

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: 04/15/2016

MEETING TIME: 8:00AM - 9:43AM

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](mailto:adiluzio@cardinalservices.net)) with any corrections or edits requested.

#### Agenda Summary

- *Minutes from Previous Meeting*
- *Estimate Update*
- *Barre Recent Project Bid results - Tabled*
- *Public Safety Study Status.*

#### 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	Absent
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	Absent
John Nason	Hubbardston Town of	Tel:	jnason1@live.com	Present
Dennis Perron	Hubbardston Town of	Tel:	chiefperron@hubpd.net	Absent
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
Raeanne Siegal	Hubbardston Town of	Tel: (978) 928-1400	admin@hubbardstonma.us	Absent

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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### Owner Items

No	Title	Assignment	Due Date	Priority	Status
2.8	Public Advisory Committee		12/18/2015	Medium	Open
<p><b>Description:</b> 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 ( <b>Cardinal Construction, Inc.</b> )	12/03/2015	Medium	Open
<p><b>Description:</b> Review and action on the minutes of the previous meeting.</p>					
<p><b>Official Documented Meeting Minutes:</b> Minutes of <b>Meeting #14 of April 8, 2016</b> were distributed and reviewed by the committee members.</p> <p><b>D. Galante</b> motioned to accept Meeting <b>Minutes #14</b> from <b>April 8, 2016</b> as submitted. Motion was seconded by <b>J Nason</b>.</p> <p><b>Discussion</b></p> <p>Hearing no Further discussion the motion passed unanimously.</p>					
6.1	Meeting Adjournment	Tony DiLuzio ( <b>Cardinal Construction, Inc.</b> )	01/15/2016		Open
<p><b>Description:</b> <b>Record closing of meeting</b></p>					
<p><b>Official Documented Meeting Minutes:</b> <b>Motion to Adjourn:</b> <b>Next meetign in two weeks (April 29, 2016)</b> <b>Motion: D. Galante; R. Green 2nd</b> <b>Adjourned at 9:43 am.</b></p>					
14.1	Invoices	Tony DiLuzio ( <b>Cardinal Construction, Inc.</b> )	04/08/2016	High	Closed
<p><b>Description:</b> 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><b>Official Documented Meeting Minutes:</b> <b>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.</b> <b>D. Galante motion to recommend payment of the invoices as presented.</b> <b>R. Green 2nd the motion</b> <b>Hearing no discussion the motion passed unanimously.</b></p>					

### Designer Services

No	Title	Assignment	Due Date	Priority	Status
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2.3	Senior Center Design Docs	Tony DiLuzio (Cardinal Construction, Inc.)	11/27/2015	High	Open
<p><b>Description:</b>                  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><b>Official Documented Meeting Minutes:</b>  <i>Based on the projected estimate figures below the Susan Rayne motioned to direct C+P to redesign the Senior Center with a Maximum 4,000sf foot print, locating the building to Gardner street and reducing the anticipated site construction costs. Seconded by D. Galante;</i>  <b>Discussion;</b>  <i>R. Green felt that the more appropriate square footage might be closer to 3,000.</i>  <i>A. DiLuzio Advised that we are commencing site work next week and clear direction is required.</i>  <i>J. Catlin expressed concern over the extensive change given the time to complete contract work.</i>  <i>D. Galante advised that the BOS had already agreed to a revised schedule to have bids in hand for August</i>  <i>Much discussion revolved around the total amount being requested. In short the grant is \$596,218 and the article will request \$2.2M Bringing the total anticipated project budget to \$2,800,000.00</i></p> <p><i>R. Green motion to amend the motion to include delivering the bids in August for a redesigned Senior Center with a Total Anticipated Project Cost of 2.8M dollars.</i>  <i>Motion was seconded by D. Galante and hearing no further discussion passed Unanimously.</i></p>					
2.7	Public Safety Project	Tony DiLuzio (Cardinal Construction, Inc.)	01/22/2016	Medium	Open
<p><b>Description:</b>                  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>					
7.1	Solar and Geothermal	Tony DiLuzio (Cardinal Construction, Inc.)	02/19/2016	Medium	Open
<p><b>Description:</b>                  When the mechanical and electrical designs are further along we need to investigate the benefits of solar and Geothermal systems.</p>					
14.3	Sr. Center Estimate	Tony DiLuzio (Cardinal Construction, Inc.)	04/15/2016	High	Open
<p><b>Description:</b>  <i>DiLuzio presented an Estimated Construction cost totaling \$3,831,275.00</i>  <i>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>					
<p><b>Official Documented Meeting Minutes:</b>                  DiLuzio presented the following budget information.</p>					

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- Value Engineering suggestions totaled \$582,880.00
- VE suggestions would bring the building cost to \$299/sf
- Site Costs are extensive as the bulk of that cost is being allocated to the Sr. Center
- The grant for Site development is approx. 600,000 dollars while initial estimates were \$936,000
- While moving the building closer will reduce some site costs the establishment of a Well and Septic systems design for future expansion will still need to occur as part of this project.
- At best VE efforts can take the initial \$3.8M down to \$3.2M
- Additional cuts will need to come from the building and site work.

### Site Development

No	Title	Assignment	Due Date	Priority	Status
2.6	Well Design & Permitting	Tony DiLuzio ( <b>Cardinal Construction, Inc.</b> )	01/22/2016	High	Open

**Description:**

DiLuzio working with Murray to secure proposal from firms to assisting the design and permitting of the public well.

**Official Documented Meeting Minutes:**

1. Complete research and prepare report for DEP Pre-submittal meeting March 18
  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,
  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
  1. This is done, and bids are out, **Bids due 3/23**
4. Review earthwork bids & recommend contractor to be authorized by you April

April 8

  1. Contractor will be on board and working by this date.
5. Prepare well drilling RFP & issue to well drillers April 15
  1. When will draft be ready and can we move this up on the time line. **Draft should be ready for issue next week.**
6. Complete Earthwork for well access drive April 15
7. Review well driller bids & recommend well driller to be authorized by you April 22
- 8.
9. Complete well drilling May 6
10. Prepare pump test RFP & issue to pump companies May 13
11. Review pump test bids & recommend pump test company to be authorized by you May 20
12. Complete Pump Testing & submit water quality samples to lab May 27
13. Complete Pump Test report, water system design, Final DEP submission June 30

2.9	Regional Antenna	Raeanne Siegal ( <b>Hubbardston Town of</b> )	12/04/2015	High	Open
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**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.

Information only at this time, no action of the committee required.

10.3	Notice of Intent	Tony DiLuzio ( <b>Cardinal Construction, Inc.</b> )	03/11/2016	High	Open
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<b>Description:</b> <ul style="list-style-type: none"> <li>• DiLuzio working with W&amp;B to prepare documents for filing with Conservation Commission a notice of intent prior to commencement of site clearing activities.</li> </ul>					
15.1	Site Development	Tony DiLuzio (Cardinal Construction, Inc.)	04/29/2016	High	Open
<b>Description:</b> <i>M. Pond motioned to direct Cardinal to work with Cook Forest Products and modify the scope of work limited to the that work which would support the Senior Center facility being constructed closer to Gardner Rd. Motion was seconded by R. Green. Discussion; hearing non the motion passed unanimously.</i>					
15.2	Well Permitting	Tony DiLuzio (Cardinal Construction, Inc.)	04/26/2016	High	Open
<b>Description:</b> <i>DEP visited the site and has questions the flagging of wetlands and associated 100' buffer. during the site walk DEP pointed out several areas of standing water and suspect vegetation that would indicate wetland area that were not flagged. These areas appeared to be created by large tire tracks many years ago, and those depression were still holding water. DEP requested that the Conservation Commission review these areas and offer a decision as to the appropriateness of the flagging.</i>					

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