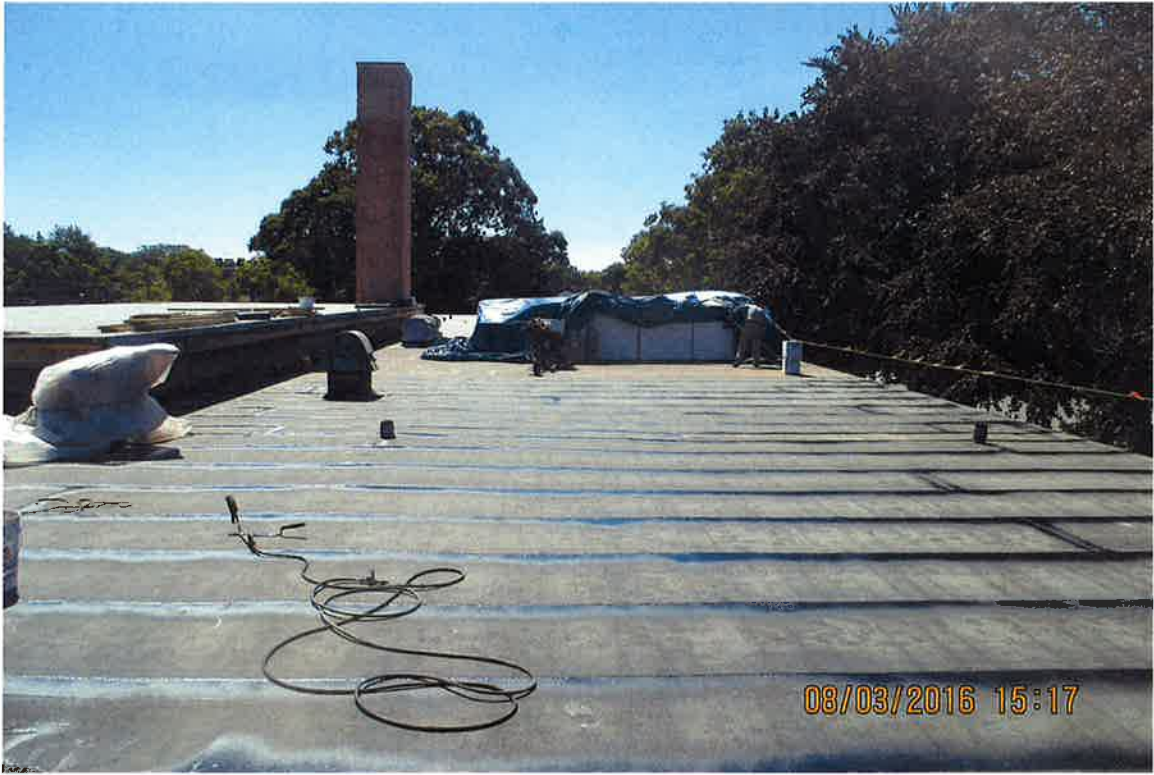




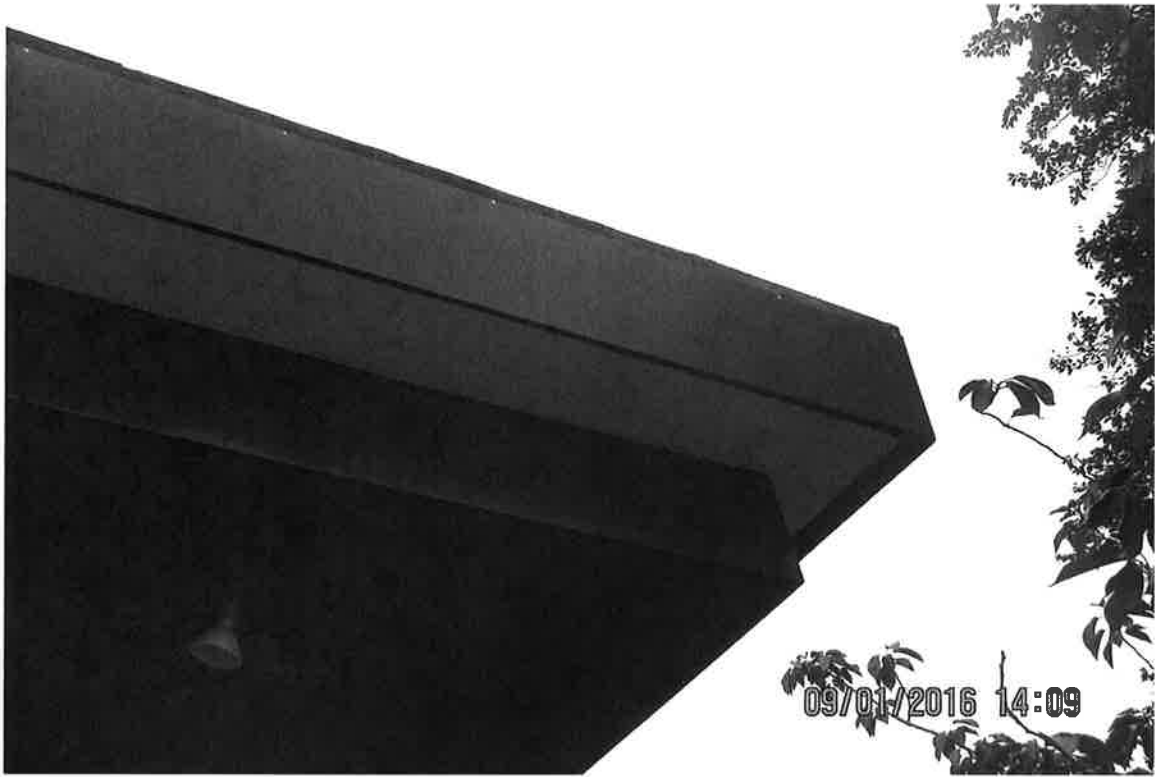




HOWELLROAD SCHOOL

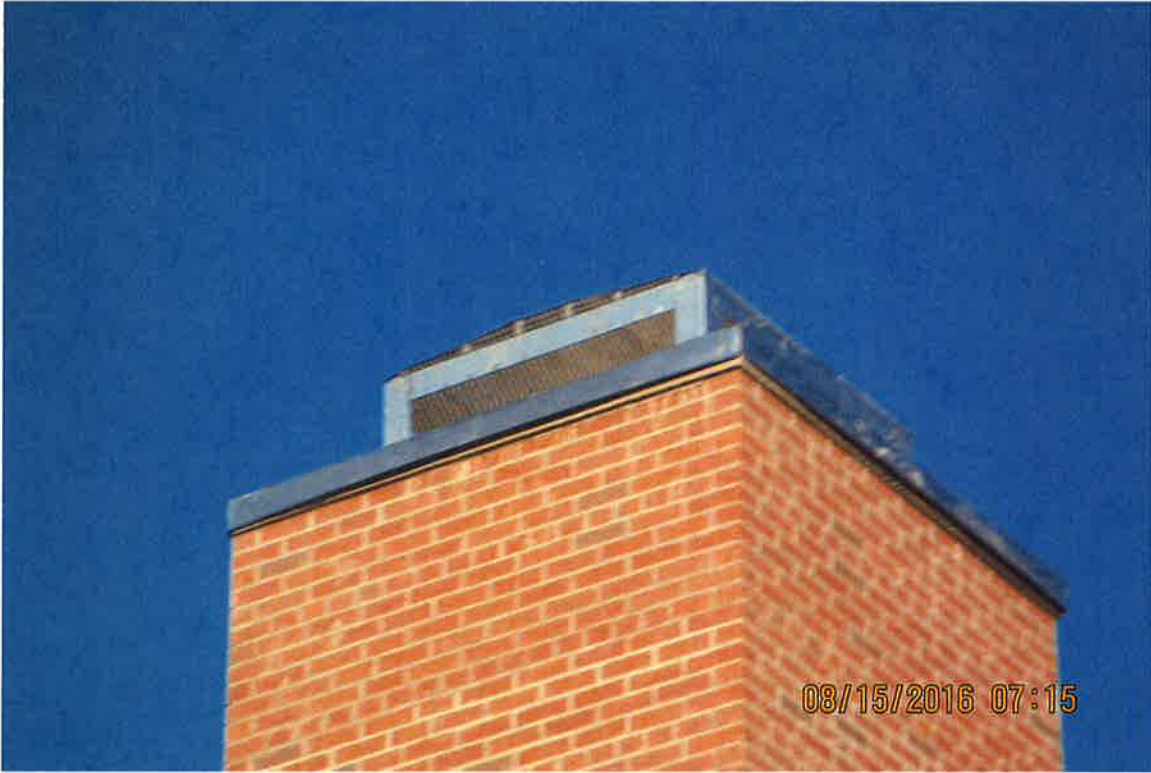






DEVER SCHOOL





08/15/2016 07:15



08/26/2016 13:34







WHEELER AVE SCHOOL





















