



**TOWN OF TYNGSBOROUGH**  
25 Bryants Lane  
Tyngsborough, MA 01879

**APPROVED April 28, 2015**

**MEETING MINUTES**

**Old Town Hall Historic Renovation Committee**

**Thursday, October 24, 2013**

**1:00 PM**

**Fire Station One, 26 Kendall Road**

MINUTES

- Open Meeting

The Committee voted 2-0-0 on a motion by Member Reault, second by Member Denomme, to open the meeting at 1:30 PM.

- Review/approve meeting minutes - None
- Review Old Town Hall Status

The Committee discussed the updates on reports from the Board of Selectmen.

- Review Adams Barn Status - None
- Review First Parish Meeting House Status - None
- Adjourn

The Committee voted 2-0-0 on a motion by Member Denomme, second by Member Reault to adjourn the meeting at 1:56 PM.



## PRINCIPALS

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

## ASSOCIATE

**ROBERT G. WILKIN**

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### Construction Meeting Notes #33

**DATE:** October 24, 2013

**MEETING DATE:** October 28, 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  
Kathleen Spaeth, Tyngsborough Resident  
Wayne R. Lawson, CBI Consulting Inc.

**DISTRIBUTION:** See Above\*

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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 drain board on one side.	RECORD
	06/27/13 Drain board 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 Carlysle 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.	RECORD
	08/08/13 Done.	
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.	RECORD
	07/18/13 PCO approved.	
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



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- 11.3 Town of Tynsborough may have an outside vendor review contents of documents in the existing safe for reproduction pricing.
- 10/10/13 Service Master may be on site on 10/11.*
- 10/17/13 Town is checking on pricing. Not scheduled.* TOWN
- 10/24/13 Walls and floor to be painted. Michael to coordinate schedule with Meadows.*
- 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 be 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*



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- 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.*
- 06/27/13 *Done.* RECORD
- 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.*
- 06/27/13 *Done.* RECORD
- 16.5 Use wood stud in lieu of CMU for Machine Room. Credit from Chapman.
- 06/20/13 *Meadows to coordinate credit with Chapman.*



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- |      |   |        |
|------|---|--------|
|      | <i>06/27/13 No change.</i>  | RECORD |
| 16.6 | Move hot water heater.  |        |
|      | <i>06/20/13 Pending.</i>  |        |
|      | <i>06/27/13 Meadows to coordinate.</i>  | RECORD |
| 16.7 | Eliminate proposed oval window on south elevation. PCO needed.  |        |
|      | <i>07/11/13 PCO has been provided for CBI and CSA reviews.</i>  |        |
|      | <i>07/18/13 Approved.</i>   | RECORD |
| 16.8 | Half round window at the east wall and oval window on north wall may need to be replaced.   |        |
|      | <i>06/20/13 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.   |        |
|      | <i>06/20/13 Some of the slates have been replaced.</i>  | RECORD |
|      | <i>06/27/13 Done.</i>   |        |
| 17.1 | Requisition (pencil) #5 to be reviewed.   |        |
|      | <i>06/27/13 Final Requisition #5 executed by CSA.</i>   | RECORD |
| 17.2 | Need information on Owner supplied appliances.  |        |
|      | <i>08/08/13 Town to review appliance requirements. Selections to be "residential" grade.</i>  |        |
|      | <i>08/15/13 Meadows has reviewed appliance dimensions with George Trearchis. Hood to be charcoal filter type rather than hard piped.</i>      |        |
|      | <i>09/05/13 Appliances to be ordered.</i>   | 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.                  |        |
|      | <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</i>  |        |



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|      | <i>08/13/13. CSA to review.</i>   | RECORD |
|      | <i>08/22/13 Hardware submittal approved by CSA.</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.   |        |
|      | <i>08/08/13 No change.</i>  |        |
|      | <i>08/15/13 CBI to review PCO.</i>  |        |
|      | <i>08/22/13 Done.</i>   | 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.   |        |
|      | <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>  |        |
|      | <i>08/22/13 Final finish selections have been made by the Historic Committee.</i>   | RECORD |
| 19.4 | Meadows anticipates installation of spray foam insulation during 1 <sup>st</sup> week of August.  |        |
|      | <i>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.</i> |        |
|      | <i>08/22/13 CSA to verify spray foam thickness at walls and rafters.</i>  |        |
|      | <b><i>Following the meeting, CSA performed measurement of spray foam and determined that in most instances the required thickness used had not been provided.</i></b>                           |        |
|      | <i>08/29/13 Insulation Contractor has added additional spray foam and provided letter. CSA has</i>  |        |



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- 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.
- RECORD
- 07/25/13 No cost change.*
- 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.
- 10/03/13 Pending.*
- 10/10/13 CBI sent comments on time extension Change Order to Meadows.*
- 10/17/13 No change.*
- CBI
- 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.*



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- 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. RECORD
- 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.



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- 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.*  
 08/22/13 *Zade report has been issued.* RECORD
- 23.6 Fire panel in foyer to be recessed in the wall.  
 08/15/13 *Done.* RECORD
- 24.1 Town is working on resolving storage issues related to uploading photos to website.  
 08/22/13 *Done.* RECORD
- 24.2 Meadows to prepare PCO for time extension.  
 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.*  
 10/10/13 *Project Schedule has been submitted by Meadows.*
- 25.1 Extra roof slate is stored in shed at Winslow. Town to find permanent storage locations.  
 08/29/1 *Locked in shed.* RECORD



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| 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. |         |
|      | <i>10/03/13 Pending.</i>   |         |
|      | <i>10/10/13 No change.</i>   |         |
|      | <i>10/24/13 Meadows has submitted PCO credit. CSA to review.</i>   | 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”.   |         |
|      | <i>08/29/13 Done.</i>  | RECORD  |
| 25.6 | Meadows to forward Pencil copy of Requisition #7 by 08/28.   |         |
|      | <i>08/29/13 Pencil Requisition #7 was provided.</i>  |         |
|      | <i>09/05/13 Requisition #7 submitted for payment.</i>  |         |
| 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.           |         |
|      | <i>10/10/13 Meadows to forward revised PCO’s.</i>  |         |
|      | <i>10/17/13 No change.</i>   | MEADOWS |
|      | <i>10/24/13 Meadows to review Zade’s comments with Mercier.</i>  |         |
| 27.2 | CSA recommends that satin finish be used for exterior paint. Sample to be reviewed.  |         |
|      | <i>09/12/13 Approved.</i>  | 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.  |         |
|      | <i>09/12/13 No change.</i>   |         |
|      | <i>09/26/13 PCO submitted. Town declined.</i>  | RECORD  |



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| 27.5 | Meadows to install finials at cupola. Approximate cost will be \$300.<br><br><i>09/12/13 PCO submitted and approved.</i>  | 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.<br><br><i>09/12/13 PCO provided by Meadows. Approved.</i>  | RECORD |
| 27.8 | Meadows to provide PCO to increase front wall height and raise grade.<br><br><i>09/12/13 Meadows to provide.</i><br><i>09/26/13 No change.</i><br><i>10/03/13 No change.</i><br><i>10/10/13 PCO has been submitted and approved.</i>  | RECORD |
| 28.1 | CSA to check with Board of Health on tampon dispensers.<br><br><i>09/26/13 Will not be provided.</i><br><i>10/03/13 Waste receptacle to be provided.</i>  | RECORD |
| 28.2 | Mechanical Room – Stuff ceiling with mineral wool.  |        |
| 28.3 | Meadows to prepare schedule with December 31, 2013 completion.<br><br><i>09/26/13 Schedule submitted.</i>   | RECORD |
| 28.4 | Signage submittal needed.<br><br><i>10/10/13 Meadows forwarded submittal to CSA. Submittal was rejected and needs to be resubmitted.</i><br><br><i>10/17/13 No change.</i><br><br><i>10/24/13 Has been re-submitted to CSA for review. CSA to review by 10/31/13.</i>               | CSA    |
| 29.1 | Need to review PCO's #44, #45, and #47.<br><br><i>10/03/13 PCO #45 is approved. Additional information to be submitted for #44 and #47.</i><br><br><i>10/10/13 PCO #47 will not be pursued. Meadows to provide additional information for PCO #44.</i><br><br><i>10/17/13 Done.</i> | RECORD |



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- 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.  
*10/10/13 Meadows to provide PCO and sketches.*  
*10/17/13 Pending.* MEADOWS  
*10/24/13 Meadows to bring granite post sample to the site.*
- 29.4 Meadows will be responsible for utility bills until the building is turned over to the Town. RECORD
- 30.1 Exterior doors this week.  
*10/10/13 Exterior doors are being shipped.*  
*10/17/13 Doors were delivered and Meadows has sent them back to their supplier.* RECORD  
*10/24/13 Exterior doors have been installed.*
- 30.2 Interior doors – 3<sup>rd</sup> week of October.  
*10/10/13 May be 4<sup>th</sup> week of October.*  
*10/17/13 No change.* MEADOWS  
*10/24/13 The interior doors are scheduled to be installed at the end of next week.*
- 30.3 CSA to review windows in the Main Hall.  
*10/10/13 Pending CSA input. Operable storms have been ordered.*  
*10/17/13 Meadows to put handles on lower sash.* CSA  
*10/24/13 Need locks on basement windows and main hall. CSA to select.*
- 31.1 Eagle weathervane has been fabricated. Town to coordinate the installation in the next two (2) weeks.  
*10/17/13 Delivered on 10/17. To be installed on 10/18.* RECORD  
*10/24/13 Weathervane has been installed.*
- 32.1 CSA to review details of Great Hall radiators and copper piping.  
*10/24/13 Piping has been reworked. Needs an escutcheon plate at the floor.* MEADOWS



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| 32.2                | Air handler filters shall be accessible.<br><i>10/24/13 Under way.</i>   | MEADOWS |
| 32.3                | Meadows to provide PCO for additional wood railing at balcony.<br><i>10/24/13 This has been ordered.</i>                     | MEADOWS |
| 32.4                | Historic to select the laminates for counter tops.<br><i>10/24/13 Done. Milano Quartz at Women's Room and Dressing Room.</i> | RECORD  |
| 32.5                | CSA to review Emergency Lighting.<br><i>10/24/13 Zade to provide back up.</i>  | ZADE    |
| 32.6                | Tile to be delivered on 10/22.<br><i>10/24/13 Done.</i>  | RECORD  |
| 32.7                | Hardwood flooring at balcony to start at the end of next week.<br><i>10/24/13 Work will start 10/31/13.</i>                  | MEADOWS |
| <b>New Business</b> |  |         |
| 33.1                | Bollards to be green – Meadows to check on colors.   | MEADOWS |
| 33.2                | Meadows to provide revised time extension CO.  | MEADOWS |
| 33.3                | Pencil Requisition #9 comments provided to Meadows by CBI and CSA.   | MEADOWS |
| 33.4                | Elevator inspection date pending.  | MEADOWS |
| 33.5                | Ladder installation to occur when railings are installed.  | MEADOWS |
| 33.6                | Elbows to be installed on piping insulation.   | MEADOWS |
| 33.7                | CSA on occupant load calculations.   | CSA     |

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 31, 2013.

WRL/jds  
 12117 CMN033 10-24-13.docx