PRINCIPALS
CRAIG E. BARNES
MICHAEL S. TELLER
WAYNE R. LAWSON
ALBERT F. PEREZ

ASSOCIATE
ROBERT G. WILKIN

OFFICES
BOSTON
MIAMI

T 617 · 268.8977
F 617 · 464.2971
cbiconsultinginc.com

Michael Gilleberto, Town Administrator Town of Tyngsborough, Town Hall 25 Bryants Lane Tyngsborough, MA 01879 Tel: (978) 649-2314 Fax: (978) 649-2320 Email: mgilleberto@tyngsboroughma.gov	Nina Nazarian, Assistant Town Administrator Town of Tyngsborough, Town Hall 25 Bryants Lane Tyngsborough, MA 01879 Tel: (978) 649-2314 Fax: (978) 649-2320 Email: nnazarian@tyngsboroughma.gov
Wayne R. Lawson, P.E., SECB CBI Consulting Inc. 250 Dorchester Avenue Boston, MA 02127 Tel: (617) 268-8977 Fax: (617)464-2971 Email: wlawson@cbiconsultinginc.com	Joseph Rizza Courtstreet Architects 285 Parker Street Newton, MA 02459 Tel: (617) 244-4333 Fax: (617) 244-4325 Email: joseph@courtst-architects.com
Michael Meadows Meadows Construction Company, LLC 166 Middle Road Byfield, MA 01922 Tel: (978) 465-4735 Fax: (978) 499-1700 Email: mike@meadowsconstructioncompany.com	Brian Dias Meadows Construction Company, LLC 166 Middle Road Byfield, MA 01922 Tel: (978) 465-4735 Fax: (978) 499-1700 Email: brian@meadowsconstructioncompany.com
Ronald Corcoran Meadows Construction Company, LLC 166 Middle Road Byfield, MA 01922 Tel: (978) 465-4735 Fax: (978) 499-1700 Email: rcsc82@comcast.net	George Dupras Clerk of the Works Tel: (339) 221-1595 Email:

Construction Meeting Notes #30

DATE: **October 7, 2013**

MEETING DATE: **October 3, 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
George Trearchis, Town of Tyngsborough
Paul Welcome, Town of Tyngsborough
Guy Denommee, Tyngsborough Historical
Rick Reault, Tyngsborough Board of Selectmen
Wayne R. Lawson, CBI Consulting Inc.

DISTRIBUTION: **See Above***

Item	Description	Action/Date
1.5	Submittals: 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 drain board on one side.* *06/27/13 Drain board to be on left side.*	RECORD
1.6	The scope of the work includes: m. Fire Suppression: *07/18/13 Zade advised that the Carlysle PCO is reasonable. Approved.*	RECORD
	n. Plumbing: 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. *08/29/13 Meadows to send back up for PCO #37 – Add'l. Wall Heaters.* *09/05/13 No change.* *09/12/13 Backup provided by Meadows.*	RECORD
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.* *07/18/13 PCO approved.*	RECORD
11.2	Meadows to send photos of proposed gutter assembly to CSA. *08/08/13 No change.* *08/15/13 Meadows has forwarded electronic copy.* *08/22/13 Done.*	RECORD

11.3 Town of Tyngsborough may have an outside vendor review contents of documents in the existing safe for reproduction pricing.

09/12/13 *Done. Service Master will be on site on 09/12 or 09/13.*

09/26/13 *May need to be painted. Town to check with Service Master.*

10/03/13 *No change.*

TOWN

12.3 Painting sub-contractor to provide RRP certificate.

06/13/13 *CBI has sent RRP certificate to Paul Welcome.*

RECORD

12.4 CSA to provide information on weathervane.

07/11/13 *Historic Committee to review potential weathervane.*

07/18/13 *No change.*

07/25/13 *Town has purchased weathervane. Should be ready at the end of November.*

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.

08/22/13 *Quote has been forwarded. Rough wiring work has been completed. Town to have security alarm connected to fire alarm.*

08/29/13 *Meadows to coordinate with alarm Contractor.*

09/05/13 *Done.*

RECORD

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 07-18-13.*	RECORD
	07/18/13	*Meadows provided mock up for CSA. Approved.*	
15.2	Meadows to provide CSA with samples for ceilings, flooring, grouts etc.		
	08/08/13	*Meadows to have reclaimed ash samples on 08-15-13.*	
	08/15/13	*Meadows provided ash samples. CSA and Town selected 4" Common Ash with Min-Wax Natural #209 stain and semi gloss polyurethane.*	
	08/22/13	*Historic Committee has selected 4" Select, Ash.*	RECORD
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 07-18-13.*	
	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
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.

08/08/13 *Town to review appliance requirements. Selections to be "residential" grade.*

08/15/13 *Meadows has reviewed appliance dimensions with George Trearchis. Hood to be charcoal filter type rather than hard piped.*

09/05/13 *Appliances to be ordered.* RECORD

17.3 Reviewed sink and cabinet layout. Drain board 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.

08/08/13 *PCO approved. Meadows to resubmit on hardware. Brushed stainless may be considered if brushed nickel has extensive lead time.*

08/15/13 *Hardware resubmitted by Meadows on*

08/13/13. CSA to review.

08/22/13 *Hardware submittal approved by CSA.* RECORD

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.

08/08/13 *No change.*

08/15/13 *CBI to review PCO.*

08/22/13 *Done.* RECORD

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, 07/23/13.

08/08/13 *No change.*

08/15/13 *CSA to review selections with members of Historic Committee on 08/15/13.*

08/22/13 *Final finish selections have been made by the Historic Committee.* RECORD

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

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.*

08/22/13 *CSA to verify spray foam thickness at walls and rafters.*

Following the meeting, CSA performed measurement of spray foam and determined that in most instances the required thickness used had not been provided.

08/29/13 *Insulation Contractor has added additional*

spray foam and provided letter. CSA has verified thickness. RECORD

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. RECORD

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

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

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

08/22/13 Done. RECORD

21.1 CBI requested that Meadows provide an updated overall schedule.

09/12/13 Comments forwarded to Meadows.

09/26/13 Updated schedule has been provided. Meadows to prepare Change Order. CBI

10/03/13 Pending.

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

08/22/13 Repair needs to be reviewed by the Town.

08/29/13 No change.

09/05/13 Historic Committee approved the repairs to the copper at the side entry roof. RECORD

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

08/08/13 Meadows to provide by 08/15/13.

08/15/13 *Ash sample along with stain and polyurethane were selected. Historic Committee to confirm.*

08/22/13 *4" Select Ash to be used with Min-Wax #209 stain and semi-gloss polyurethane.* RECORD

22.1 CBI to review updated project schedule.

08/29/13 *No change.*

09/05/13 *CBI to forward comments to Meadows.*

09/12/13 *Done.* RECORD

22.2 CSA to review unit heaters.

08/29/13 *Two (2) new heaters were installed. Meadows to provide PCO back up.*

09/05/13 *No Change.*

09/12/13 *Approved.* RECORD

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.*

08/22/13 *Approved and ordered.* RECORD

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

08/22/13 *No change.*

08/29/13 *Submittal was forwarded to CSA for review.* RECORD

09/05/13 *CSA approved wall mounted cabinets.*

22.5 CSA to provide clarification on resetting granite steps.

08/08/13 *CSA has forwarded clarification.* RECORD

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.*

23.1 Additional sprinkler heads may be needed in the basement. Meadows to provide cost information. CSA and CBI to review issues. Ceiling may need to be switched to ACT. MEADOWS

09/26/13 *Zade to review PCO.*

10/03/13 *Zade advised that the proposal is reasonable.*

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.

08/22/13 No change.

08/29/13 Pending.

09/05/13 No change.

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.

08/22/13 Done. RECORD

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. RECORD

08/22/13 Zade report has been issued.

23.6 Fire panel in foyer to be recessed in the wall. RECORD

08/15/13 Done.

24.1 Town is working on resolving storage issues related to uploading photos to website. RECORD

08/22/13 Done.

24.2 Meadows to prepare PCO for time extension.

08/22/13 No change.

08/29/13 CBI & CSA to review.

09/05/13 CBI to forward comments to Meadows.

09/12/13 Meadows to provide complete, updated project schedule by 09/19/13.

25.1 Extra roof slate is stored in shed at Winslow. Town to find permanent storage locations. RECORD

08/29/1 Locked in shed.

25.2	Two flag poles are shown on the plans. The Town would like to have three flag poles. Meadows and CSA to coordinate spacing requirements. *09/12/13 Two (2) light poles. Committee to pick fixtures.* *09/26/13 Meadows to provide credit to eliminate flag poles.* *10/03/13 Pending.*	MEADOWS
25.3	PCO for ± $3,200 for additional cupola framing was approved.	RECORD
25.4	Meadows to construct new Town Hall sign with the same text as the old sign.	RECORD
25.5	CSA to provide PDFs of updated floor plans to Meadows for use in preparation of "as-builts". *08/29/13 Done.*	RECORD
25.6	Meadows to forward Pencil copy of Requisition #7 by 08/28. *08/29/13 Pencil Requisition #7 was provided.* *09/05/13 Requisition #7 submitted for payment.*	
26.1	Exterior building color is "White" to match existing.	RECORD
26.2	12" x 12" granite pavers rough side (flash) to be used with ¼" stone dust joints.	RECORD
27.1	Meadows advised that electrical heat sensors for the cupola are not shown on the electrical drawings. CSA to review with Zade. *09/12/13 CSA to send correspondence from Zade.* *09/26/13 No change.* *10/03/13 Zade's comments sent to Meadows.*	MEADOWS
27.2	CSA recommends that satin finish be used for exterior paint. Sample to be reviewed. *09/12/13 Approved.*	RECORD
27.3	Meadows to keep square paver grid and adjust concrete sidewalk.	RECORD
27.4	Meadows to provide PCO for Corian counter tops in women's bathroom and dressing room. *09/12/13 No change.* *09/26/13 PCO submitted. Town declined.*	RECORD

27.5 Meadows to install finials at cupola. Approximate cost will be $300.

09/12/13 PCO submitted and approved. RECORD

27.6 Waste baskets to be used in lieu of receptacles in bathrooms with wall mounted paper towel dispensers. RECORD

27.7 Meadows to provide PCO to adjust sidewalk curbing.

09/12/13 PCO provided by Meadows. Approved. RECORD

27.8 Meadows to provide PCO to increase front wall height and raise grade.

09/12/13 Meadows to provide.

09/26/13 No change.

10/03/13 No change.

28.1 CSA to check with Board of Health on tampon dispensers.

09/26/13 Will not be provided. RECORD

10/03/13 Waste receptacle to be provided.

28.2 Mechanical Room – Stuff ceiling with mineral wool.

28.3 Meadows to prepare schedule with December 31, 2013 completion.

09/26/13 Schedule submitted. RECORD

28.4 Signage submittal needed.

09/26/13 Pending.

10/03/13 No change.

29.1 Need to review PCO's #44, #45, and #47.

10/03/13 PCO #45 is approved. Additional information to be submitted for #44 and #47.

29.2 Requisition #8 was reviewed and marked up.

10/03/13 Requisition #8 has been signed and submitted for payment. RECORD

29.3 CSA to review handicap railing options. Meadows to provide PCO's.

10/03/13 Granite options to be pursued. Need sketches and shops.

29.4 Meadows will be responsible for utility bills until the building is turned over to the Town. RECORD

NEW BUSINESS

30.1 Exterior doors this week.

30.2 Interior doors – 3rd week of October.

30.3 CSA to review windows in the Main Hall.

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 October 10, 2013.

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