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Construction Meeting Notes #22

DATE: August 6, 2013

MEETING DATE: August 1, 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
Joe Smith, Town of Tyngsborough
Paul Welcome, Town of Tyngsborough
Warren Allgrove, Tyngsborough Historical
Wayne R. Lawson, CBI Consulting Inc.

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Item	Description	Action/Date
1.5	<p><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.</p> <p>05/23/13 No change.</p> <p>06/13/13 Kitchen sink submittal needed.</p> <p>06/20/13 Tyngsborough Board of Health approved the three bay sink with drainboard on one side.</p> <p>06/27/13 Drainboard to be on left side.</p>	RECORD
1.6	<p>The scope of the work includes:</p> <p>m. <u>Fire Suppression:</u></p> <p>06/27/13 Mercier PCO approved. CSA to get comments from Zade on Carlisle PCO.</p> <p>07/11/13 Comments due from Zade by July 18th.</p> <p>07/18/13 Zade advised that the Carlisle PCO is reasonable. Approved.</p> <p>n. <u>Plumbing:</u></p> <p>Courtstreet to have Plumbing Engineer review kitchen sink and grease receptor requirements to satisfy the Board of Health requirements.</p> <p>07/18/13 Meadows to have Cashman submit back up.</p> <p>07/25/13 Back up has been submitted. CSA and CBI to review.</p> <p>08/01/13 PCO approved. Meadows to review grease trap layout with the sink and cabinets.</p>	RECORD
7.3	<p>Meadows to prepare a Change Order log.</p> <p>07/18/13 CBI has forwarded comments to Meadows on PCOs and PCO log.</p> <p>07/25/13 Meadows to update PCO log and prepare Change Order #2.</p> <p>08/01/13 Pending.</p>	CBI



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- | | | |
|------|--|---------|
| 10.4 | Meadows advised that they will need to recess the first floor 3" for new lift.

<i>07/11/13 PCO has been submitted. CBI and CSA to review.</i>
<i>07/18/13 PCO approved.</i> | RECORD |
| 11.2 | Meadows to send photos of proposed gutter assembly to CSA.

<i>07/11/13 Meadows to provide PCO back up.</i>
<i>07/18/13 Meadows forwarded back up at meeting. CBI to review.</i>

<i>07/25/13 Meadows to forward electronic copy.</i>
<i>08/01/13 No change.</i> | MEADOWS |
| 11.3 | Town of Tyngsborough may have an outside vendor review contents of documents in the existing safe for reproduction pricing.

<i>07/11/13 Town is pursuing with Service Master.</i>
<i>07/18/13 Town to schedule Service Master</i>
<i>07/25/13 Pending. Maybe next week.</i>
<i>08/01/13 Service Master on site August 1.</i> | TOWN |
| 12.3 | Painting sub-contractor to provide RRP certificate.

<i>05/23/13 CBI to send to Paul Welcome.</i>
<i>05/30/13 No change.</i>
<i>06/13/13 CBI has sent RRP certificate to Paul Welcome.</i> | RECORD |
| 12.4 | CSA to provide information on weathervane.

<i>07/11/13 Historic Committee to review potential weathervane.</i>

<i>07/18/13 No change.</i>
<i>07/25/13 Town has purchased weathervane. Should be ready at the end of November.</i> | RECORD |
| 13.1 | CSA requested that consideration by given to installing lightning protection. | RECORD |
| 13.2 | Town would like to install security alarm. Town to contact vendor.

<i>07/18/13 Meadows to coordinate.</i> | MEADOWS |



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- 07/25/13 No change.*
- 08/01/13 Meadows to meet next week.*
- 14.3 CBI requested walkway pads around RTU's.
- 06/13/13 CBI to review PCO.*
- 06/20/13 Pending.*
- 06/27/13 PCO approved.* RECORD
- 15.1 Meadows to deliver sample of restored window to the site during the week of 06/03/13.
- 06/27/13 CSA and CBI reviewed the mock up and agree that it is better than the first.*
- Meadows to take care to make wood repairs.*
- 07/11/13 Meadows to provide final mock up for CSA prior to July 18th.*
- 07/18/13 Meadows provided mock up for CSA.* RECORD
Approved.
- 15.2 Meadows to provide CSA with samples for ceilings, flooring, grouts, etc.
- 07/18/13 No change.*
- 07/25/13 Ash sample provided. Meadows to forward stain samples.* MEADOWS
- 08/01/13 CSA has forwarded information to Meadows.*
- 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
- 16.1 CSA and CBI reviewed window restoration sample and determined that additional work is required.
- 07/11/13 Final mock up due prior to July 18th.*
- 07/18/13 CSA approved mock up.* RECORD
- 16.2 Mechanical Room near elevator needs to be modified.
- 06/20/13 Meadows to coordinate.* RECORD
- 06/27/13 Done.*



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- 16.3 Chimney brick samples are needed.
- 07/18/13 CSA forwarded Chapman information on "school house". Chapman to provide physical sample.*
- 07/25/13 Chimney brick is being installed.*
- 08/01/13 Done.* RECORD
- 16.4 Furnace piping needs to be reviewed.
- 06/20/13 Meadows to coordinate with HVAC.* RECORD
- 06/27/13 Done.*
- 16.5 Use wood stud in lieu of CMU for Machine Room. Credit from Chapman.
- 06/20/13 Meadows to coordinate credit with Chapman.*
- 06/27/13 No change.* RECORD
- 16.6 Move hot water heater.
- 06/20/13 Pending.*
- 06/27/13 Meadows to coordinate.* RECORD
- 16.7 Eliminate proposed oval window on south elevation. PCO needed.
- 07/11/13 PCO has been provided for CBI and CSA reviews.*
- 07/18/13 Approved.* RECORD
- 16.8 Half round window at the east wall and oval window on north wall may need to be replaced.
- 06/20/13 Meadows to restore these windows.* RECORD
- 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.* RECORD
- 06/27/13 Done.*
- 17.1 Requisition (pencil) #5 to be reviewed.
- 06/27/13 Final Requisition #5 executed by CSA.* RECORD
- 17.2 Need information on Owner supplied appliances.
- 07/11/13 Town to review budget.* TOWN
- 07/18/13 George Trearchis to coordinate procurement*



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with \$5,000 budget.

07/25/13 CSA to review specs for stove. Electric or Gas?

08/01/13 Stove to be gas.

- | | | |
|------|---|---------|
| 17.3 | Reviewed sink and cabinet layout. Drainboard to be on left side of sink. | RECORD |
| 18.1 | Meadows raised a question about the doors on each side of the stage and how much glass is allowed. CSA to review and advise. | |
| | <i>07/18/13 CSA to review interior door finish requirements.</i> | MEADOWS |
| | <i>07/25/13 Meadows to provide cost information for painted poplar and clear oak.</i> | |
| | <i>08/01/13 Doors to be painted poplar.</i> | |
| 18.2 | Town requested clarification regarding the use of a side door. CSA indicated that this door cannot be used for egress. | RECORD |
| 18.3 | Discussion regarding the bollards at the rear of the building. Agreed that these can be deleted. Meadows to provide credit PCO. | MEADOWS |
| | <i>07/18/13 No change.</i> | |
| | <i>07/25/13 CBI to review.</i> | |
| | <i>08/01/13 No change.</i> | |
| 18.4 | Meadows raised the issue of substituting blueboard and skim coat plaster for drywall in the main hall. After discussion it was agreed that this would not be pursued. | RECORD |
| 19.1 | Water connection bill has been received by the Town. | RECORD |
| 19.2 | Town has paid RPF. | RECORD |
| 19.3 | CSA to target meeting with Historic Committee on Tuesday, July 23, 2013. | |
| | <i>07/18/13 CSA to coordinate schedule.</i> | |
| | <i>07/25/13 CSA to meet with Historical Committee on Tuesday, July 30, 2013.</i> | |
| | <i>08/01/13 Warren to provide CSA with final selections.</i> | |



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- 19.4 Meadows anticipates installation of spray foam insulation during 1st week of August.

07/18/13 Schedule pushed to 2nd week in August.

07/25/13 Pending.

08/01/13 Spray foam to start on August 12th.

- 20.1 Meadows advised that due to the ceiling height in the hallways adjacent to the stage the recessed lights may be more appropriate than 2' x 2' fixtures. CSA agreed. Meadows to advise on potential additional costs.

07/25/13 No cost change.

RECORD

- 20.2 Meadows to provide PCO for Comcast hook up.

07/25/13 Pending.

08/01/13 Pending.

- 20.3 Based on discussions regarding stainless steel counters, Meadows will pursue granite countertops.

07/25/13 CSA to select granite.

08/01/13 Historic Committee to select granite.

- 21.1 CBI requested that Meadows provide an updated overall schedule.

08/01/13 Schedule provided. CBI to review.

- 21.2 Copper roof on entry area is not acceptable and needs to be replaced or corrected.

08/01/13 Meadows to repair.

- 21.3 CSA to pick some stain colors for the ash for Historical Committee review on Tuesday, July 30.

08/01/13 Meadows to provide reclaimed Ash samples.

NEW BUSINESS

- 22.1 CBI to review updated project schedule.

- 22.2 CSA to review unit heaters.

- 22.3 Hardware needs to be revised and resubmitted.

- 22.4 Fire Extinguisher Cabinets – CSA to review model #'s



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- 22.5 CSA to provide clarification on resetting granite steps.
- 22.6 Issue regarding grounding of weathervane was raised.

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 August 8, 2013.

WRL/rar
12117 CMN022 08-01-13.docx