**BURLINGTON FIRE STATION #2**
**Construction Meeting No. 3 Notes**
**18 April 2018**

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<tr>
<th>Item</th>
<th>Action</th>
<th>Description</th>
<th>Status</th>
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| PC.8 | Cardinal | 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. | Open |
| PC.14 | Cardinal | 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. OPM to confirm whether fees will be waived. | Open |
| 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.
04.11.18 – Castagna reported plumbing sub is completing their dwgs and will forward them to next sub.
| Open |
| 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 received and reviewed.
04.11.18 – Cardinal reported UTS is performing testing until a permanent Testing Agency is under contract. Cardinal to make recommendation to Town and sign up a Testing Agency. | Open |
| PC.37  | Castagna | **Compatibility Testing:**  
|        |          | John Clancy requested a compatibility test of masonry and mortar.  
|        |          | 04.04.18 – On-going.  
|        |          | **04.18.18** – On-going.  

| PC.45  |    | **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  
|        |    | 04.11.18 – Ground breaking is scheduled for April 25th at 4:30 PM. Rain date is May 2nd at 4:30. Cardinal suggested getting a police detail to control traffic and parking.  
|        |    | Post Meeting: FD will plan ground breaking agenda  
|        |    | **04.18.18** – Castagna will provide 6 shovels and hardhats.  

| 1.04   | CTX | **Mock-up** – Castagna to provide CTX with samples and colors for all exterior materials so materials and colors can be selected for mock-up.  
|        |    | 04.11.18 – Castagna delivered mock-up sample materials to CTX at mtg. CTX to review and process.  
|        |    | **04.18.18** – CTX to reply with review of samples by 04.25.18 CA meeting.  

| 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.  
|        |    | 04.11.18 – FD reported there was an existing button in FS2 that controlled the street signal. This needs to be part of the new station and the FD would like the connection to be wireless. CTX to reach out to Minuteman and LW bills to see who would engineer this.  
|        |    | **04.18.18** – Town stated existing line was buried in the ground from the station to a traffic box at Terrace Hall. Castagna to look for the line. Town requested a new line be run from the new station to the traffic box. CTX will issue an RFP to run a conduit with a pull cord from the station to the traffic box. CTX to get location within building form FD. Town uses VHB as their traffic consultant. (Dave Greenberg) CTX to reach out to Brian White (Assistant Town Engineer) to review scope before RFP is issued.  

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<tr>
<td><strong>1.13</strong></td>
<td><strong>Town</strong></td>
<td><strong>Town Vendors</strong> – 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. <strong>04.11.18</strong> – Verizon and ComCast are the two telephone vendors. Town to email contact names and numbers to CTX. <strong>04.18.18</strong> – On-going.</td>
<td>Open</td>
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<td><strong>2.01</strong></td>
<td>CTX, HSH</td>
<td><strong>Site Soils</strong> – Castagna has stripped the top soil and discovered ground up asphalt and asphalt chunks in the existing base as well as organics and some brick shards. Cardinal to schedule geotech/geoenvironmental consultant to examine existing conditions. Tentative site meeting is scheduled for 04.12 @ 7:30 or 04.13 @ 10:30. <strong>04.18.18</strong> – Site meeting with geotech/geoenvironmental consultant occurred on 04.13.18. Town to determine if they want to test soil where asphalt is present. Geoenvironmental consultant stated the site does not appear to have contamination - the asphalt is pretty stable and can remain in place. If Town decides to remove material then testing of material would be prudent. Geotech report states existing granular fill can be used as fill if deleterious material is removed and material can be compacted to 95%. Town Engineering asked if fire station training area should have a three coat pavement assembly. (black base, binder base, and top coat) CTX to review with civil engineer.</td>
<td>Open</td>
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<td><strong>2.02</strong></td>
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<td><strong>Temporary Power</strong> – Castagna reported they have requested temp. power for trailers from Eversource. <strong>04.18.18</strong> – Castagna reported temporary power has been connected on site.</td>
<td>Closed</td>
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<td><strong>2.04</strong></td>
<td>Cardinal, Castagna</td>
<td><strong>Geopier Inspection</strong> – Geotechnical consultant scheduled for first inspection on Wednesday 18 April. <strong>04.18.18</strong> – Castagna awaiting return of revised submittal from Geotech consultant. Inspection will be scheduled once new date is set for commencement of geopiers.</td>
<td>Open</td>
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<td><strong>2.06</strong></td>
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<td><strong>Water Line</strong> – Castagna reported Town has requested a second gate valve on the water line near the Terrace Hall</td>
<td>Closed</td>
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property line. FD to reach out to Water Dept to see if Town can provide this gate valve to Castagna. **04.18.18** – Town stated a second gate valve needs to be installed by the site contractor due to the existing gate valve being installed below the existing street curb. Castagna to submit cost for gate valve and its installation.

Town reported existing T for water service needs to be replaced. Castagna to install a new gate control system. Town will provide gate and sleeve to Castagna. Castagna to provide labor and track costs. CTX to issue RFP to Castagna for this work.

**NEW BUSINESS**

| 3.01 | **Cardinal Staffing** – Cardinal introduced Tim Sampson as the Assistant PM for the project. TS will also provide back-up for Al Abdella. | Closed |
| 3.02 | **Project Communication** - CTX stated it is imperative for project communication to follow the following protocol: GC to Cardinal/CTX/Owner and then direction to GC. This ensures all parties are informed and that requests for scope changes are vetted before direction is provided. | Closed |
| 3.03 | **Scope Changes to date** – The following scope changes are under review.  
1. Storm Lines – Town has requested PVC piping changed to RCP.  
2. Rain Leader Line - Town had requested lines be changed from PVC to ductile iron piping. Decision has been reversed – lines can remain PVC due to depth of lines below grade. CTX to have HSH revise SKC-2.  
3. Water Quality Structure – Town is requesting a Stormceptor unit. CTX to review with HSH. (civil engineer) Town asked if both isolation units are required in system.  
   **Post Meeting:** Stormceptor unit is an “or equal” to the specified unit. If Town selects this unit, there will be a cost increased for it. Castagna to provide Town with cost of contract submitted unit versus Stormceptor unit. HSH stated isolation units are a requirement of the Conservation Order of Conditions. | Open |
3.04  PB Record Submission – CTX to deliver Mylar and digital set of record submission to Planning Board today.  

3.05  Three Week Look-a-head – Castagna presented their three-week look-a-head. (attached)  

3.06  Next Meeting:  
April 25, 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: 04.18.18 Three Week Look-a-head

Respectfully submitted,

C. Christopher Logan, AIA  
Context Architecture