# BURLINGTON FIRE STATION #2

## Construction Meeting No. 45 Notes
27 February 2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
<th>Description</th>
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### Present:
- Brent Arthaud (BA) OPM, 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 Danizio Town of Burlington, Town Accountant
- Andrew Ungerson 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

File: 1611.00: 10.03
<table>
<thead>
<tr>
<th>Date</th>
<th>Action/Details</th>
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</thead>
<tbody>
<tr>
<td>21.03 CTX</td>
<td><strong>Warranties and Inspections</strong> – 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 01.09.19 – On-going 01.16.19 – On-going 01.23.19 – On going 01.30.19 – On-going 02.06.19 – On-going 02.13.19 – On-going 02.20.19 – On-going <strong>02.27.19</strong> – On-going</td>
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<td>36.10 FD</td>
<td><strong>Vestibule Exterior Door</strong> – 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. 01.09.19 – CTX to review with LW Bills. 01.16.19 – Meeting scheduled with LW Bills for Friday, 01.18.19. Post Meeting: LW Bills stated the Zetron system is not set-up to control the vestibule door. Cardinal to reach out to security vendor, Minutemen. Griffin installed a work box in Vestibule wall for future door control. 01.23.19 – Cardinal spoke to Minuteman. Minuteman to reach out to CTX to review needed scope. 01.30.19 – CTX and Minuteman to review function of exterior vestibule door. Post Meeting: Minuteman is performing the engineering design for control of exterior vestibule door. 02.06.19 – CTX to email Minutemen the approved hardware cut for the exterior vestibule door. CTX to also review Vestibule CB and IC with Minuteman. Did Minuteman includes these in their scope? 02.13.19 – CTX emailed hardware cuts to Minuteman. Cardinal to follow-up with minuteman about proposals for the CB and IC in the Vestibule. 02.20.19 – Cardinal working with Minutemen and LW Bills on CB and IC. <strong>02.27.19</strong> – Cardinal reported pricing came back from vendor. FD to review and determine if function is what they need. Castagna is proceeding with provisions per</td>
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contract scope. Castagna will be notified if additional scope is selected so work of vendor and electrical sub can be coordinated.

| 39.02 | **Building Department** – Building Commissioner was on site and requested clarification of separation between Admin/Residential and App Room.  
Post Meeting: CTX reached out to Building Commissioner – no call or email back. CTX to continue to follow-up.  
01.23.19 – CTX spoke to Building Commissioner. Building Commissioner requested top of masonry wall at line 8 to be fire stopped. CTX stated the top of masonry wall will be fire stopped. Castagna requested direction – do both sides of block wall need to be fire stopped. CTX stated the detail on Sheet A1.3 showed this.  
Post Meeting: spec requires fireproofing to comply with required rating at top of wall. (1/2 hour except at Stir 2 and wall to loft)  
01.30.19 – Castagna reported Bldg. Insp. observed and signed-off on the fire stopping at roof deck flutes on Admin side of Line 8. Castagna to complete fire stopping on App side of Line 8.  
02.06.19 – Castagna will complete fire stopping on Apparatus side of Line 8 this week and will call for inspection by Bldg. Dept.  
02.13.19 – Building Inspectors on site today to review Line 8 fire sealing and assembly. Except for Stair 2, Line 8 has a 30 minute rating per code requirement.  
Post Meeting: test data for a 30 minute assembly is not available. Building Dept, Cardinal & CTX worked out a plan to satisfy the Building Dept’s requests which involves adding additional fire sealing. CTX to issue an RFP to Castagna outlining the additional work for pricing and installation.  
02.20.19 – All reviewed scope. CTX to issue RFP to Castagna.  
**02.27.19 – CTX to issue RFP.** |

| 39.04 | **Cardinal, Castagna**  
**PCOs** – the following PCOs are recommended for approval. PCOs 24, 36R, 38R, 49R, 50R, 51, 53R and 54. Castagna to revisit millwork pricing in 49R with Sub.  
CTX to finalize the following PCOs. 30, 31, 33, 42R and 44. Cardinal requested all open PCOs to be reviewed with recommended action by CTX to Cardinal and Town by 01.23.19 CA meeting. | Open |
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<tbody>
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<td>01.23.19</td>
<td>Castagna revised PCO.049R to include two solid surface window sills. The following PCOs are also approved and will be included in CO#7: 33, 43, 44 and 46. The following PCOs are still under review: PCO’s 17R, 28, 39R, 42R, 48 &amp; 52.</td>
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<td>01.30.19</td>
<td>CTX prepared CO #7 for approved PCOs. Open PCOs (17R, 28, 39R, 42R, 48 &amp; 52) are still under review by Cardinal.</td>
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<td>02.06.19</td>
<td>Updated status of PCOs is as follows: PCO.17R2 – Under review PCO.28 – Approved at Owner’s mtg today PCO.39R – Castagna to speak to Mason as on-site pre-cast was used – no new pre-cast was ordered.</td>
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<td>02.20.19</td>
<td>PCO.42R - Approved at Owner’s mtg today PCO.48 - Approved at Owner’s mtg today PCO.52 – VOIDED CTX to prepare a CO for approved PCOs (28, 42R, 48) 02.13.19 – Cardinal is finalizing their review of the open PCOs. Castagna to review PCO.16 with HVAC sub as CVD submitted in PCO is not correct type of damper. 02.20.19 – PCOs 16R, 17R2, 39R and 57 still under review. Post Meeting: PCO.057 recommended for approval. 02.27.19 – Castagna revised PCOs 16R &amp; 17R2. PCO.039R is still under review as material cost is still an issue. CTX and Cardinal recommend Castagna offer mason $500.00 for material cost. If accepted, PCO will be approved. PCO.057 is approved.</td>
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40.03 CTX PB Order of Conditions – CTX to review sidewalk extension with PB and prepare RFP for Castagna. 01.30.19 – On-going 02.06.18 – Town to set up meeting for next week before CA meeting to review extent and payment for sidewalk extension. Post Meeting: PB will be on site by 8:30 to review sidewalk extension. CTX to prepare an SKA showing extension. 02.13.19 – Meeting with PB occurred this morning. CTX to prepare an RFP for adding an accessible curb cut at new sidewalk at intersection of Terrace Hall and Middlesex Turnpike. Additional sidewalk along Terrace Hall will be constructed by the Town of Burlington. 02.20.19 – CTX preparing SK for review by PB before issuing to Castagna. 02.27.19 – On-going.
40.04  FD, CTX  Dedication Plaque – Castagna asked for a layout of the Dedication Plaque for signage sub. CTX to prepare a layout for Town review. 
01.30.19 – CTX to email preferred plaque layout to FD and Town for second review. 
02.06.19 – FD and Town reviewed preferred plaque layout. 
Decision: two plaques will be installed. One with Town Seal and FD Patch at top with language as laid out. The second will have just the FD patch at the top and will be a dedication to the former Fire Chief. FD will provide CTX with language for this plaque. CTX will prepare full size mock-ups for review in field and for approval. 
02.13.19 – On-going. 
02.20.19 FD emailed language to CTX. CTX to prepare layout for FD to review. 
02.27.19 – On-going.  

42.01  Training Sessions – CTX stated Castagna and the Town need to begin the process of scheduling Training Sessions so it is on all calendars. FD stated the week of April 22nd is good as all shifts will be available then. Castagna to schedule sessions for this week. Town stated Frank Anderson and Rick Reid will represent the Town at these session. Castagna to notify subs that equipment and systems must be ready by this week. Castagna to put together a schedule for Training Sessions. 
02.13.19 – Castagna reported they notified all MEP subs to hold week of April 22 open for training and that their work must be completed by then, including start-up and testing & balancing, so training can occur. Town will confirm week of April 22nd with Facilities. 
Post Meeting: Equipment training should also occur the week of April 22. 
02.20.19 – Town to confirm Rick Reid and Frank Anderson will be present for training sessions the week of April 22. 
02.27.19 – Week of April 22nd is fine for Town staff.  

42.02  Town IT Open Items – IT requested the following: 
1. Status for bringing fiber into the building. (dark fiber) Castagna stated once risers are on the new pole, the fiber can be brought in. Castagna to let the Town know when risers are complete. 
2. Schedule for TV installation. CTX stated TVs should be installed after Substantial Completion. 
Decision: TVs to be installed week of May 13th.  

Closed
3. CCTV installation: These can be installed once exterior of building is complete. Town to schedule installation for April allowing cameras to be calibrated and tested by end of April.

02.13.19 – Town to contact Comcast and Verizon about swapping lines at poles. This needs to be done to bring the services into the building.

Town IT has requested 2” diameter risers at pole not 4” for IT. Cardinal to contact utility company and review this request. Castagna stated Elec. Sub needs to be directed to change risers to 2” diameter, otherwise they will remain 4” diameter.

Castagna met with Town IT and walked through building to see the progress so they can begin scheduling their installation.

02.20.19 – Cardinal reported utility companies are fine with changing risers to 2” diameter. CTX to issue direction to Castagna for change.

02.27.19 – CTX issued direction to Castagna. (ASI.079)

42.03  

**Resinous Flooring** – CTX stated submittal is not clear about which color palette is to be used for poly-crete coating as well as for striping. Castagna to request clarification from sub and will revise submittal. CTX to prepare SKA showing layout of back-up lines for review by FD. (all 4 OH Doors) FD uses dual lines on driver’s side - yellow on inboard side and white on outboard side. SKA will contain final color selections for field as well as back-up lines.

02.13.19 – CTX presented draft SKA of Apparatus bay back-up lines for FD’s review. Castagna stated chart for field and line colors shall be the Shop Floor color chart. CTX to assemble a recommendation of the field and back-up line colors for review at 02.20.19 CA meeting. Post Meeting: FD emailed CTX comments on line layout. CTX to revise layout and submit for final approval.

02.20.19 – All present selected the following colors for field samples. Slate Grey and Charcoal. Castagna to request samples for final approval. Post Meeting: FD provided direction to CTX for back-up line widths. CTX to revise SKA.

02.27.19 – CTX completed sketch for back-up lines. CTX awaiting samples of flooring for final color selections – to be included on sketch. Castagna is planning on placing resinous flooring mid to end of March pending subs completing all overhead work in Apparatus Room.
| 42.04 | Castagna | **Roof Exhaust Vent** – FD stated candy-cane roof vent above pantry is very visible from across Terrace Hall. CTX recommends vent pipe be rotated so it is perpendicular to Terrace Hall. Castagna to review with HVAC sub.  
02.13.19 – On-going.  
02.20.19 – On-going  
**02.27.19** – On-going | Open |
| 42.05 | CTX | **Training Tower Roof Hatch Ladder** – All reviewed ladder location in field. Recommendation is to change ladder to a ships ladder connecting the Tower upper landing to the south side of the roof hatch. CTX to prepare an SKA.  
02.13.19 – CTX presented draft SKA of ships ladder for Training Tower. FD requested side railings to be further away from ladder. CTX to revise.  
Post Meeting: CTX emailed revised SKA to FD for review.  
02.20.19 – CTX to release sketch to Castagna for pricing. FD to finalize their review of updated sketch.  
Post Meeting: Sketch released to Castagna via RFP-33.  
**02.27.19** – Pricing for ships ladder came in very high. Discussion, in field, is to place contract ladder on west side of hatch and to reduce the hatch opening at the south side to prevent an accidental fall over the Tower stair. CTX will present a sketch for review by FD & Castagna. | Open |
| 42.06 | CTX | **Exterior Sealants** – Castagna stated Sealant Sub has requested all exterior sealant colors. CTX will select when finish materials are on building.  
02.13.19 – On-going  
02.20.19 – On-going  
**02.27.19** – Castagna requested the sealants be selected soon. CTX to select while in field at 03.06.19 CA meeting. (control joints in masonry as well as joints between different materials) | Open |
| 43.02 | FD | **Accent Paint Color & Locations** – Painting Sub to prepare accent color sample for review at 02.20.19 CA meeting.  
02.20.19 – Castagna needs direction for location of red accent walls. CTX to issue plan showing locations. Accent colors will be ready for 02.27.19 meeting. Owner signed off on color in Lobby, TR and Fitness Room.  
**02.27.19** – Castagna reported red accent paint mock-up is being painted today for review.  
**Post Meeting:** CTX requested FD review and comment on the accent color before the 03.06.19 CA meeting. | Open |
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<th>Status</th>
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| 43.05 | Castagna, CTX | **Submittals** – Castagna to provide submittals for the following  
1. Dumpster enclosure  
2. Tactile strip at Fire Pole – colors and samples needed  
02.20.19 – Castagna has requested samples of tactile flooring. (Castagna has sent CTX the link to the website) Dumpster submittal on-going. Resinous flooring submittal pending field color samples.  
**02.27.19** – CTX to select colors from Tactile Strip chart. Castagna will order samples. Castagna requested return of photo screen for OH door sensor and selection of roof paver color. | Open    |
| 44.01 |            | **Utilities** – Castagna reported Eversource has run primaries to transformer. Electrical Sub needs to mount meter before permanent power can be turned on in building.  
**02.27.19** – Electrical sub has mounted meter. Castagna is expecting permanent power by end of week. | Closed  |
| 44.02 | Castagna   | **OH Doors** – CTX recommends Castagna schedule a pre-installation conference with installer and PM to review OH doors installation and controls.  
**02.27.19** – Castagna to schedule a pre-installation meeting with sub at 8:00 AM on 03.06.19. | Open    |
| 44.03 | Cardinal   | **Antenna** – Castagna requested a meeting on site with antenna vendor to review cable run from IT room to exterior antenna structure. Cardinal to reach out to antenna vendor to schedule meeting.  
**02.27.19** – Cardinal to set date and time for meeting. Castagna stated ACT grid will be going up in early March so now is the time to install the antenna cable. | Open    |
| 44.06 | Castagna   | **Roof Leak** – Castagna has reached out to roofer to inspect roof between apparatus and admin portion of building to locate and repair roof leak.  
**02.27.19** – Castagna reported snow on roof has delayed inspection for leaks – on-going. | Open    |
| 44.07 |            | **Pencil Requisition** – Castagna presented pencil requisition for review. Cardinal and CTX to review requisition after meeting and provide Castagna with mark-ups after Clerk has verified projected work will be completed by 02.28.19.  
**02.27.19** – Castagna to revise Requisition to include CO.08 and will send to CTX & Cardinal. | Closed  |
NEW BUSINESS

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<tr>
<th>45.01</th>
<th>Change Order#8 – CTX presented CO#8 for signature.</th>
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<tr>
<td>45.02</td>
<td>SCBA Compressor – Castagna stated the manufacturer/distributor stated the compressor will be shipped the end of April, delivery will be late April or early May. CTX stated it needs to be hooked-up and working by the Substantial Completion date.</td>
<td>Closed</td>
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<td>45.03</td>
<td>CTX Exterior Colors – Castagna stated they need the following colors: Bollards Exterior Doors Exterior Sealants FCB Color CTX stated the FCB comes pre-finished. A color was selected and is on the Exterior Color Spreadsheet. (ASI-39R6) CTX to select other colors.</td>
<td>Open</td>
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<td>45.04</td>
<td>CTX Submittals – Castagna stated all open submittals need to be closed-out. Post Meeting: 8 Submittals are pending.</td>
<td>Open</td>
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<td>45.05</td>
<td>Town, Vendor Verizon Line – Town has reached out to Verizon to move the line from the old pole to the new pole. Castagna stated this move must be completed before the Verizon line can be brought into the building.</td>
<td>Open</td>
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<td>45.06</td>
<td>Cardinal’ CTX New Curb-cut at Terrace Hall and Middlesex – Castagna stated for a new curb cut to be formed in the new sidewalk along Terrace Hall, there will need to be a Police Detail as the existing Terrace Hall pavement will need to be saw-cut and the existing curbing will need to be reset to align with the slope of the new curb cut. CTX will show and note this on the sketch.</td>
<td>Open</td>
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<td>45.07</td>
<td>Three Week Look-a-head – Refer to attached with mark-ups</td>
<td>Closed</td>
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<tr>
<td>45.71</td>
<td>Next Meeting – March 6, 2019, 10:00 AM at Site</td>
<td>Closed</td>
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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: Three Week Look-a-Head
Respectfully submitted,

C. Christopher Logan, AIA
Context Architecture