



PRINCIPALS

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Construction Meeting Notes #17

DATE: June 25, 2013

MEETING DATE: June 20, 2013

PREPARED BY: Wayne R. Lawson, P.E., SECB

PROJECT: Old Tyngsborough Town Hall Renovations
CBI JOB NO.: 12117

ATTENDEES: George Dupras, Clerk of the Works
Joseph Rizza, Courtstreet Architects
Ronald Corcoran, Meadows Construction
Brian Dias, Meadows Construction
Michael Gilleberto, Town of Tyngsborough
Paul Welcome, Town of Tyngsborough
Wayne R. Lawson, CBI Consulting Inc.

DISTRIBUTION: See Above*

Item	Description	Action/Date
1.4	<u>Schedule of Values:</u> Meadows has submitted SOV. CBI and Courtstreet to review. <u>Certified Payrolls:</u> Certified Payrolls to be submitted to Town of	

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Item	Description	Action/Date
	Tyngsborough.	
	02/27/13 <i>Certified Payrolls to be submitted to Michael Gilleberto.</i>	RECORD
	<u>Change Orders:</u> PCO's to be reviewed at job meetings. Town of Tyngsborough to forward protocol for Change Order approval.	
	02/27/13 <i>PCO's to be reviewed and discussed at project meetings. If PCO is related to historic item then it must be discussed with the Historical Committee.</i>	RECORD
1.5	<u>Submittals:</u> To be submitted electronically. Meadows to forward one (1) hard copy and electronic copy of all approved submittals to the Town of Tyngsborough.	
	05/23/13 <i>No change.</i>	
	06/13/13 <i>Kitchen sink submittal needed.</i>	
	06/20/13 <i>Tyngsborough Board of Health approved the three bay sink with drainboard on one side.</i>	
1.6	The scope of the work includes:	
	a. <u>Asbestos Abatement:</u>	
	Abatement work is scheduled for 02/26/13. The Town of Tyngsborough to coordinate hygienist.	
	04/25/13 <i>No change.</i>	
	05/02/13 <i>No change.</i>	
	05/09/13 <i>CBI to follow up with Michael Gilleberto.</i>	RECORD
	c. <u>Cast in Place Concrete:</u>	
	d. <u>Masonry:</u>	
	e. <u>Metals/ Structural Steel:</u>	
	f. <u>Carpentry:</u>	
	g. <u>Thermal and Moisture Protection:</u>	
	h. <u>Doors and Windows:</u>	
	i. <u>Finishes:</u>	
	j. <u>Specialties:</u>	
	k. <u>Equipment:</u>	



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Item	Description	Action/Date
l.	<u>Furnishings:</u>	
m.	<u>Fire Suppression:</u>	
	<i>05/30/13 CSA to push Zade for comments.</i>	
	<i>06/13/13 Pending.</i>	
	<i>06/20/13 Need sprinkler and detector PCO's resolved. Waiting on Mercier for back-up.</i>	
n.	<u>Plumbing:</u>	
	Courtstreet to have Plumbing Engineer review kitchen sink and grease receptor requirements to satisfy the Board of Health requirements.	
	<i>05/16/13 Plumbing subcontractor has submitted PCO (\pm \$10,000). CSA to specify stock sink to reduce costs.</i>	
	<i>05/23/13 Meadows revising PCO.</i>	
	<i>06/13/13 No change.</i>	
	<i>06/20/13 No change.</i>	
o.	<u>HVAC:</u>	
p.	<u>Electrical:</u>	
	Tyngsborough has been in contact with National Grid and it is likely that this work will not be completed until April.	
	<i>05/16/13 Pole was installed on 05/15/13. National Grid should be on site on 05/17/13.</i>	
	<i>05/23/13 Waiting for transformers and power. Holding up roof stripping. Town to reach out to National Grid.</i>	
	<i>05/30/13 Power lines have been removed and stripping of roof at the north side is underway.</i>	RECORD
q.	<u>Earthwork:</u>	
r.	<u>Exterior Improvements:</u>	



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1.7 Long Lead Items:

Conveying systems. Courtstreet provided Meadows with bid package for solicitation of elevator bids.

05/02/13 CSA has approved submittals except as noted. Meadows still needs to stamp and resubmit.

05/09/13 Meadows has resubmitted. CSA to review.

05/16/13 CSA to review revised submittal.

05/23/13 Done.

RECORD

1.8 Schedule:

Contract requires 272 days until Substantial Completion.

1.9 Parking: Limited.

1.10 Weekly Meetings:

Job meetings will be held on Wednesdays at 11:00 am. Initially the job meetings will be held at the new Town Hall, 25 Bryants Lane.

03/08/13 Next meeting will be held at 11:00 am on 03/13/13 at the Fire Station.

03/13/13 Unless otherwise indicated, all future meetings will be held at the Fire Station on Wednesdays at 11:00 am.

*03/27/13 **Project meetings will now be held on Thursdays at 1:00 pm. Meetings will be at the Fire Station until otherwise noted.***

2.5 Room for storage trailer near adjacent barn.

03/08/13 No change.

03/27/13 No change.

RECORD

2.6 Pencil Requisition to be submitted by Meadows on 02/27/13.

03/08/13 Requisition #1 has been paid.

03/27/13 Marked up pencil requisition #2 was returned to Meadows. Final hard copies were signed by Courtstreet at the meeting.

RECORD



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- 2.7 CBI and the Town of Tyngsborough to discuss testing agency for project.
- 04/25/13 CBI to forward UTS geotechnical report.*
- 05/02/13 CBI to forward reports to Paul Welcome.*
- 05/09/13 UTS reports have been forwarded by CBI.*
- 05/16/13 CBI will continue to forward UTS reports as they became available.* RECORD
- 2.8 Courtstreet to coordinate necessary site inspections with Consultants and Meadows. Meadows to provide sufficient notifications. RECORD
- 3.1 Tyngsborough Plumbing Inspector has accepted the bathrooms as shown on the contract drawings. RECORD
- 3.2 Meadows to provide two-week look ahead for each meeting and a long-range Construction Schedule.
- 05/30/13 Stripping of north side roof to continue along with installation of ice and water shield and slate. Mason to be on site on 06/14/13 and elevator subcontractor to be on site 06/23/13. New windows to be delivered 06/15/13.*
- 06/13/13 Slate on north side to be completed. MEP rough ins are ongoing.*
- 06/20/13 Copper ridge with lip was approved.*
- 3.3 Meadows has submitted RFI's #1, #2, #3, and #4. Courtstreet has responded to RFI #1 and will review/respond to other RFI's.
- 04/11/13 CSA to provide responses to outstanding RFIs.* RECORD
- 04/18/13 Responses have been forwarded by CSA.*
- 3.4 Meadows anticipates being ready for FP subcontractor at the end of May.
- 04/04/13 Courtstreet to provide Meadows with final FP drawings by 04/11/13.*
- 04/11/13 Sprinkler and device drawings to be completed by 04/18/13.*
- 04/18/13 Complete.* RECORD



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- 4.1 The deadline for the revised FP drawings from Zade is 03/27/13.
04/04/13 Final drawings are due on 04/11/13.
04/11/13 Final drawings due by 04/18/13.
04/18/13 Final FP drawings have been submitted. RECORD
- 4.2 Slate samples to be reviewed by Courtstreet.
03/20/13 Approved. RECORD
- 4.3 Elevator bids are due by 03/20/13.
04/04/13 CBI to review Buckley's references.
04/11/13 Pending.
04/18/13 Complete RECORD
- 4.4 Placement of fire extinguishers needs to be reviewed with the Fire Chief.
05/02/13 CSA to provide by 05/09/13.
05/09/13 CSA provided location plan for Fire Department review.
05/16/13 Final plans provided by CSA. RECORD
- 4.5 Paint color selection.
03/20/13 Exterior to be white. Interior colors to be selected.
05/02/13 White to be used at gutter areas. RECORD
- 5.2 Courtstreet to review and confirm requirements for new domestic water service.
03/27/13 A 2" domestic line will be installed from the main with reducers installed to connect to a 1" meter at the building. RECORD
- 6.1 Courtstreet to prepare sketches for relocating lift to avoid the existing truss.
04/04/13 Sketches by 04/11/13.
04/11/13 Sketches have been issued. RECORD



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- 6.2 Courtstreet to review options to eliminate internal stage ladder and door for access to low roof.
- 04/04/13 Sketches by 04/11/13^h.*
- 04/11/13 Sketches to be forwarded by 04/18/11.*
- 04/18/13 Sketch was forwarded.* RECORD
- 6.3 Courtstreet to review requirements for adding a pull down attic stair.
- 05/23/13 CSA and CBI to review.*
- 05/13/30 No change.* RECORD
- 06/20/13 PCO for attic pull down stair approved.*
- 7.1 Paul Welcome to provide response to request to eliminate one of the stage stairs.
- 04/11/13 CSA to forward letter to CBI.* RECORD
- 04/18/1 Letter was forwarded to CBI.*
- 7.2 Courtstreet on sketches for revised elevator location, stage stair removal, and elimination of ladder and door at low roof access.
- 04/11/13 CSA to complete sketches by 04/18/13.*
- 04/18/13 Complete.* RECORD
- 7.3 Meadows to prepare a Change Order log.
- 05/09/13 PCO log submitted by Meadows.*
- 06/13/13 Updated log submitted by Meadows. CBI to review.*
- 06/20/13 No change.*
- 8.1 Unforeseen ACM materials were uncovered during demolition of rear building addition. Meadows to forward PCO.
- 05/09/13 PCO has been provided by Meadows.*
- 05/16/13 CBI and CSA to review.*
- 05/23/13 CSA and CBI approved PCO.* RECORD
- 8.2 Meadows suggested that the existing wood flooring and sub-floor be removed with new plywood installed prior to new wood floor installation. Meadows to forward pricing.
- 04/18/13 Submitted and approved.* RECORD



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- 9.1 Meadows requested clarification from CSA regarding restoration of existing windows. Project specifications require installation of “old glass” at broken panes; however, some new glass will remain. CSA to review and advise.
- 05/16/13 CSA has provided Meadows with comments on PCO. Work to proceed while PCO is finalized.*
- 05/23/13 CBI to review.*
- 05/30/13 PCO has been approved.* RECORD
- 9.2 George Dupras raised concern about ladder/access to the mechanical units on the new low roof area. Meadows suggested a hatch with crawl space platform and pull down stair. CSA to review.
- 04/25/13 CSA to provide sketches.*
- 05/02/13 Access to roof to be by fixed external ladder.* RECORD
- 10.1 Ground floor north wall to be painted concrete. RECORD
- 10.2 CSA to review electrical requirements for ground floor north wall.
- 05/02/13 No outlets on this wall.* RECORD
- 10.3 Meadows requested that CSA review replacing 9 ½” TJI’s specified for the first floor of the addition with 11 ½” TJI’s. Total cost for this change will be \$400.
- 05/23/13 No change.*
- 05/30/13 No change.*
- 06/13/13 PCO submitted and approved.* RECORD
- 10.4 Meadows advised that they will need to recess the first floor 3” for new lift.
- 05/30/13 Work has been completed. Meadows to submit PCO.*
- 06/13/13 No change.*
- 06/20/13 No change.*
- 11.1 Windows in the addition to be double glazed thermopanes with one (1) new window in the north wall of the existing building. RECORD
- 11.2 Meadows to send photos of proposed gutter assembly to CSA.
- 05/30/13 No change.*



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- 06/13/13 *Meadows to forward "K" style gutter sample.*
- 06/20/13 *Meadows to provide PCO and back up for gutter and downspout credit. Meadows to provide sample of "K" style aluminum gutter.*
- 11.3 Town of Tyngsborough may have an outside vendor review contents of documents in the existing safe for reproduction pricing.
- 05/30/13 *No change.*
- 06/13/13 *Town is checking with another vendor. Before next Thursday vendor to empty the vault.*
- 06/20/13 *Vendor to be on site on 06/21 in order to provide estimate.*
- 12.1 HVAC sub-contractor needs to secure separate building permit.
- 05/23/13 *No change.*
- 05/23/13 *No change.*
- 06/13/13 *Done.* RECORD
- 12.2 Meadows to forward sheet metal licenses.
- 05/16/13 *Submitted.*
- 05/23/13 *No change.* RECORD
- 12.3 Painting sub-contractor to provide RRP certificate.
- 05/23/13 *CBI to send to Paul Welcome.*
- 05/30/13 *No change.*
- 06/13/13 *CBI has sent RRP certificate to Paul Welcome.* RECORD
- 12.4 CSA to provide information on weathervane.
- 05/30/13 *No change.*
- 06/13/13 *WA is working on selection of weathervane figure. Likely will be horse or wolf.*
- 06/20/13 *No change.*
- 12.5 Meadows requested clarification on old siren vent. CSA to review.
- 05/16/13 *Old siren vent to be eliminated.* RECORD
- 13.1 CSA requested that consideration be given to installing lightning protection. RECORD



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- 13.2 Town would like to install security alarm. Town to contact vendor.
 05/30/13 *No change.*
 06/13/13 *Meadows to follow up with Town's vendor.*
 06/20/13 *Pending.*
- 14.1 Meadows requested that CSA provide site plan for North wall drainage.
 05/30/13 *CSA to forward.*
 06/13/13 *Done.* RECORD
- 14.2 CSA to provide additional hard copies of Fire Extinguisher Plan. RECORD
 05/30/13 *Done.*
- 14.3 CBI requested walkway pads around RTU's.
 05/30/13 *To be coordinated.*
 06/13/13 *CBI to review PCO.*
 06/20/13 *Pending.*
- 14.4 Meadows advised that windows for the new addition are scheduled for 06/15/13. RECORD
 05/30/13 *No change.*
 06/13/13 *Windows at addition have been installed.*
- 15.1 Meadows to deliver sample of restored window to the site during the week of 06/03/13.
 06/13/13 *Sample window is on site for review.*
 06/20/13 *Meadows to deliver restoration mock up by 06/27.*
- 15.2 Meadows to provide CSA with samples for ceilings, flooring, grouts, etc.
 06/13/13 *No change.*
 06/20/13 *Meadows delivered some of the finish samples. CSA to review.*
- 15.3 Electrical outlets to be provided in stud knee wall on top of north concrete wall. RECORD
- 15.4 Town Hall sign to be fabricated from Azek. RECORD



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- 16.1 CSA and CBI reviewed window restoration sample and determined that additional work is required.
06/20/13 Second window sample to be on site on 06/27.
- 16.2 Mechanical Room near elevator needs to be modified.
06/20/13 Meadows to coordinate.
- 16.3 Chimney brick samples are needed.
06/20/13 No change.
- 16.4 Furnace piping needs to be reviewed.
06/20/13 Meadows to coordinate with HVAC.
- 16.5 Use wood stud in lieu of CMU for Machine Room. Credit from Chapman.
06/20/13 Meadows to coordinate credit with Chapman.
- 16.6 Move hot water heater.
06/20/13 Pending.
- 16.7 Eliminate proposed oval window on south elevation. PCO needed.
06/20/13 Meadows to restore the oval window.
- 16.8 Half round window at the east wall may need to be replaced.
06/20/13 Meadows to restore this window.
- 16.9 There are areas at the south side roof that need slates replaced to match the remainder of the field.
06/20/13 Some of the slates have been replaced.
- 16.10 Copper ridge vent sample is needed.
06/20/13 Approved.

NEW BUSINESS

- 17.1 Requisition (pencil) #5 to be reviewed.
- 17.2 Need information on Owner supplied appliances.
- 17.3 Reviewed sink and cabinet layout. Drainboard to be on left side of sink.

These minutes will become part of the official record for this project. Should there be any suggested revisions or clarifications, to these minutes, please inform CBI Consulting Inc. in writing within three (3) business days of distribution. Any corrections will be noted at the next meeting, scheduled for June 27, 2013.



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