Fire Station 2 Building Committee Minutes

MEETING DATE: 10/05/2017
MEETING LOCATION: Burlington Town Hall

OVERVIEW:
Open Public Meeting of the Fire Station Building Committee to address the ongoing activities of project development.
The FSBC is responsible for representing the Town's interest in the Design and Construction of a replacement Station 2 to be located at 114 Terrace Hall Ave

The agenda items are;
Review and Action on previous minutes
Financial Update (Commitments & Invoices)
Schedule Review
Site Development and Permitting
Temporary Quarters
Station 2 Design Documents

NOTES:

ATTACHMENTS:

ATTENDEES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Phone Number</th>
<th>Email</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sean Connors</td>
<td>Burlington, Town of</td>
<td>Tel: (781) 270-1634</td>
<td><a href="mailto:sconnors@burlington.org">sconnors@burlington.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Mike Hardy</td>
<td>Burlington, Town of</td>
<td>Tel:</td>
<td><a href="mailto:mjhardy@us.ibm.com">mjhardy@us.ibm.com</a></td>
<td>Absent</td>
</tr>
<tr>
<td>Bob Hogan</td>
<td>Burlington, Town of</td>
<td>Tel: (781) 270-1634</td>
<td><a href="mailto:bobhogan212@gmail.com">bobhogan212@gmail.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Katherine Moskos</td>
<td>Burlington, Town of</td>
<td>Tel: (781) 270-1634</td>
<td><a href="mailto:kmoskos@burlington.org">kmoskos@burlington.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>John Petrin</td>
<td>Burlington, Town of</td>
<td>Tel: (781) 270-1634</td>
<td><a href="mailto:jpetrin@burlington.org">jpetrin@burlington.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Paul Sagarino</td>
<td>Burlington, Town of</td>
<td>Tel: (781) 270-1610</td>
<td><a href="mailto:psagarino@burlington.org">psagarino@burlington.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>John Sanchez</td>
<td>Burlington, Town of</td>
<td>Tel: (781) 270-1634</td>
<td><a href="mailto:jsanchez@burlington.org">jsanchez@burlington.org</a></td>
<td>Absent</td>
</tr>
<tr>
<td>Adam Senesi</td>
<td>Burlington, Town of</td>
<td>Tel: (781) 270-1634</td>
<td><a href="mailto:asenesi1@yahoo.com">asenesi1@yahoo.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Steven Yetman</td>
<td>Burlington, Town of</td>
<td>Tel: 7812701634</td>
<td><a href="mailto:syetman@burlington.org">syetman@burlington.org</a></td>
<td>Present</td>
</tr>
<tr>
<td>Tony DiLuzio</td>
<td>Cardinal Construction, Inc.</td>
<td>Tel: (508) 831-4447</td>
<td><a href="mailto:adiluzio@cardinalservices.net">adiluzio@cardinalservices.net</a></td>
<td>Present</td>
</tr>
<tr>
<td>Chris Logan</td>
<td>Donham &amp; Sweeney Architects</td>
<td>Tel:</td>
<td><a href="mailto:clogan@donhamandsweeney.com">clogan@donhamandsweeney.com</a></td>
<td>Present</td>
</tr>
<tr>
<td>Jeff Shaw</td>
<td>Donham &amp; Sweeney Architects</td>
<td>Tel:</td>
<td><a href="mailto:jshaw@donhamandsweeney.com">jshaw@donhamandsweeney.com</a></td>
<td>Present</td>
</tr>
</tbody>
</table>

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.
Please contact Cardinal Construction, Inc. if there are any discrepancies or questions with the content of these minutes.
### Meeting Action

<table>
<thead>
<tr>
<th>No</th>
<th>Meeting Origin</th>
<th>Title</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Priority</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td></td>
<td>Meeting Minutes</td>
<td>Tony DiLuzio (Cardinal Construction, Inc.)</td>
<td></td>
<td>High</td>
<td>Open</td>
</tr>
</tbody>
</table>

**Description:**
Record the action taken on previous minutes.

**Official Documented Meeting Minutes:**
Minutes 11 as presented are acceptable to the committee.

| 1.2 |             | Meeting Closed       | Tony DiLuzio (Cardinal Construction, Inc.) |          | High     | Open   |

**Description:**
Record the closing of the meeting and schedule the next meeting.

**Official Documented Meeting Minutes:**
10/05 Meeting 12 closed at 8:47AM

| 1.3 |             | Committee Structure  | John Petrin (Burlington, Town of) | 11/03/2016 | High     | On Hold |

**Description:**
The committee discussed the number of members and the structure of Chair/Vice-Chair. The committee should have a list of members with appropriate positions. The number of committee members and the amount needed for a quorum must be determined. Secondly, the committee needs to define it role and authority. Will this committee's vote be binding or a recommendation to the Town Manager or the Board of Selectmen. This is a priority topic for the next meeting.

**Official Documented Meeting Minutes:**
10/05 J Petrin advised Paul Sagrino can be removed from the minutes distribution.

### Financial Update

<table>
<thead>
<tr>
<th>No</th>
<th>Meeting Origin</th>
<th>Title</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Priority</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td></td>
<td>New Commitments</td>
<td></td>
<td></td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

**Description:**
Any new commitment to vendors will be recorded under this sections with a brief description of procurement method, scope of services and dollar amount approved.

**Official Documented Meeting Minutes:**
10/05 No new commitments at this time

| 2.2 |             | Invoices          |            |          | High     | Open   |

**Description:**
Presentation of any invoices associated with project activities. Invoices should have been previously approved as commitments prior to the performance of the service or delivery of goods.

**Official Documented Meeting Minutes:**
10/05 Cardinal Construction Invoice 12 in the amount of $8,515.00 for September services presented.

---

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting. Please contact Cardinal Construction, Inc. if there are any discrepancies or questions with the content of these minutes.
2.3 11  Project Budget  Tony DiLuzio (Cardinal Construction, Inc.)  09/14/2017  Open

Description:
8/17 Cardinal presented a full project budget for the Towns review. As there are direct expenditure the OPM may not have all of the expenses recorded. Moskos and DiLuzio to reconcile budget.

Official Documented Meeting Minutes:
10/05 Moskos and DiLuzio to meeting with budget analyst tie out commitments and invoices to date. Recent Town meeting approved an additional $225,000.00 to the project budget.

2.4 11  ECC Budget  Chris Logan (Donham & Sweeney Architects)  09/14/2017  Medium  Open

Description:
CTX working to bring the design inline with the $6.7M budget.

Official Documented Meeting Minutes:
10/05 Revised cost estimate was reviewed and all parties are comfortable that the current design docs represent a project that is within the $6.7M dollar range. The additional funding raises the construction budget to $6,925,000.00. The current ECC is $6,734,261.00

Cardinal recommended that the elevator be included in the base bid. The Town has elected to keep the elevator as an alternate. Cardinal recommended moving forward with the award of the demolition contract now that the project is within budget. J. Petrin advised that he would not release demo of the existing until the full bid for the proposed building is in hand.

2.5 11  Additional Funds Request  John Petrin (Burlington, Town of)  09/29/2017  High  Open

Description:
Town will seek additional funding for Trees, sidewalks, requested during the permitting process.

Schedule Update

<table>
<thead>
<tr>
<th>No</th>
<th>Meeting Origin</th>
<th>Title</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Priority</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>1</td>
<td>Project Schedule Update</td>
<td>Tony DiLuzio (Cardinal Construction, Inc.)</td>
<td>Medium</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

Description:
Review upcoming schedule and milestones

Official Documented Meeting Minutes:
8/17 The project appears several months behind schedule. The Fire Department will remain in the existing facility and the demo contract will not be awarded until the ECC is within a reasonable range of the budget.

10/05 Context reported that the bid documents would be ready late October. Bid period will be November through early December.

3.2 1  Current Activities

Description:
A discussion of the projects more critical ongoing and upcoming activities. Review of the next 2 to 3 weeks of critical activities.

Official Documented Meeting Minutes:
10/05

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting. Please contact Cardinal Construction, Inc. if there are any discrepancies or questions with the content of these minutes.
- Design Review with DPW.
- Final Review set issued from Context
- Need Front end from Town’s Legal and insurance.
- Proposal from Projectdog for bid document distribution
- Confirm Owner Direct scopes
  - Appliance
  - Security (CCTV) Wiring
  - Compressors, Fill Station
  - Vehicle Exhaust System
  - Voice & Data
  - Minor Furniture Fixtures & Equipment

Site Development & Permitting

<table>
<thead>
<tr>
<th>No</th>
<th>Meeting Origin</th>
<th>Title</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Priority</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td></td>
<td>Existing Conditions</td>
<td>Steven Yetman (Burlington, Town of)</td>
<td></td>
<td>High</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Description:**
Develop a comprehensive file of existing conditions from the site including, survey, wetlands, geo-technical boring that will be essential for the design team and the permitting process.

**Official Documented Meeting Minutes:**
8/17 Commonwealth Engineering has completed all survey requirements in the field, stake all boundaries and Limit-of-Work as required, Trees in excess of 12” should be flagged in the next week.

10/05 All existing condition documentation has been completed and provided to the design team.

| 4.2 |                | Site Permitting              | Tony DiLuzio (Cardinal Construction, Inc.) |          | Medium   | Closed |

**Description:**
Documentation of the Site permitting that will be required through Conservation commission, planning board, ZBA or other local, state AHJ’s. Neighborhood out reach, Local business concerns, Utility connections and similar topics.

**Official Documented Meeting Minutes:**
8/17 Project team is preparing for upcoming Conservation and Planning board hearings.
Wildlife habitat study was approved under CTX.

10/05 All permitting meeting and hearings have been completed.
No Further action required.

| 4.3 |                | DEP Well Protection Zone     | Jeff Shaw (Donham & Sweeney Architects)  | 07/31/2017 | High     | Closed |

**Description:**
Context to coordinate meeting with DEP to discuss the protection zone for the public well.
John Sanchez reported through his discussions relative to Zone 1 is
- No hazmat liquid storage
- No washing of vehicles
- No infiltration
- All stormwater will need to be tied into a piped system

**Official Documented Meeting Minutes:**
10/05 DEP letter received, all design issues have been addressed, no further activity required.

Design Progress

<table>
<thead>
<tr>
<th>No</th>
<th>Meeting Origin</th>
<th>Title</th>
<th>Assignment</th>
<th>Due Date</th>
<th>Priority</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td></td>
<td>Exterior Elements</td>
<td>John Petrin (Burlington, Town of)</td>
<td>06/22/2017</td>
<td>High</td>
<td>Closed</td>
</tr>
</tbody>
</table>

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.
Please contact Cardinal Construction, Inc. if there are any discrepancies or questions with the content of these minutes.

Official Documented Meeting Minutes:
8/17 Projected construction cost overruns have delayed the advancement of drawings into the DD/CD phase. With 50% DD projected for mid-late September with an estimate to follow.

10/05 Exterior elements have been modified producing significant savings to the ECC. The Exterior elevations are acceptable and the design should progress forward on this basis.

5.2

Add Alternates for Bid Package
Chris Logan (Donham & Sweeney Architects)
10/26/2017
Medium
Open

Description:
Review and ordering of Add Alternates

Official Documented Meeting Minutes:
10/05 In addition to the elevator the group discussed several other potential alternates. The group agreed on the final list and order as

1. Appliance and Equipment
2. Elevator
3. Resinous Flooring
4. Radiant Heat at the Apron