

# Garbutt Construction Company

MEETING MINUTES

No. 00001

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**PROJECT TITLE:** Renovate/Stabilize Huntington Hall

**MEETING DATE:** 10/16/2008

**LOCATION:** Huntington Hall FVSU

**SUBJECT:** Jobsite Progress Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	AM	Adam McEachern	Garbutt Construction Company
Y	AF	Albert L Foster	Fort Valley State University
Y	CCA	Cheryl Canty-Aaron	Fort Valley State University
Y	DB	Doug Bethea	Garbutt Construction Company
Y	SM	Sean Moxley	Garbutt Construction Company
Y	SJ	Stanley Jennings	J W Robinson & Associates

ITEM	STATUS	STARTED	DUE	BALL IN COURT
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00001	NEW	10/16/2008		JWR SJ
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There was a discussion about RFI #1 and all parties agreed that the best approach was to remove the existing window wells. It was decided that we would salvage the existing brick as much as possible and rebuild the window wells out of new brick utilizing the existing brick for the exposed courses. Stan Jennings states that he would respond formally to the RFI by Monday 10/20/08.

00002	NEW	10/16/2008		GCC SM
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There was a discussion about the three remaining porches on the building and how they did not extend down to the footing as expected. It was discussed that the rear porch would be removed since it was not original to the building. The front and the North porch were discussed and an alternate method of waterproofing was thought to be the best approach since the existing porches are original. It was discussed that a concrete foundation wall would be constructed around the perimeter of the porches and waterproofed. Sean suggested the extent of these foundation walls be discussed with the waterproofing installer. There was a meeting scheduled for Monday 10/20/08 at 10:00 AM to discuss this issue further. Stan stated that he or Joe would be in attendance. Sean stated we would generate an RFI on this matter.

00003	NEW	10/16/2008		JWR SJ
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There was a discussion about the basement entry well at the South elevation. The area was reviewed by the team and it was discovered that the existing steps were non code compliant and there would be no pathway for the foundation drain due to the location of the transformer. It was agreed upon by the team that the entry well would be removed and rebuilt. Sean stated that he would generate an RFI on this. There was also a discussion about the existing dumpster screen. Al stated that the dumpster screen was added in the 90's and could be removed.

00004	NEW	10/16/2008		JWR SJ
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There was a discussion about the status of the manhole tie-in drawing. Stan stated that he had received the information from Garbutt about field conditions and was in the process of completing his portion of the work. Stan stated that he would have this completed by Monday 10/20/08 and forwarded to Garbutt.

00005	NEW	10/16/2008		BD OF RE MM
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Sean asked if anyone had an update on the status of CCO 2. Stan stated that it was approved by all parties and sent to BOR and he would try to contact Micheal Miller to see if it had been processed at BOR.

**Prepared By:** Garbutt Construction Company

**Signed:** \_\_\_\_\_  
Sean Moxley

**Dated:** 10/16/2008