

# Cardinal

## Meeting #22

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: 08/12/2016

MEETING TIME: 8:01AM - 9:02AM

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*
- *Status of Construction Documents*
- *Site Update*
- *Schedule Update (Review bid dates)*
- *Budget and Invoices*
- *New Business*

#### NOTES:

#### ATTACHMENTS:

#### ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Tony DiLuzio	Cardinal Construction, Inc.	Tel: (508) 831-4447	<a href="mailto:adiluzio@cardinalservices.net">adiluzio@cardinalservices.net</a>	Present
John Catlin	Catlin & Petrovick Architects, PC	Tel: (603) 352-2255	<a href="mailto:jcatlin@c-parchitects.com">jcatlin@c-parchitects.com</a>	
Scott Chatigny	Hubbardston Town of	Tel:	<a href="mailto:ofcchatigny@hubpd.net">ofcchatigny@hubpd.net</a>	
Dan Galante	Hubbardston Town of	Tel:	<a href="mailto:dan_galante@yahoo.com">dan_galante@yahoo.com</a>	Present
Rick Green	Hubbardston Town of	Tel:	<a href="mailto:rwg.foursistersfarm@gmail.com">rwg.foursistersfarm@gmail.com</a>	Present
Robert Hayes	Hubbardston Town of	Tel:	<a href="mailto:firechief@hubbardstonma.us">firechief@hubbardstonma.us</a>	
William Murray	Hubbardston Town of	Tel:	<a href="mailto:wmmurray@placesassociates.com">wmmurray@placesassociates.com</a>	
John Nason	Hubbardston Town of	Tel:	<a href="mailto:jnason1@live.com">jnason1@live.com</a>	Present
Dennis Perron	Hubbardston Town of	Tel:	<a href="mailto:chiefperron@hubpd.net">chiefperron@hubpd.net</a>	
Claudia Provencal	Hubbardston Town of	Tel:	<a href="mailto:coa@hubbardstonma.us">coa@hubbardstonma.us</a>	
Susan Rayne	Hubbardston Town of	Tel:	<a href="mailto:susanrayne@verizon.net">susanrayne@verizon.net</a>	Present
Raeanne Siegal	Hubbardston Town of	Tel: (978) 928-1400	<a href="mailto:admin@hubbardstonma.us">admin@hubbardstonma.us</a>	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><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 (Cardinal Construction, Inc.)	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 #21 of July 15, 2016</b> were distributed and reviewed by the committee members.</p> <p><b>J. Nason</b> motioned to accept Meeting <b>Minutes #21</b> from <b>July 15, 2016</b> as submitted. Motion was seconded by <b>R. Green</b>. <b>S. Rayne - absent from meeting abstained</b></p> <p><b>Discussion</b></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><b>Description:</b> <b>Record closing of meeting</b></p>					
<p><b>Official Documented Meeting Minutes:</b> <b>Motion to Adjourn:</b></p> <p><b>Motion: R. Green</b> <b>Second: S. Rayne</b> <b>Adjourned at 9:02</b> <b>Next meeting (T.B.D at 0800)</b></p>					
22.1	Invoices	Tony DiLuzio (Cardinal Construction, Inc.)	08/ 12/ 2016	High	Open
<p><b>Description:</b> DiLuzio to present invoices received for the Committees review and action.</p> <p>C+P Architects Provencher Engineering Whitman &amp; Bingham Cook FPI Sullivan Well Drilling Cardinal Construction</p>					
<p><b>Official Documented Meeting Minutes:</b> <b>Provencher Engineering 7/31/16 #PE290.01.05 \$437.50</b> <b>Cook FPI 8/1/16 #27428 \$115,756.00</b> <b>Sullivan Drilling 8/11/16, # NA, \$7,890.00</b> <b>Cardinal Const. (8/10/16) #09 \$5,000.00</b></p> <p><b>S. Rayne Motion to recommend approval by the BOS for payment of the invoices as presented.</b></p>					

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<i>Motion seconded by J. Nason Hearing no further discussion, the motion passed unanimously</i>					
22.2	Commitments	Tony DiLuzio (Cardinal Construction, Inc.)	08/ 12/ 2016	High	Open
<p><b>Description:</b> DiLuzio to present any new proposal or contracts for Committee review and action.</p> <p>Culley Pump Company</p>					
<p><b>Official Documented Meeting Minutes:</b> <i>DiLuzio presented a proposals from 2 firms to provide the pumping equipment and conduct the 24 hour test per DEP regulations Skilling &amp; Sons in the amount of \$12,844.00 Culley Pump in the amount of \$12,075</i></p> <p><i>Provencher engineering has reviewed the proposal and indicates both meet the requirements DEP, He has worked with both firms in the past and both are suitable to perform the work. Based on the information and the proposal DiLuzio recommend award to Culley Pump in the amount of \$12,075.00.</i></p> <p><i>Motion to recommend the Town proceed with Culley Pump in the amount of \$12,075. Motion seconded by R. Greene. Hearing no further discussion the motion passed unanimously.</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><b>Description:</b> John Catlin to update the group on the progress of design and bid documents.</p>					
<p><b>Official Documented Meeting Minutes:</b> Drawings are progressing based on a September completion</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>					
<p><b>Official Documented Meeting Minutes:</b> C+P is to complete the study phase as presented with the current programming and schematic designs.</p>					

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><b>Description:</b> DiLuzio working with Murray to secure proposal from firms to assisting the design and permitting of the public well.</p>					
<p><b>Official Documented Meeting Minutes:</b> Cardinal to work with D. Provencher to establish new schedule based on the June 16 Start date for commencement of clearing operations.</p>					

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<p><i>All work has commenced and is proceeding accordingly. DiLuzio is conducting regular site visits and coordinating field activities. DiLuzio toured the site with Conservation Commission agent R. Green and reported erosion control deficiencies. Cook FPI implemented corrective actions and Cardinal photographed and reported the completed work.</i></p> <p><i>Town is working with Counsel to finalize the MOU.</i></p>					
2.9	Regional Antenna	Raeanne Siegal (Hubbardston Town of)	12/ 04/ 2015	High	Open
<p><b>Description:</b> 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>					
10.3	Notice of Intent	Tony DiLuzio (Cardinal Construction, Inc.)	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>					
15.1	Site Development	Tony DiLuzio (Cardinal Construction, Inc.)	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>Cook FPI has completed the scope of work as bid and submitted final invoice as noted above.</i></p>					
15.2	Well Permitting	Tony DiLuzio (Cardinal Construction, Inc.)	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>					

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