## BURLINGTON FIRE STATION #2
Construction Meeting No. 37 Notes
2 January 2019

### Present:
- Katherine Moskos (KM)  |  Town of Burlington, Purchasing Analyst
- Steve Yetman (SY)     |  Town of Burlington, Fire Chief
- Sean Connors (SC)     |  Town of Burlington, Fire Fighter
- Brent Arthaud (BA)    |  OPM, Cardinal Construction
- Liam Donovan (LD)     |  Cardinal Construction
- Chris Logan (CL)      |  CTX
- Jared Rollins (JAR)   |  Castagna Construction
- Jeff Rollins (JR)     |  Castagna Construction

### Distribution:
- John Petrin           |  Town of Burlington, Town Administrator
- Katherine Moskos      |  Town of Burlington, Purchasing Analyst
- John Sanchez          |  Town of Burlington, Director of Dept of Public Works
- Steve Hildreth        |  Town of Burlington, Engineering
- Rick Reid             |  Town of Burlington, Facilities Director
- Frank Anderson        |  Town of Burlington, Facilities
- Whitney Haskell       |  Town of Burlington
- Paul Sagarino         |  Town of Burlington
- John Clancy           |  Town of Burlington, Inspector of Buildings
- Steve Yetman          |  Town of Burlington, Fire Chief
- Sean Connors          |  Town of Burlington, Fire Fighter
- Brent Arthaud         |  OPM, Cardinal Construction
- Al Abdella            |  Clerk, Cardinal Construction
- Ralph Castagna        |  Pres. Castagna Construction
- Wes Rollins           |  VP, Castagna Construction
- Abe Hafiani           |  SPM, Castagna Construction
- Jeff Rollins          |  Assist. PM, Castagna Construction
- Jared Rollins         |  Super, Castagna Construction
- Jeff Shaw             |  Context Architecture (CTX)
- Chris Logan           |  Context Architecture (CTX)
- Nicole Groleau        |  Context Architecture (CTX)
- James Downing         |  Howard Stein Hudson, Civil Consultants
- Madison Blanchard     |  Howard Stein Hudson, Civil Consultants
- Paul Becker           |  Becker Structural Engineers
- Matt Paladino         |  Becker Structural Engineers
- Dom Puniello          |  Garcia Galuska DeSousa
- Ben Miller            |  Garcia Galuska DeSousa
- Chris Garcia          |  Garcia Galuska DeSousa
- Mark Gagnon           |  Garcia Galuska DeSousa
- David Pereira         |  Garcia Galuska DeSousa
- Matthew Mendonca      |  Garcia Galuska DeSousa
- Clara Batchelor       |  CBA Landscape Architects
- Kaila Bachman         |  CBA Landscape Architects
### Item 21.03: Warranties and Inspections

**Action**: CTX

**Description**:
Warranties and Inspections – Town requested a list of warranties and Inspections for equipment and Systems. ie: Fire Extinguishers, Fire Alarm, etc.

- **09.05.18**: CTX to provide list to RR at Town
- **11.28.18**: On-going
- **12.05.18**: On-going
- **12.12.18**: On-going
- **12.19.18**: On-going
- **01.12.19**: On-going, still

**Status**: Open

### Item 30.05: Traffic Signal Control

**Action**: Vendor

**Description**:

- **11.07.18**: On-going. FD stated a 4x4 box can be installed @ Fire Pole wall with a conduit to IT Room.
- **11.14.18**: CTX to issue RFP. Cardinal to reach out to Pine Ridge and request a meeting on site to review proposal. Proposal fee needs to be broken down. FD stated two buttons are needed – one at Fire Pole wall and one on first pier between bay doors 1 & 2 – and three remotes for the apparatus.
- **12.05.18**: Conference call scheduled for today at 11:00 with Pine Ridge Technologies.
- **12.12.18**: Second vendor attended procurement meeting today. Scope was reviewed and pricing will be submitted before 12.19.18 meeting.
- **12.19.18**: Vendor submitted a proposal to perform investigation work for controls in existing signal box. Proposal to engineer the signals from the new station will

**Status**: Open
<table>
<thead>
<tr>
<th>Date</th>
<th>Contributor</th>
<th>Item</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>01.02.19</td>
<td>Cardinal</td>
<td>Investigation work</td>
<td>Town authorized investigation work to proceed. <strong>01.02.19</strong> – Cardinal reported vendor completed investigation work and discovered a few items requiring corrective work. Vendor will be submitting a proposal this week for corrective work and engineering for signal control.</td>
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<tr>
<td>33.02</td>
<td>Castagna</td>
<td>Exterior Building Letters</td>
<td>Castagna needs more direction on power feed for each letter as well as access to electrical junction box and sign power supplies. Castagna to obtain installation instructions and power supply size from sign vendor. CTX to review power supply needs with GGD.</td>
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<td></td>
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<td>12.05.18 - Castagna needs direction on power feed to letters as mason will be laying brick on wall and GWB on inside face of exterior wall will be hung in late January. CTX to reach out to sign sub to review low voltage feed for letters. Option of mounting a surface box for the letters is not acceptable. CTX is reviewing power supplies and power feed with GGD.</td>
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<td>12.12.18 – Signage will be installed per CDs. Castagna to schedule sign sub to attend 12.19.18 CA meeting. Post Meeting: Sign sub will not be ready with template or power supply engineering until 01.09.19 CA meeting. 12.19.18 – no change <strong>01.02.19</strong> – Sub is scheduled to attend next week’s meeting. Sub will bring mock-up to meeting. CTX is awaiting submission of threaded rod for letter mounting and conduit for LV wiring. Castagna to follow-up with sub on submittal status.</td>
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<tr>
<td>34.06</td>
<td>CTX, GGD</td>
<td>Elevator</td>
<td>Castagna asked about power to work boxes within elevator shaft. CTX to review with GGD. It might be better to install conduit, work boxes and pull cords and take a credit on the wiring until the day comes that an elevator is installed. 12.12.18 – Castagna asked if phone line should be run to Elevator shaft. CTX to review entire scope with GGD. 12.19.18 – CTX to issue an RFP to delete power and control wiring. <strong>01.02.19</strong> – CTX to follow-up with GGD for RFP scope.</td>
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<tr>
<td>35.08</td>
<td>Castagna</td>
<td>Resinous Floor</td>
<td>Castagna has pricing in from installers. Castagna reported pricing is coming in high. Options for lower price were discussed. 1. Eliminating cove base 2. Eliminate resinous floor at apparatus tire lanes.</td>
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</tbody>
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**Open**
| 36.05 | CTX | **Grout Colors** – Castagna stated tile sub needs grout colors. CTX to select and add to Interior finish spreadsheet for issuance.  
01.02.19 – CTX to select grout colors and add to finish spreadsheet. | Open |
| 36.06 | Castagna | **Subs** – Castagna reported the following update on three subs.  
1. Storefront sub is behind schedule  
2. Millwork sub owes revised millwork shop drawings  
3. Metal panel sub needs to field measure for fabrication. Castagna is working with all three subs to keep project on schedule.  
01.02.19 – Castagna reported the following:  
1. Storefront sub will be on site this week to field measure openings.  
2. Millwork sub submitted revised shops. CTX recommends setting up meeting with sub as parts of revised shops do not comply with contract docs. Castagna to follow-up with sub.  
3. Castagna is awaiting date from mtl panel sub for field measuring. | Open |
| 36.07 | | **Application for Payment** – Castagna presented pencil application #10. Cardinal and CTX to review and to send mark-ups back to Castagna. Post Meeting: CTX emailed mark-ups to Cardinal for review.  
01.02.19 – Cardinal, Castagna and CTX to review pencil requisition after meeting today. | Closed |
| 36.08 | CTX | **Elevator Shaft** – Castagna asked if 2 hour ceiling in shaft is still required since elevator is not being installed. CTX to review and issue Credit RFP if decision is to delete it.  
01.02.19 – CTX to review. | Open |
### 36.09 TVE Locations

- All met with Town IT to review TVE locations for size of monitors and bracket mounting. CTX to revise and issue ASI.070 for Training Room TVEs and Training Officer Office TVE.

**01.02.19 – On-going.**

**Post Meeting:** TVC in Training Office shall remain on East wall as called for in SKA.106. CTX to issue ASI.070.

### 36.10 CTX

**Vestibule Exterior Door** – CTX to review operation of Vestibule #101 exterior door with LW Bills. Door needs to be able to be remotely opened from FF quarters on second level.

**01.02.19 – CTX to review with LW Bills.**

### NEW BUSINESS

#### 37.01 Cardinal

**Project Update** –

1. Hanging GWB on first floor – 65% complete
2. Mech & Plumb subs in good shape
3. Elec. in-wall final inspection scheduled for today
4. Roofing – high roof complete. Apparatus, Fitness, Patio and Training Tower roofs on-going. Castagna has requested a larger crew to complete roof work faster. Cardinal to write a letter to Castagna expressing concern about size and progress of roofing crew. Castagna to pass on letter to roofing sub.
5. Glazing and Alum. window subs need to coordinate their work. Castagna to provide update on subs’ schedule at 01.09.19 CA meeting.
6. Castagna stated over project progress is in good shape per the project schedule.

#### 37.02 Pencil Requisition No. 10

- Cardinal, CTX and Castagna reviewed mark-ups. Castagna to revised and prepare final requisition for signing at 01.09.19 CA meeting.

Closed

#### 37.03 Castagna, Cardinal, CTX

**RFP** – Castagna stated the PCOs for the transaction window modifications in the Lobby and the changes to the tall window in the TR and FF Kitchen are time sensitive. Castagna to submit final pricing to Cardinal and CTX. Castagna needs a quick turn-a-round on PCOs to keep subs on schedule.

Open

#### 37.04 Logs

- Submittal & RFI Logs reviewed – Refer to attached

Closed

#### 37.05 Next Meeting

- January 9, 2019, 10:00 AM at Site

Closed
These meeting notes contain information as understood by the writer. If there are any corrections, please contact the writer. Unless notified to the contrary, these notes are assumed to be accurate and will be entered into the project record.

Attached: Submittal & RFI Logs

Respectfully submitted,

C. Christopher Logan, AIA
Context Architecture