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Construction Meeting Notes #24

DATE: August 19, 2013

MEETING DATE: August 15, 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
Nina Nazarian, Town of Tyngsborough
Paul Welcome, Town of Tyngsborough
Guy Denommee, Tyngsborough Historical
Wayne R. Lawson, CBI Consulting Inc.

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Item	Description	Action/Date
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.	
	06/20/13 Tyngsborough Board of Health approved the three bay sink with drainboard on one side.	RECORD
	06/27/13 Drainboard to be on left side.	
1.6	The scope of the work includes:	
	m. <u>Fire Suppression:</u>	
	07/18/13 Zade advised that the Carlyle PCO is reasonable. Approved.	RECORD
	n. <u>Plumbing:</u>	
	Courtstreet to have Plumbing Engineer review kitchen sink and grease receptor requirements to satisfy the Board of Health requirements.	
	08/01/13 PCO approved. Meadows to review grease trap layout with the sink and cabinets.	
	08/08/13 Done.	RECORD
7.3	Meadows to prepare a Change Order log.	
	08/01/13 Pending.	
	08/08/13 Meadows submitted updated PCO log on August 8.	CBI
	08/15/13 CBI to review PCO Log and outstanding PCOs.	
10.4	Meadows advised that they will need to recess the first floor 3" for new lift.	
	07/11/13 PCO has been submitted. CBI and CSA to review.	RECORD
	07/18/13 PCO approved.	
11.2	Meadows to send photos of proposed gutter assembly to CSA.	
	07/25/13 Meadows to forward electronic copy.	MEADOWS
	08/01/13 No change.	
	08/08/13 No change.	



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Item	Description	Action/Date
	<i>08/15/13 Meadows has forwarded electronic copy.</i>	
11.3	Town of Tyngsborough may have an outside vendor review contents of documents in the existing safe for reproduction pricing.	
	<i>08/01/13 Service Master on site August 1.</i>	
	<i>08/08/13 Service Master is returning on August 9.</i>	
	<i>08/15/13 Service Master has completed work. Dehumidifiers to remain in operation.</i>	TOWN
12.3	Painting sub-contractor to provide RRP certificate.	
	<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 be given to installing lightning protection.	RECORD
13.2	Town would like to install security alarm. Town to contact vendor.	
	<i>08/01/13 Meadows to meet next week.</i>	MEADOWS
	<i>08/08/13 Vendor has visited the site and is preparing a proposal.</i>	
	<i>08/15/13 Meadows to forward quote from alarm company.</i>	
14.3	CBI requested walkway pads around RTU's.	
	<i>06/13/13 CBI to review PCO.</i>	
	<i>06/20/13 Pending.</i>	
	<i>06/27/13 PCO approved.</i>	RECORD



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- 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. Approved. RECORD
- 15.2 Meadows to provide CSA with samples for ceilings, flooring, grouts, etc.
- 08/01/13 CSA has forwarded information to Meadows.
- 08/08/13 Meadows to have reclaimed ash samples on August 15. MEADOWS
- 08/15/13 Meadows provided ash samples. CSA and Town selected 4" Common Ash with Min-Wax Natural #209 stain and semi gloss polyurethane.
- 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.
- 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



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| 16.4 | Furnace piping needs to be reviewed.
06/20/13 <i>Meadows to coordinate with HVAC.</i>
06/27/13 <i>Done.</i> | RECORD |
| 16.5 | Use wood stud in lieu of CMU for Machine Room. Credit from Chapman.
06/20/13 <i>Meadows to coordinate credit with Chapman.</i>
06/27/13 <i>No change.</i> | RECORD |
| 16.6 | Move hot water heater.
06/20/13 <i>Pending.</i>
06/27/13 <i>Meadows to coordinate.</i> | RECORD |
| 16.7 | Eliminate proposed oval window on south elevation. PCO needed.
07/11/13 <i>PCO has been provided for CBI and CSA reviews.</i>
07/18/13 <i>Approved.</i> | RECORD |
| 16.8 | Half round window at the east wall and oval window on north wall may need to be replaced.
06/20/13 <i>Meadows to restore these windows.</i> | 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 <i>Some of the slates have been replaced.</i>
06/27/13 <i>Done.</i> | RECORD |
| 17.1 | Requisition (pencil) #5 to be reviewed.
06/27/13 <i>Final Requisition #5 executed by CSA.</i> | RECORD |
| 17.2 | Need information on Owner supplied appliances.
08/01/13 <i>Stove to be gas.</i>
08/08/13 <i>Town to review appliance requirements. Selections to be "residential" grade.</i>
08/15/13 <i>Meadows has reviewed appliance dimensions with George Trearchis. Hood to be charcoal filter type rather than hard piped.</i> | TOWN |



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| 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. | MEADOWS |
| | <i>08/01/13 Doors to be painted poplar.</i> | |
| | <i>08/08/13 PCO approved. Meadows to resubmit on hardware. Brushed stainless may be considered if brushed nickel has extensive lead time.</i> | |
| | <i>08/15/13 Hardware resubmitted by Meadows on 08/13/13. CSA to review.</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>08/01/13 No change.</i> | |
| | <i>08/08/13 No change.</i> | |
| | <i>08/15/13 CBI to review PCO.</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>08/01/13 Warren to provide CSA with final selections.</i> | |
| | <i>08/08/13 No change.</i> | |
| | <i>08/15/13 CSA to review selections with members of Historic Committee on 08/15/13.</i> | |



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

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

08/08/13 Attic starting on August 12.

08/15/13 Attic spray foam installation should be done on 08/16/13 and then fire retardant coating will be installed. Meadows to forward spray foam material submittal to CSA for review.

- 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.

08/01/13 Pending.

08/08/13 No change.

08/15/13 Meadows is waiting for PCO from the electrician.

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

08/01/13 Historic Committee to select granite.

08/08/13 No change. Meadows to provide PCO after selection.

08/15/13 Historic Committee to finalize granite selection on 08/15/13.

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

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

08/08/13 Ongoing.

08/15/13 No change.

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

08/01/13 Meadows to repair.



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- 08/08/13 *Done. CSA to review.*
- 08/15/13 *CSA is not satisfied with the repair and will review with the Town.*
- 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.*
- 08/08/13 *Meadows to provide by August 15.*
- 08/15/13 *Ash sample along with stain and polyurethane were selected. Historic Committee to confirm.*
- 22.1 CBI to review updated project schedule.
- 08/08/13 *No change.*
- 08/15/13 *No change.*
- 22.2 CSA to review unit heaters.
- 08/08/13 *Meadows is coordinating.*
- 08/15/13 *Some of the heaters have been relocated and Meadows is checking to see if smaller units are available for specific locations.*
- 22.3 Hardware needs to be revised and resubmitted.
- 08/08/13 *No change.*
- 08/15/13 *Resubmitted on 08/13/13. CSA to review.*
- 22.4 Fire Extinguisher Cabinets – CSA to review model #'s
- 08/08/13 *No change.*
- 08/15/13 *CSA has provided information to Meadows. Meadows to provide submittal.*
- 22.5 CSA to provide clarification on resetting granite steps. RECORD
- 08/08/13 *CSA has forwarded clarification.*
- 22.6 Issue regarding grounding of weathervane was raised. RECORD
- 08/08/13 *Joe Smith to review.*
- 08/15/13 *Joe Smith confirmed that #8 wire was sufficient and it has been installed.*



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- 23.1 Additional sprinkler heads may be needed in the basement. Meadows
 Meadows to provide cost information. CSA and CBI to review issues. Ceiling may need to be switched to ACT.
- 08/15/13 Meadows to provide cost information for additional sprinkler heads and switch to ACT ceiling.*
- 23.2 CSA to provide reflected ceiling plan.
- 08/15/13 CSA provided Meadows with revised reflected ceiling plan. Meadows to provide CSA with any modifications that are needed.*
- 23.3 Nickel finishes are OK for light fixtures. Record
- 23.4 Pendant light fixtures need to be resubmitted in nickel finish.
- 08/15/13 Resubmitted on 08/13/13. CSA to review.*
- 23.5 Zade to review sprinkler issues with Fire Department.
- 08/15/13 Zade performed a site visit on 08/15/13. CSA to have Zade issue field report.*
- 23.6 Fire panel in foyer to be recessed in the wall.
- 08/15/13 Done.*
- NEW BUSINESS**
- 24.1 Town is working on resolving storage issues related to uploading photos to website.
- 24.2 Meadows to prepare PCO for time extension.

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 22, 2013.

WRL/rar
 12117 CMN024 08-15-13.docx