## Construction Meeting No. 1 Notes
4 April 2018

### Attendees:
- Katherine Moskos (KM) | Town of Burlington, Purchasing Analyst
- Rich Reid (RR) | Town of Burlington, Facilities Director
- Brent Arthaud (BA) | OPM, Cardinal Construction
- Al Abdella (AA) | Clerk, Cardinal Construction
- Wes Rollins (WR) | VP of Operations, Castagna Construction
- Abe Hafiani (AH) | Senior PM, Castagna Construction
- Jeff Rollins (JR) | Assistant PM, Castagna Construction
- Jared Rollins (JR) | Site Super, Castagna Construction
- Chris Logan (CL) | Context Architecture (CTX)
- Nicole Groleau (NG) | Context Architecture (CTX)

### Distribution:
- John Petrin | Town of Burlington, Town Administrator
- John Sanchez | Town of Burlington, Director of Dept of Public Works
- Rick Reid | Town of Burlington, Facilities Director
- 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 Captain
- 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
- David Martin | 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
- Tom Hevner | F.W. Webb

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
<th>Description</th>
<th>Status</th>
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</thead>
</table>
| PC.2 | Castagna | **Communication: Phone numbers and email address – protocol for contact:**

Castagna: *Wes Rollins, wrollins@castagnaconstruction.com* | Closed |
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>John Petrin</td>
<td><a href="mailto:jpetrin@burlington.org">jpetrin@burlington.org</a> Office: 781 270 1635</td>
</tr>
<tr>
<td></td>
<td>Katherine Moskos</td>
<td><a href="mailto:kmoskos@burlington.org">kmoskos@burlington.org</a> Office: 781 270 1634</td>
</tr>
<tr>
<td></td>
<td>John Sanchez</td>
<td><a href="mailto:jsanchez@burlington.org">jsanchez@burlington.org</a> Office: 781 270 1670</td>
</tr>
<tr>
<td></td>
<td>John Clancy</td>
<td><a href="mailto:jclancy@burlington.org">jclancy@burlington.org</a> Office: 781 270 1615</td>
</tr>
<tr>
<td>Fire Department</td>
<td>Steven Yetman</td>
<td><a href="mailto:syetman@burlington.org">syetman@burlington.org</a> Office: 781 270 1925</td>
</tr>
<tr>
<td></td>
<td>Sean Connors</td>
<td><a href="mailto:sconnors@burlington.org">sconnors@burlington.org</a> Office: 781 270 1925</td>
</tr>
<tr>
<td>Cardinal Construction, OPM</td>
<td>Brent Arthaud</td>
<td><a href="mailto:barthaud@cardinalservices.net">barthaud@cardinalservices.net</a> Office: 508 831 4447 Cell: 508 889 0790</td>
</tr>
<tr>
<td>Context</td>
<td>Chris Logan</td>
<td><a href="mailto:clogan@contextarc.com">clogan@contextarc.com</a> 617 423 1400 X 22 617 372 0915</td>
</tr>
<tr>
<td></td>
<td>Nicole Groleau</td>
<td><a href="mailto:ngroleau@contextarc.com">ngroleau@contextarc.com</a> 617 423 1400 X 13</td>
</tr>
</tbody>
</table>

Jeff Rollins, jeff@castagnaconstruction.com Office: 978 465 2800 Cell: 978 500 5170

Abe Hafiani, ahafiani@castagnaconstruction.com Office: 978 465 2800 ext. 31 Cell: 978 239 4048

Jared Rollins, jrollins@castagnaconstruction.com Cell: 978 854 3300

Owner: John Petrin, jpetrin@burlington.org Office: 781 270 1635
Katherine Moskos, kmoskos@burlington.org Office: 781 270 1634
John Sanchez, jsanchez@burlington.org Office: 781 270 1670
John Clancy, jclancy@burlington.org Office: 781 270 1615

Fire Department: Steven Yetman, syetman@burlington.org Office: 781 270 1925
Sean Connors, sconnors@burlington.org Office: 781 270 1925

Cardinal Construction, OPM: Brent Arthaud, barthaud@cardinalservices.net Office: 508 831 4447 Cell: 508 889 0790

Context: Chris Logan, clogan@contextarc.com 617 423 1400 X 22 617 372 0915
Nicole Groleau, ngroleau@contextarc.com 617 423 1400 X 13
Jeff Shaw,
| PC.5    | Castagna | **Contract Time Subcontractor Agreements:**  
|        |          | Contract Time: 14 months from the NTP.  
|        |          | About 50% all subcontractors have been bought out.  
|        |          | Castagna noted that all will be bought out by mid-April.  
|        |          | Castagna reported site sub has a license from Town for utility work.  
|        |          | **04.04.18** – Castagna reported they are close to signing up 100% of their subcontractors. | Closed |

| PC.6    | Castagna | **Items required prior to start of work:**  
|        |          | **Site Plan Review Planning Board Requirements:**  
|        |          | Awaiting final approval of documents from Josh Morris for submittal of Mylar copies.  
|        |          | **Proposed Project Schedule:**  
|        |          | A preliminary schedule is posted on Submittal Exchange.  
|        |          | CTX and Cardinal to review.  
|        |          | **Schedule of Values:**  
|        |          | Ongoing.  Draft will be submitted with Bond.  
|        |          | **Certificate of Insurance:**  
|        |          | Complete.  
|        |          | **Bonds:**  
|        |          | Complete.  
|        |          | **Building Permit** (status):  
|        |          | Will be issued once Planning Board informs Building Department that they have received Mylar copies of the PB drawings.  
|        |          | **SWPPP** (status):  
|        |          | In progress.  
|        |          | **Site Layout Plan** (erosion control measures, stock piling of soils, construction fence, locations of trailers):  
|        |          | Castagna to submit plan for trailers and stock piles.  If there is a change to the approved layout, Castagna to submit to all departments affected (Planning, DPW, Engineering, etc.).  
|        |          | **Personnel:**  
|        |          | Castagna to provide resumes for PM and Super to CTX.  
|        |          | **04.04.18** – Updates per the following:  
|        |          | 1.  PB approval of documents - awaiting review by PB.  
|        |          | 2.  CTX and Cardinal have reviewed and accepted preliminary Project Schedule and Schedule of Values. | Open |
| PC.8  | Castagna | **Safety, Fire Protection and Site Security**  
Security is Castagna’s responsibility throughout the contract period. Any site tours for non-authorized personnel shall be scheduled in advance.  
*04.04.18* – Castagna to submit their safety plan for review by CTX and Cardinal. | Open |
|---|---|---|---|
| PC.14 | Castagna | **Notification of Utilities:**  
Castagna has submitted a work request with Eversource. Process can be lengthy – OPM has a contact at Eversource. JC noted that permanent power can be a six-month process. Keep street restrictions in mind for water and sewer tie-ins. Gas to be by National Grid – electric by Eversource. Add to Project Schedule.  
*04.04.18* – On-going. | Open |
| PC.15 | Castagna | **Temporary Facilities; Temporary Utilities:**  
Castagna will provide (1) trailer large enough for GC use and weekly meeting space. Permits required for trailer.  
*04.04.18* – Castagna has submitted the permit application for their trailer. Trailers are scheduled to be on site week of 04.09.18. | Closed |
| PC.18 | Castagna | **Coordination of Subcontractors, included Filed Sub-bidders, and Suppliers:**  
Responsibility of GC. CTX encouraged Castagna to begin coordination drawing process ASAP.  
*04.04.18* – Castagna has sent project schedule to all MEP/FP subs. Castagna anticipates first draft of coordination dwgs the second week of May. Castagna to review first draft before presenting to team. CTX will schedule mtg with design engineers to go over coordination issues after conflicts have been identified. | Open |
| PC.19 | Castagna | **Application for Payments – including progress schedules:**  
Cash Flow Projection by Castagna.  
Review process and timing for payment  
- Draft received 1 week before last meeting of the month via email. OPM to provide separate email for submission of requisitions.  
- Reviewed by CTX and Cardinal. | Open |
- Final AFP revised and submitted at last meeting of each month.
- Brent Arthaud to be point person for requisitions.
- (3) paper copies required by OPM. CTX and John Clancy to receive electronic copies.
- Town to receive original signed requisition.

**Stored Materials:** Follow procedural requirements.
- Transfer of Title
- Field documentation by Clerk
- Insurance Certificate

**04.04.18** – Castagna emailed projected cash flow for project. Castagna presented pencil Application for Payment. CTX and Cardinal reviewed and notified Castagna Application as submitted is acceptable.

| PC.20 | **Submittals, Shop Drawings and As-built Requirements:**
|       | **Submittal/Shop Drawings Schedule:** Castagna to provide Method of submission:
|       | - Castagna has set up review through Submittal Exchange. Consultants have been added.
|       | - Castagna to add John Clancy and Katherine Moskos to Submittal Exchange Owner Group.
|       | - A list of outstanding submittals, a three-week look ahead, and a submittal review ‘hot list’ to be submitted at each Job Meeting.
|       | - CTX to copy John Clancy on reviewed submittals for structural steel, rammed aggregate piers, all pre-engineered items and testing.
|       | **04.04.18** – Castagna presented submittal log. All present reviewed completed submittals and outstanding submittals. This shall be done at each CA meeting.

| PC.22 | **Requests for Information (RFI):**
|       | Castagna to use their form and upload to Submittal Exchange. Copy to appropriate consultants when required.
|       | **04.04.18** – Form uploaded.

| PC.25 | **Cardinal**
|       | **Quality Control/Quality Assurance/Testing Program:**
|       | Cardinal to solicit proposals for construction testing. John Clancy to be copied on testing results.
|       | **04.04.18** – Cardinal reported they have solicited testing proposals and will make a recommendation to the ToB once proposals are received.

| PC.31 | **Cardinal**
|       | **Demolition of Existing Fire Station #2:**
|       | Cardinal reported that demolition shall be complete by March 30.
|       | **04.04.18** – Cardinal reported the demolition of the existing FS2 is complete.
| PC.32 | CTX | **Schedule Extension:**<br>Due to the delayed start date, Castagna requested a one-month contract extension (time only). CTX and Cardinal to review. **04.04.18** – CTX and Cardinal reviewed Castagna’s schedule and extension is justified. CTX to issue an RFP to Castagna. Castagna to issue PCO for time only contract extension. | Open |
| PC.33 | **First Application for Payment:**<br>Castagna to submit Application for Payment this month to cover cost of Bonds and Shop Drawings. Castagna to present pencil requisition each month for review before final requisition is submitted for processing. Castagna to submit (3) three copies of signed requisitions. **04.04.18** – pencil application submitted and reviewed by CTX and Cardinal. Castagna prepared Application No. 1 for signing at this meeting. | Closed |
| PC.34 | **Coordination:**<br>Coordination to be responsibility of Castagna. Propose schedule for Engineering Consultants and Subcontractors before the coordination drawings have begun and after they have been reviewed. **04.04.18** – Castagna has begun coordination with subs. | Closed |
| PC.35 | **Water Infiltration:**<br>John Clancy asked about provisions for assessing water infiltration in wall assembly. CTX stated that exterior wall testing is required per spec. CTX to email John Clancy testing specification section. **04.04.18** – CTX to email section to J. Clancy. | Closed |
| PC.37 | Castagna | **Compatibility Testing:**<br>John Clancy requested a compatibility test of masonry and mortar. **04.04.18** – On-going. | Open |
| PC.38 | **Submittals:**<br>Castagna to bring submittal logs to weekly job meetings and will present a list of ‘hot’ items. **04.04.18** – Castagna presented logs at meeting today and will do so for each meeting going forward. | Closed |
| PC.40 | **Certified Payroll:**<br>Town requires hard copy and electronic copy. Cardinal to set up email address for digital payroll records. Hard paper copy to be delivered to Town of Burlington. **04.04.18** – Process in place to track Certified Payroll Records. | Closed |
| PC.41 | Construction Trailers: Castagna to present a Site Preparation Plan showing where trailers will be located. John Clancy stated a permit is required for trailers. Trailer locations to be reviewed at April 4 job meeting. **04.04.18** – Castagna submitted preliminary layout plan. Castagna to revise and post on SE. Trailer permit applied for. | Closed |
| PC.42 | Castagna Site Trailer Requirements: Castagna and Cardinal to review site trailer requirements. **04.04.18** – On-going. | Open |
| PC.43 | Projected Progress: 1. Erosion Control: Castagna to begin week of 03.26.2018. 2. Site prep to begin week of 04.02.18. Castagna to review site prep with Conservation Committee. **04.04.18** – Castagna reported the following: 1. Erosion control begun and Castagna will be in touch with ConCom for review and sign-off on layout. 2. Site prep has begun, building slab is being broken up. | Closed |
| PC.44 | Town Engineer: Katherine Moskos to coordinate meeting with Town Engineering Department, CTX, Cardinal and Castagna before commencement of project **04.04.18** – Meeting was held between Castagna’s site sub and Town engineering dept. | Closed |
| PC.45 | Town Ground Breaking: Wednesday, April 25th or May 2nd Scheduled for end of day – 4:30 / 5:00 pm To be confirmed. **04.04.18** – No change | Open |

**NEW BUSINESS**

1.01 | Clerk of the Works – Cardinal introduced Al Abdella who will be Cardinal’s Clerk of the Works for the BFS2 project. | Closed |

1.02 | Site Traffic and Construction Parking – Castagna reported all construction parking will be on site. Castagna will arrange deliveries to site around peak traffic times, and will make sure there is a pull-off at the site so trucks and trailers do not block traffic lanes. | Closed |

1.03 | Drawings and Specs – Rich Reid (ToB) and Cardinal requested a set of construction documents. | Closed |
<table>
<thead>
<tr>
<th>Post Meeting:</th>
<th>Cardinal will print their own set from SE and will arrange for a set to be delivered to R. Reid.</th>
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</thead>
<tbody>
<tr>
<td>1.04 Castagna</td>
<td>Mock-up – Castagna to provide CTX with samples and colors for all exterior materials so materials and colors can be selected for mock-up.</td>
</tr>
<tr>
<td>1.05 CTX, HSH</td>
<td>Site Storm Drainage Lines – Town has requested RCP lines. CTX stated HSH Engineers is reviewing with Town Engineering which lines need to change and will review all invert elevations before issuing SKC to CTX. CTX to issue as an RFP to Castagna.</td>
</tr>
</tbody>
</table>
| 1.06 Town, Castagna, CTX, HSH | DPW – Town Engineering has requested a final review meeting before site utilities are installed. CTX requested that this is scheduled after SKC has been vetted and approved by the Town. CTX requested they and their engineers (HSH) be invited to this meeting  
Town requested they review sanitary line tap. | Open |
| 1.07 Town | Abatement – Water line has asbestos insulation around it. Town has handled abatement in the past on water lines. Town to review and get back to Cardinal if this can be done by the Town. If not, Cardinal will engage an abatement firm to do the work. | Open |
| 1.08 CTX | Middlesex Traffic Signal – Town asked if contract scope includes any ownership of signal work. CTX stated it does not but will confirm with HSH. | Open |
| 1.09 | Town Engineering Representative – Rich Reid stated his alternate is Frank Anderson (fanderson@burlington.org). Rich or Frank will attend weekly CA meetings.  
Rich asked to be included in MEP/FP submittals after they have been reviewed by consulting engineers and before they are returned to Castagna. | Closed |
| 1.10 | PCOs – Cardinal asked for a prelim estimate presented with each PCO. | Closed |
| 1.11 | Construction Notifications – CTX and cardinal need to be notified of all construction issues. Castagna will comply. | Closed |
| 1.12 | Weekly Progress – Cardinal requested that weekly meeting notes note progress completed, schedule adherence, and quality control issues if needed. | Closed |
1.13 Town | **Town Vendors** – Castagna requested the name of the telephone company and vendor info. Town to provide to Castagna.

CTX recommended a Town Vendor meeting be scheduled in 4 months to begin the process of identifying scope of work performed by Town’s vendors and how it will be coordinated and incorporated into the finished station.

Open

1.14 Town | **Site Sign** – Castagna prepared a preliminary layout for the site construction sign. Town to review with Town Administrator and get back to team with edits and size.

Open

1.15 To Do List –
Castagna – revise and submit final Site Layout Plan
Town – Abatement and Site Sign
CTX – Follow-up with PB for approval of record documents and Geotech Submittal for RAP.

1.16 Application for Payment No.1 – Castagna presented four notarized copies of Application. CTX signed Applications and distributed them.

1.17 | **Next Meeting:**
April 11, 2018, 10:00 AM at Site

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: NA

Respectfully submitted,

C. Christopher Logan, AIA
Context Architecture