Groen Construction Inc.
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Project: 23-02 Bristol Public Safety Building
230 Lake Street
Bristol, New Hampshire 03222

Bi-Weekly OC Meeting - Bristol PSB Minutes: Meeting #14

Meeting Date	Feb 29, 2024	**Meeting Time**	9:30 AM - 10:30 AM Eastern Time (US & Canada)
Meeting Location	5 School Street, Bristol, NH	**Video Conferencing Link**	[redacted]
Overview	Construction Progress Meeting		
Notes			
Attachments	Schedule Look Ahead Summary_29feb24_Bristol PSB.pdf		

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Michael Callihan	Groen Construction Inc.	[redacted]	[redacted]	Present
Zachary Paquette	Groen Construction Inc.	[redacted]	[redacted]	For Distribution Only
Rob Secinaro	Groen Construction Inc.	[redacted]	[redacted]	Present
Kristopher Bean	Town of Bristol, NH	P: (603) 744-3354	kbean@bristolnh.gov	Present
Christina Goodwin	Town of Bristol, NH	P: (603) 744-3354	townadmin@bristolnh.gov	Present
Benjamin LaRoche	Town of Bristol, NH	P: (603) 744-3354	blaroche@townofbristolnh.org	Conference

OLD BUSINESS

No.	Title	Assignment	Due Date	Priority	Status
1.1	Schedule Updates	Rob Secinaro (Groen Construction Inc.)		Medium	Open
	Official Documented Meeting Minutes Plumbing rough inspection complete. Rough electrical, fire sprinkler, ductwork complete. Drywall hanging and taping will be complete in a couple of weeks, followed by paint prime and 1st coat. Exterior siding and trim work ongoing (weather permitting).				
	Previous Meeting Minutes **Feb 8, 2024** Plumbing, fire sprinkler, HVAC duct rough-in ongoing. Interior walls being insulated. Exterior trim and siding ongoing (weather permitting).				

No.	Title	Assignment	Due Date	Priority	Status
1.2	Financial	Rob Secinaro (Groen Construction Inc.)		Medium	Open
	Official Documented Meeting Minutes All submitted change orders have been approved				
	Previous Meeting Minutes **Feb 8, 2024** Proposed change orders for Door 137B relocate, Wireless access point wiring, and Server/Radio rooms provisions for future use were reviewed and will be submitted to budget meeting next week for approval.				

No.	Title	Assignment	Due Date	Priority	Status
1.3	Design	Rob Secinaro (Groen Construction Inc.)		Medium	Open
	Official Documented Meeting Minutes The sprinkler lines have been raised and will not obstruct the doors.				
	Previous Meeting Minutes **Feb 8, 2024** There are fire sprinkler lines that would obstruct the overhead door operation. The sprinkler contractor is coming up with a plan to relocate them.				

No.	Title	Assignment	Due Date	Priority	Status
1.5	Submittals	Rob Secinaro (Groen Construction Inc.)		Medium	Open
	Official Documented Meeting Minutes Door keying and paint submittals have been reviewed and approved. Flooring submittal will be entered into Procore. It was approved last year but not yet entered into Procore.				
	Previous Meeting Minutes **Feb 8, 2024** None				

No.	Title	Assignment	Due Date	Priority	Status
1.6	Date Recaps	Rob Secinaro (Groen Construction Inc.)		Medium	Open
	Official Documented Meeting Minutes See attached Schedule Look Ahead Summary				
	Previous Meeting Minutes **Feb 8, 2024** See attached Schedule Look Ahead Summary				

NEW BUSINESS

No.	Title	Assignment	Due Date	Priority	Status
14.1	Site Visit		Mar 7, 2024		Open
	Official Documented Meeting Minutes Town will conduct a site visit on 3/7 at 4pm				

No.	Title	Assignment	Due Date	Priority	Status
14.2	Bond for Construction				Open
	Official Documented Meeting Minutes The 2nd phase construction bond will be secured by Groen.				

No.	Title	Assignment	Due Date	Priority	Status
14.3	Video Footage				Open
	Official Documented Meeting Minutes Groen will provide photos and video footage before the Town's 3/16 meeting.				

No.	Title	Assignment	Due Date	Priority	Status
14.4	Next Meeting		Mar 14, 2024		Open
	Official Documented Meeting Minutes The next meeting is Thursday 3/14/24 at 9:30am at 5 School St.				

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 Groen Construction Inc. if there are any discrepancies or questions with the content of these minutes.

Two Month Schedule Look Ahead Summary

Bristol Public Safety Facility

02/29/24

Exterior siding and trim is ongoing, but nearly complete (weather permitting).

Rough plumbing is complete and inspected. Rough electrical, ductwork, and fire sprinkler piping are complete and inspected.

Drywall hanging and taping will be completed mid-March, along with hanging of door frames.

Painting of primer and 1st coat will begin after drywall taping in March.

Ceiling grid installation will begin after painting starts.

Lights, sprinkler heads, HVAC grilles/diffusers will then be installed in the ceiling grid in early April.

Cabinetry installation will be done in April.

Flooring installation will be completed in early May.