

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: 04/29/2016

MEETING TIME: 8:00AM - 9:30AM

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.

Agenda Summary

- *Minutes from Previous Meeting*
- *Catlin+Petrovick Proposal*
- *Catlin+Petrovick Invoice*
- *Site Activity Update*
- *Barre Recent Project Bid results*
- *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	Present
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	Present
Susan Rayne	Hubbardston Town of	Tel:	susanrayne@verizon.net	Present

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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Raeanne Siegal	Hubbardston Town of	Tel: (978) 928-1400	admin@hubbardstonma.us	Present
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Owner Items

No	Title	Assignment	Due Date	Priority	Status
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 #15 of April 15, 2016 were distributed and reviewed by the committee members.</p> <p>S. Rayne motioned to accept Meeting Minutes #15 from April 15, 2016 as submitted. Motion was seconded by J Nason.</p> <p>Discussion</p> <p>Hearing no Further discussion the motion passed unanimously. M. Murray abstain</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:</p> <p>Motion: S. Rayne; R. Green 2nd Adjourned at 9:20AM Next meeting (5/13/16)</p>					
16.1	C+P Architects Proposal	Tony DiLuzio (Cardinal Construction, Inc.)	04/29/2016	High	Open
<p>Description: Based on the directive to redesign the proposed Senior Center J. Catlin presented a fee proposal requesting and additional authorization in the amount of \$101,090.00. The current contract will be credited \$11,430.00 for the design services not completed and the bidding and construction phases which had not begun. The net add being requested is \$101,090.00 D. Galante motion to recommend the BoS authorize the additional services request from C+P Architects pending appropriate design services amendment by counsel. Motion seconded by S. Rayne. Hearing no further discussion the motion passed unanimously.</p>					
16.2	Drilling Services	Tony DiLuzio (Cardinal Construction, Inc.)	04/29/2016	Medium	Open
<p>Description: DiLuzio presented three proposals for drilling services associated with the public water supply well. Proposal were solicited through Cardinal and Provencher engineering and interested companies visited the site. Viera Well, LLC \$13,300.00 M. Sullivan Co \$11,600.00 Skillings & Sons 15,223.00</p>					

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All firms are capable, local and well known for providing this type of service.

D. Galante Motion to recommend the BoS entering into agreement with M. Sullivan Co for drilling the well as proposed and defined by the bid documents and under the direction of Provencher Engineering. Motion seconded by J. Nason. and hearing no discussion the motion passed unanimously.

16.3	C+P Architects Invoice	Tony DiLuzio (Cardinal Construction, Inc.)	04/29/2016	High	Open
<p>Description: DiLuzio presented C+P Architects invoice 20150035-4A in the amount of \$60,660.00. This invoices is to the work as completed up to the change directed by the committee and credits the account \$11,340. for the balance of design work remaining incomplete at this time. This amount will be applied to the additional services fee. Motion by D. Galante to recommend approval of the invoice as presented, seconded by S. Rayne and hearing no further discussion the motion passed unanimously.</p>					
16.4	Barre Public Safety	William Murray (Hubbardston Town of)	04/29/2016	Low	Open
<p>Description: <i>The Town of Barre recently bid a small public safety project which had very favorable bid results. The committee requested that this be put on the agenda to discuss the construction materials and design consideration that might be incorporated into the senior center.</i></p> <p><i>This item tabled to future meeting.</i></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: John Catlin to update the group on the progress of design and bid documents.</p>					
<p>Official Documented Meeting Minutes: <i>J. Catlin presented a new schematic design roughly 4,039sf. and relocating the building closer to the front of the site. This new proposed plan would reduce the square footage of the building and reduce the site work required to support it. The building would have many of the same spaces but smaller in overall square footage. there would be no provisions for a basement. Add Alternates would be defined over the next few weeks, Catlin recommends Kitchen Equipment, and Solar tubes; The wellness area could be reconfigured to support the companion toilet area if it is desired. The current plan does not have a companion toilet.</i></p> <p><i>D. Galante motion to direct C+P to proceed with the design as presented and subject to the Boards of Selectmen authorizing the additional design services. Motion seconded by J Nason</i> <i>Discussion: R. Green provided the cost estimate can be adhered to; C. Provenchal has reviewed the new design and agreeable with this approach. Hearing no further discussion the motion passed unanimously.</i></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: Subject of completing the Need Study tabled to future meeting.</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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Official Documented Meeting Minutes: <i>Hearing no further discussion on this topic Cardinal recommends closing this item.</i>					
14.3	Sr. Center Estimate	Tony DiLuzio (Cardinal Construction, Inc.)	04/15/2016	High	Open
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. As this number was in excess of what the committee had anticipated the chair requested each members comment. 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. 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. 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. 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. R. Green Re-iterate what Susan and Dan stated, but no way this is the project number that he anticipated. 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> <i>The Committee directed Catlin and Cardinal to review the complete project in an attempt to achieve a 2.5 Million dollar budget.</i>					
Official Documented Meeting Minutes: <i>DiLuzio presented the following budget information.</i> <ul style="list-style-type: none"> • <i>DiLuzio presented the new budget totaling \$2.8M inclusive of the state grant funding applied to the site development. The basis of this budget shall be a building of approximately 4,000sf. with an estimated construction cost of \$300.00/sf. The budget was as the committee had requested and no further action is needed at this time.</i> 					

Site Development					
No	Title	Assignment	Due Date	Priority	Status
2.6	Well Design & Permitting	Tony DiLuzio (Cardinal Construction, Inc.)	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: <i>Significant delays have occurred based on the response form DEP. The local conservation commission will need to review the site and concur with the wetland determination as flagged. DEP has issued a request for additional information prior to review of our submittal. There is no defined schedule for the permitting, drilling and testing of the proposed well location at this time. Provencher Engineering will prepare a revised schedule when the DEP issues have been addressed.</i>					
2.9	Regional Antenna	Raeanne Siegal (Hubbardston Town of)	12/04/2015	High	Open
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 a this time, no action of the committee required.					
10.3	Notice of Intent	Tony DiLuzio (Cardinal Construction, Inc.)	03/11/2016	High	Open
Description: <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. 					

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Official Documented Meeting Minutes: <i>At present there are no activities requiring additional notifications.</i>					
15.1	Site Development	Tony DiLuzio (Cardinal Construction, Inc.)	04/29/2016	High	Open
Description: 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.					
Official Documented Meeting Minutes: <i>DiLuzio is working with Cook Forestry and Whitman & Bingham to reduce and limit the work based on the new plans presented. The new areas will be staked and flagged early next week. DiLuzio will walk the site with the contractor. DiLuzio to request a proposal for demobilizing and re-mobilizing the tree clearing equipment.</i>					
15.2	Well Permitting	Tony DiLuzio (Cardinal Construction, Inc.)	04/26/2016	High	Open
Description: 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.					
Official Documented Meeting Minutes: <i>DiLuzio distributed the DEP letter dated April 28, 2016, requesting additional information</i>					

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