

Cardinal

Meeting #18

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: 05/20/2016

MEETING TIME: 8:00AM - 9:12AM

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*
- *Site Update*
- *Schedule Update*
- *Budget and Invoices*
- *New Business*

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
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	
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	
Michael Pond	Hubbardston Town of	Tel:	pondboys@charter.net	
Claudia Provencal	Hubbardston Town of	Tel:	coa@hubbardstonma.us	
Susan Rayne	Hubbardston Town of	Tel:	susanrayne@verizon.net	Absent
Raeanne Siegal	Hubbardston Town of	Tel: (978) 928-1400	admin@hubbardstonma.us	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.

Please contact Cardinal Construction, Inc. if there are any discrepancies or questions with the content of these minutes.

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>					
<p>Official Documented Meeting Minutes: <i>No update on this item.</i></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 #17 of May 13, 2016 were distributed and reviewed by the committee members.</p> <p>J. Nason motioned to accept Meeting Minutes #17 from May 13, 2016 as submitted. Motion was seconded by R. Green.</p> <p>Discussion</p> <p>Hearing no Further discussion the motion passed unanimously.</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: D. Galante Second: B. Murray Adjourned at 9:12AM Next meeting (6/3/16)</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>					
<p>Official Documented Meeting Minutes: Amendment has been issued to counsel for review. Catlin+Petrovick proceeding in advance of paper work R. Siegal to follow up.</p>					
16.2	Drilling Services	Tony DiLuzio (Cardinal Construction, Inc.)	04/29/2016	Medium	Closed
<p>Description: DiLuzio presented three proposals for drilling services associated with the public water supply well.</p>					

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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

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.

Official Documented Meeting Minutes:

DiLuzio to coordinate drilling activities with the site development contracts and well engineer pending approval of DEP and Con Com

17.1	Invoices	Tony DiLuzio (Cardinal Construction, Inc.)	05/13/2016	High	Closed
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Description:

DiLuzio presented 2 invoices;

- *Cardinal Construction invoice for OPM services in the amount of \$16,119.50 for services during the month of April. This invoice included \$8,500 for the Full quantity take off and estimate for the previous design and \$270.00 for soils testing.*
- *Provencher Engineering invoice for Well Engineering and permitting services in the amount of \$2,007.70, Coordinating and communicating with DEP receiving and reviewing well drilling proposals, coordination with site engineers*

Official Documented Meeting Minutes:

Catlin+Petrovick invoice presented for schematic design phase for the relocated and small er version of the Senior Center. Invoice #20150035-1R in the amount of \$23,628.00 was presented in advance of the Amendment 1 which is with Counsel and the BoS for signature.

B. Murray motion to recommend payment to the board of selectmen pending review and execution of Catlin+Petrovick Amendment 1. Motion was seconded by D. Galante. Hearing no further discussion the motion passed unanimously.

17.2	W. Murray Status	William Murray (Hubbardston Town of)	05/16/2016	High	Closed
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Description:

Mr. Murray advised the committee members that his firm has taken an assignment under contract with Caltin+Petrovick Architects. Based on the perceived conflict of ethic he will be resigning his position as Chair. Has has offered to continue providing guidance and advice as an Ex-officio members.

J. Nason motion to recommend the Board of selectmen accept the resignation and appointment as ex-officio member. Motion seconded by S. Rayne and hearing no further conversation the motion passed unanimously.

Official Documented Meeting Minutes:

Mr. Murray has resigned from the committee and moving forward Rick Green will assume the position of Chairman.

No Further action at this time.

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

Description:

John Catlin to update the group on the progress of design and bid documents.

Official Documented Meeting Minutes:

J. Catlin presented the new schematic design package based on the 4,039sf footprint of the building. Catlin reviewed the proposed plans and basis of design and construction details with the committee

2.7	Public Safety Project	Tony DiLuzio (Cardinal Construction, Inc.)	01/22/2016	Medium	Open
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Description:

The scope of designer services for this phase of the project is to develop Programming and Schematic Design.

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Discuss overview of process

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.

Official Documented Meeting Minutes:

C+P is to complete the study phase as presented with the current programming and schematic designs.

Site Development

No	Title	Assignment	Due Date	Priority	Status
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>					
2.9	Regional Antenna	Raeanne Siegal (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 at this time, no action of the committee required.</p>					
<p>Official Documented Meeting Minutes: <i>No action or update at this time.</i></p>					
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. 					
15.1	Site Development	Tony DiLuzio (Cardinal Construction, Inc.)	04/29/2016	High	Open
<p>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.</p>					
<p>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. D Galante request billing for work performed to date be issued for review at our next meeting.</i></p>					
15.2	Well Permitting	Tony DiLuzio (Cardinal Construction, Inc.)	04/26/2016	High	Open
<p>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.</p>					
<p>Official Documented Meeting Minutes: <i>All parties have agreed to the new flagging area. Conservation Commission need to formally meet and approve the proposed location. W. Murray working on a letter outlining the steps required when the Zone 1 is not entirely within the property bounds. BoS will issue a letter requesting easement from DCR. Committee will work with local DPW to see if a backhoe and operator can be on site Friday (5/27/16) to explore and test for new septic location.</i></p>					

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A new location would shorten the distance of piping and eliminate the need for a wetland crossing while keeping the septic out of the Zone 1 area.

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