

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: 06/03/2016

MEETING TIME: 8:05AM - 8:47AM

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*
- *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	jcattin@c-parchitects.com	
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	
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	Present
Claudia Provencal	Hubbardston Town of	Tel:	coa@hubbardstonma.us	
Susan Rayne	Hubbardston Town of	Tel:	susanrayne@verizon.net	
Raeanne Siegal	Hubbardston Town of	Tel: (978) 928-1400	admin@hubbardstonma.us	

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><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>					
<p><b>Official Documented Meeting Minutes:</b> <i>No update on this item.</i></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 #18</b> of <b>May 20, 2016</b> were distributed and reviewed by the committee members.</p> <p><b>D. Galante</b> motioned to accept Meeting <b>Minutes #18</b> from <b>May 20, 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> Record closing of meeting</p>					
<p><b>Official Documented Meeting Minutes:</b> <b>Motion to Adjourn:</b></p> <p><b>Motion: D. Galante</b> <b>Second: J. Nason</b> <b>Adjourned at 8:47AM</b> <b>Next meeting (TBD)</b></p>					
16.1	C+P Architects Proposal	Tony DiLuzio ( <b>Cardinal Construction, Inc.</b> )	04/ 29/ 2016	High	Open
<p><b>Description:</b> 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><b>Official Documented Meeting Minutes:</b> All Parties working to secure final agreement for presentation at the next Board of Selectmen Meeting. DiLuzio to Contact K-P Law</p>					
19.1	OPM Extension	Rick Green ( <b>Hubbardston Town of</b> )	06/ 13/ 2016	Medium	Open
<p><b>Description:</b> OPM Services Extension to provide services for the period from Spring Town meeting to fall town meeting 2016.</p>					

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**Official Documented Meeting Minutes:**

*DiLuzio presented Amendment 1 extending services from April 30, 2016 to September 30, 2016 in the amount to \$17,500.00. The OPM will continue to provide "pre-construction services" per the contract for the additional 5 month period.*

*D. Galante motioned to recommend the Board of Selectmen approve amendment 1 extending the OPM services for pre-construction services to September 30, 2016 for a proposed fee of \$17,500.00. Motion was seconded by R. Green and hearing no further discussion the motion passed unanimously.*

*DiLuzio to work with the Town Administrator and Counsel to finalize document.*

### 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 50% Design Development 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.

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

**Description:**

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

**Official Documented Meeting Minutes:**

*Cardinal to work with D. Provencher to establish new schedule based on the June 16 Start date for commencement of clearing operations.*

2.9	Regional Antenna	Raeanne Siegal (Hubbardston Town of)	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.

**Official Documented Meeting Minutes:**

*No action or update at this time.*

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10.3	Notice of Intent	Tony DiLuzio ( <b>Cardinal Construction, Inc.</b> )	03/ 11/ 2016	High	Open
<p><b>Description:</b></p> <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>					
<p><b>Official Documented Meeting Minutes:</b>  <i>Preliminary testing of a new location for the Soil Absorption System has been identified.            All Parties working to schedule formal testing and witnessing with Whitman-Bingham, Hubb. Board of Health and other interested parties.            Cardinal to coordinate new design criteria, dates, and program consideration with Catlin-Petrovick and Whitman-Bingham.</i></p>					
15.1	Site Development	Tony DiLuzio ( <b>Cardinal Construction, Inc.</b> )	04/ 29/ 2016	High	Open
<p><b>Description:</b>            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><b>Official Documented Meeting Minutes:</b>  <i>DiLuzio is working with Cook Forestry and Whitman &amp; Bingham to reduce and limit the work based on the new plans presented.            The new areas are staked and flagged.            DiLuzio to advise contractor of June 16 Remob, confirm invoice and report back to the committee as to the commencement and any additional costs</i></p>					
15.2	Well Permitting	Tony DiLuzio ( <b>Cardinal Construction, Inc.</b> )	04/ 26/ 2016	High	Open
<p><b>Description:</b>            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><b>Official Documented Meeting Minutes:</b>            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.            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.</p>					

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