

Cardinal

Meeting #14

Cardinal Construction, Inc.
10 East Worcester Street
Worcester, Massachusetts 01604
Phone: (508) 831-4447

Project: - Hubbardston Sr Center-PS
7 Main St
Hubbardston, Massachusetts

Project Progress Meeting Minutes

MEETING DATE: 04/08/2016

MEETING TIME: 8:00AM - 9:16AM

MEETING LOCATION: Slade Building

OVERVIEW:

Cardinal Construction Services will schedule, record and distribute meeting minutes for the project. Meeting agenda and minutes will follow similar formats. Minutes will only be made "public" when accepted by the Committee. Please contact Anthony DiLuzio (adiluzio@cardinalservices.net) with any corrections or edits requested.

NOTES:

ATTACHMENTS:

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Tony DiLuzio	Cardinal Construction, Inc.	Tel: (508) 831-4447	adiluzio@cardinalservices.net	Present
John Catlin	Catlin & Petrovick Architects, PC	Tel: (603) 352-2255	jcatlin@c-parchitects.com	Present
Chris Logan	Donham & Sweeney Architects	Tel:	clogan@donhamandsweeney.com	Absent
Jeff Shaw	Donham & Sweeney Architects	Tel:	jshaw@donhamandsweeney.com	Absent
Scott Chatigny	Hubbardston Town of	Tel:	ofcchatigny@hubpd.net	Present
Dan Galante	Hubbardston Town of	Tel:	dan_galante@yahoo.com	Present
Rick Green	Hubbardston Town of	Tel:	rwg.foursistersfarm@gmail.com	Present
Robert Hayes	Hubbardston Town of	Tel:	firechief@hubbardstonma.us	Absent
William Murray	Hubbardston Town of	Tel:	wmmurray@placesassociates.com	Present
John Nason	Hubbardston Town of	Tel:	jnason1@live.com	Present
Dennis Perron	Hubbardston Town of	Tel:	chiefperron@hubpd.net	Present
Michael Pond	Hubbardston Town of	Tel:	pondboys@charter.net	Present
Claudia Provencal	Hubbardston Town of	Tel:	coa@hubbardstonma.us	Absent
Susan Rayne	Hubbardston Town of	Tel:	susanrayne@verizon.net	Present
Anita Scheipers	Hubbardston Town of	Tel: (978) 928-1400	admin@hubbardstonma.us	Present

Owner Items

No	Title	Assignment	Due Date	Priority	Status
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These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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2.8	Public Advisory Committee		12/18/2015	Medium	Open
<p>Description: John Nason opened a discussion as to the need to form a sub committee similar to a Political Action Committee only with the purpose of keeping the public up to date. Ensuring that the citizenry is well informed and misinformation quickly dispelled will go a long way to achieving the votes necessary in the spring.</p> <p>Item tabled for future discussion.</p>					
3.1	Meeting Minutes	Tony DiLuzio (Cardinal Construction, Inc.)	12/03/2015	Medium	Open
<p>Description: Review and action on the minutes of the previous meeting.</p> <p>Official Documented Meeting Minutes: Minutes of Meeting #13 of March 25, 2016 were distributed and reviewed by the committee members.</p> <p>D. Galante motioned to accept Meeting Minutes #13 from March 25, 2016 as submitted. Motion was seconded by R. Green.</p> <p>Discussion Remove January and update item 4.2 Add 21 Gardner Road to item 10.3 under site Development Hearing no Further discussion the motion passed unanimously, with S. Rayne abstaining.</p>					
4.2	Upcoming Meetings		01/29/2016	Medium	Closed
<p>Description: Based on the timeline for design deliverable and the programming meetings it was agreed the committee would schedule meetings for each of the Fridays.</p> <p>A. Scheipers to schedule Meetings for</p>					
6.1	Meeting Adjournment	Tony DiLuzio (Cardinal Construction, Inc.)	01/15/2016		Open
<p>Description: Record closing of meeting</p> <p>Official Documented Meeting Minutes: Motion to Adjourn: Motion: J. Nason; S. Rayne 2nd Adjourned at 9:16 am.</p>					
13.1	Site Signage	John Nason (Hubbardston Town of)	04/08/2016	High	Closed
<p>Description: D. Galante advised the committee that the board of selectmen had heard discussion in their meeting relative to the wording on the current sign. Based on comments from the public over the word "future" home of; and the lack of current funding the BoS directed the sign to be removed.</p> <p>D. Galante motion to have the removed as directed by the BoS. Motion seconded by J. Nason; Discussion; J. Nason asked the group to consider simply putting something over the word "future" to replace it with "proposed". Several other members offered ideas of similar wording for consideration.</p> <p>D Galante indicated that the direction of the BoS was to "remove" the sign. As such the sign should be removed while alternative language is considered.</p> <p>Hearing no further discussion the motion to remove the sign passed unanimously.</p> <p>Official Documented Meeting Minutes: The previous sign was removed as directed and a new sign has been ordered. No further action is required.</p>					

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14.1	Invoices	Tony DiLuzio (Cardinal Construction, Inc.)	04/08/2016	High	Open
<p>Description: C-P invoice in the amount of \$46,000.00 (\$45,000 for 100% Design Development documents and \$1,000 for the completion of Public Safety Space Needs Program)</p> <p>Provencher Engineering invoice in the amount of \$3,668.13 for (PRe application to DEP, RFQ and issuance to drillers, Well site work prep design.</p> <p>Carindal Construction in voice in the amount of \$7,200 (Site bidding, Design and Engineering Review, Cost estimate development.)</p>					
<p>Official Documented Meeting Minutes: <i>DiLuzio presented the invoices as noted and distributed the budget summary showing the totals billed to date and the balance remaining on each contract. Invoices were reviewed against work performed.</i> <i>D. Galante motion to recommend payment of the invoices as presented.</i> <i>R. Green 2nd the motion</i> <i>Hearing no discussion the motion passed unanimously.</i></p>					
14.2	Town Administrator	Tony DiLuzio (Cardinal Construction, Inc.)	04/15/2016	Medium	Closed
<p>Description: B. Murray advised the committee that this is Anita's last day and introduced Reanne Siegal as the interim Town Administrator. The group thanked Anita for all of her work with this committee as well as all the other good work she has performed on behalf of the Town. The committee welcomed Reanne and look froward to working with her.</p>					

Designer Services					
No	Title	Assignment	Due Date	Priority	Status
2.3	Senior Center Design Docs	Tony DiLuzio (Cardinal Construction, Inc.)	11/27/2015	High	Open
<p>Description: It is anticipated that from the agreement established we will be able to lock in a process and critical dates for the following items. Programming Schematic Design Systems Design Narratives Design Development</p> <p>Each of these subcategories will be tracked separately during the design process.</p>					
<p>Official Documented Meeting Minutes: Cardinal draft estimate due on 4/8/16. Final Estimate, Specs and 90% bid Docs due 4/22/16</p>					
2.7	Public Safety Project	Tony DiLuzio (Cardinal Construction, Inc.)	01/22/2016	Medium	Open
<p>Description: The scope of designer services for this phase of the project is to develop Programming and Schematic Design.</p> <p>Discuss overview of process</p> <p>Design team will walk the committee through the first pass of the programming. It is far too early to discuss costs in terms of per square footage at this time.</p>					
<p>Official Documented Meeting Minutes: <i>J. Catlin presented a new concept which was still larger than what the committee had hoped for. there was much debate over the size and potential cost of the building that the committee felt would not be supported by the voters. The committee discussed halting the balance of the work and the value of continuing to spend money on completing a study that would never be funded.</i></p> <p><i>The committee requested J Catlin advise as to where we are in the billing and cost to date. If advised to stop at our next meeting what would the final invoice be and what would the balance of the contract be that would be returned to the Town.</i></p>					
7.1	Solar and Geothermal	Tony DiLuzio (Cardinal Construction, Inc.)	02/19/2016	Medium	Open
<p>Description: When the mechanical and electrical designs are further along we need to investigate the benefits of solar and Geothermal systems.</p>					

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14.3	Sr. Center Estimate	Tony DiLuzio (Cardinal Construction, Inc.)	04/15/2016	High	Open
<p>Description: <i>DiLuzio presented an Estimated Construction cost totaling \$3,831,275.00. This number represents a Building of 5842 sf. at a cost of \$1,942,052.00 (\$332.43/sf). Additionally the full site development of a Public Well and Septic system, access roads and utilities to support future buildings is an additional \$936,640.00. Contingencies and escalation cost projections could be another \$952,583.00.</i> <i>As this number was in excess of what the committee had anticipated the chair requested each members comment.</i> <i>J. Nason - recommend moving forward and looking for donations and unique fund raising options such as donated materials, selling paves, and continue work with the Friends of the Seniors to raise funds.</i> <i>S. Rayne - The committee should evaluate the total project budget and advise the Designer and OPM of a specific maximum budget for the project and come back with a project that meets that number.</i> <i>D. Galante - We need to drill into the details of the estimate, the design and building features as this is not a number that can be supported, not at this dollar amount.</i> <i>M. Pond - Would like to look at the design based on what items are driving the cost up and work on the big ticket items as a means of bringing the project back on budget.</i> <i>R. Green Re-iterate what Susan and Dan stated, but no way this is the project number that he anticipated.</i> <i>S. Chatigny - In shock over this number, not at all what we were thinking or what we had told the public, need to understand the full scope and cost of the project before continuing.</i></p> <p><i>The Committee directed Catlin and Cardinal to review the complete project in an attempt to achieve a 2.5 Million dollar budget.</i></p>					

Site Development					
No	Title	Assignment	Due Date	Priority	Status
2.4	Engineering services	Tony DiLuzio (Cardinal Construction, Inc.)	11/20/2015	High	Closed
<p>Description: Update on Engineering service related to the site development package.</p> <p>Official Documented Meeting Minutes: Cardinal presented a proposal from Whitman & Bingham to prepare Soil Absorption Systems design and construction drawings, Permitting applications and board presentation, and NPDES, SWPPP documentation for an amount of \$13,000.00 in addition to their current contract.</p> <p>Motion to recommend the board of selectmen issue contract amendment to Whitman & Bingham in the amount of \$13,000.00 for additional design and permitting services related to the site development at 21 Gardner Road, offered by D. Galante. Motion seconded by S. Chatigny. Hearing no further discussion the motion passed unanimously.</p>					
2.5	Contractor Procurement	Tony DiLuzio (Cardinal Construction, Inc.)	12/18/2015	High	Closed
<p>Description: DiLuzio to solicit proposal from site development contractors to perform early site investigations and site prep including the establishment of the public well.</p>					
2.6	Well Design & Permitting	Tony DiLuzio (Cardinal Construction, Inc.)	01/22/2016	High	Open
<p>Description: DiLuzio working with Murray to secure proposal from firms to assisting the design and permitting of the public well.</p> <p>Official Documented Meeting Minutes:</p> <ol style="list-style-type: none"> 1. Complete research and prepare report for DEP Pre-submittal meeting March 18 <ol style="list-style-type: none"> 1. Research Complete? Done 2. Meeting scheduled? Pending 3. Who needs to attend? DiLuzio, Provencher 4. DEP Pre submittal letter approved for issuance. 2. Attend site visit w/ DEP to approve proposed well location March 25, <ol style="list-style-type: none"> 1. Do you need the location staked at that time. Date Pending, Scheduling W&B for staking locations. 3. Prepare well access road earthwork RFP & issue to earthwork contractors April 1 					

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<p>1. This is done, and bids are out, Bids due 3/23</p> <p>4. Review earthwork bids & recommend contractor to be authorized by you April 8</p> <p>1. Contractor will be on board and working by this date.</p> <p>5. Prepare well drilling RFP & issue to well drillers April 15</p> <p>1. When will draft be ready and can we move this up on the time line. Draft should be ready for issue next week.</p> <p>6. Complete Earthwork for well access drive April 15</p> <p>7. Review well driller bids & recommend well driller to be authorized by you April 22</p> <p>8.</p> <p>9. Complete well drilling May 6</p> <p>10. Prepare pump test RFP & issue to pump companies May 13</p> <p>11. Review pump test bids & recommend pump test company to be authorized by you May 20</p> <p>12. Complete Pump Testing & submit water quality samples to lab May 27</p> <p>13. Complete Pump Test report, water system design, Final DEP submission June 30</p>					
2.9	Regional Antenna	Anita Scheipers (Hubbardston Town of)	12/04/2015	High	Open
<p>Description: The Regional Dispatch group has indicated that a radio tower will be needed and this site would be a viable location for the Tower. This would require the development of a Communication Tower approximately 100' tall and supporting infrastructure and utilities. Anita is working to schedule a meeting with involved parties to discuss logistics, timing and funding of such work.</p> <p>Information only a this time, no action of the committee required.</p>					
<p>Official Documented Meeting Minutes: Members of Hubbardston and the RECC met to review requirements and timelines.</p> <ul style="list-style-type: none"> • Capital funding is in place with no specific target date. • funds may be utilized to purchase a generator. • Tower location should be designed as part of the overall project. • Tower is expected to be 150' tall plus any antenna that may reach higher than that • Tower and Antenna will be below the 200' FAA requirement eliminating the need for lights and extensive permitting. • Equipment supported is not yet defined and may eliminate the need for a support structure. • Cabinet based equipment may be utilized, this will be investigated at a later date. • Potential will exist to provide a UHF repeater allowing the upgrade of DPW equipment. 					
10.3	Notice of Intent	Tony DiLuzio (Cardinal Construction, Inc.)	03/11/2016	High	Open
<p>Description:</p> <ul style="list-style-type: none"> • DiLuzio working with W&B to prepare documents for filing with Conservation Commission a notice of intent prior to commencement of site clearing activities. 					
<p>Official Documented Meeting Minutes: Property address is 21 Gardner Road</p>					

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