

MEETING MINUTES

Meeting: Preconstruction Meeting
Date & Time: March 11, 2021 – 12:30 PM
Location: ZOOM Meeting
Attendees:
 (X) = in attendance

	Town of Ashland		Vertex Companies (VTX)
X	Michael Herbert (MH) - Town Manager	X	Jon Lemieux (JL) – Principal
X	Jennifer Ball (JB) – Assistant Town Manager	X	Bill Nangle (BN) - Construction Site Manager
X	Vincent Alfano (VA) - Police Chief		
X	Keith Robie (KR) - Fire Chief		HKT Architects (HKT)
X	Lyn Moynihan (LM) – Fire Captain	X	Janet Slemenda (JS) - Principal
X	Doug Scott (DS) – Building Commissioner	X	Amy Dunlap (AD) – Principal
X	Peter Matchak (PM) – Town Planner	X	Paula Claridge (PC) – Project Manager
X	Emma Snellings (ES) – Assistant Town Planner		
X	Meghan DosAnjos (MD) – Conservation Agent		
X	Doug Small (DSm) – DPW Director		CTA Construction Manager, LLC (CTA)
X	Dan Maurer (DM) – Water & Sewer Director	X	Pat Tompkins (PT) - Project Executive
X	Evan White (EW) – DPW Engineer	X	Robert Manning (RM) - Project Manager
X	Frank Nakashian (FN) – Sustainability Coordinator	X	Leo Galant (LG) - Project Superintendent
X	Steve Mitchell (SM) – BOS / Vice Chair of Building Com.		

Distribution: Attendees list; Vertex/Compass File

NOTE: Old minutes have been condensed/combined; refer to previous meeting minutes as necessary.

Item	Topic/Discussion	Due by:	Action for:
1.1	Introductions by party (PM) – Town of Ashland, HKT, Vertex, CTA		
1.2	Project Manager and Field Superintendent 1. Leo Gallant, Project Superintendent cell: (617) 212-3497 2. Bob Manning, Project Manager cell: (617) 697-5953 3. Pat Tompkins, Principal cell: (617) 828-4803		
1.3	Project Communications Protocol 1. Job Meetings and Pre-installation Conferences Schedule – held for every major activity; schedule on these to follow 2. Shop Drawings/Submittals /Submittal Log – will be using Procore - please send request to jlemieux@vertexeng.com if you want access – specify which notifications you would like to see 3. Substitutions – Substitution form in the Specifications if any are proposed 4. Change Orders a. Owner initiated – through Proposal Request b. Contractor initiated – sent to HKT by Contractor c. T&M work to be documented by Vertex with notification by CTA		
1.4	Project Directory – CTA to send emergency contacts to JL (see cell numbers added in 1.2 above); CTA to assemble Project Directory		

1.5	<p>Construction Schedule</p> <ol style="list-style-type: none"> 1. OOC received – Meghan and Leo meeting this afternoon 2. Master schedule within 2 weeks – then to subs for feedback – monthly submissions as submittal - soft updates mid-month in house 3. 3-week look ahead – site work and tree clearing, establish erosion control, portable toilets delivery, fencing, office trailers, etc.; site – CC Construction; look ahead by end of day today 4. Blasting contractor is a sub to CC; time for pre-blast survey, meet with Fire Department 5. DS suggested meeting with APD prior to blasting; Captain Moynihan explained pre-blasting requirements 6. NTP to be issued on March 15 		
1.6	<p>Subcontractors</p> <ol style="list-style-type: none"> 1. List of Sub-Contractors and contact information – within the next week or so but will be evolving for about 4-6 weeks until the entire project is bought out 2. CTA will provide a submittal register (noting long lead items) 		
1.7	<p>Safety Plan</p> <ol style="list-style-type: none"> 1. Safety, Clean-Up and Security – Site specific safety plan including contact, procedures, inspection plans, reporting and certifications 2. OSHA 10 cards on file in the trailer 3. COVID – CTA has own safety policy, part of manuals, will be orientation on site – social distancing, hand washing, masking and daily health check-ins. DS – Town is requiring daily health checks to Ed Burman at APD (anything over 3 people). PM to send over required forms. 4. VA asked about security – any kind of remote camera or just gates and gate locks – Chief to meet with Leo offline; CTA’s approaches vary depending on site 		
1.8	<p>Permits</p> <ol style="list-style-type: none"> 1. Planning Board Decision – site plan approved - have been recorded 2. Conservation Order of Conditions – recorded today; preconstruction requirement happening today at 2 PM; all administrative conditions have been satisfied; wetlands scientist will be there today as well 3. Storm water Permit – Granted by Con Com 4. Building Permits – Town needs to add addresses to their system; building plans are at Town Hall; all online permitting system; need to download electronic plans to system; permits for General Building, MEP, FP, low voltage; permit fees for electrical and plumbing were not waived – Town to confirm; permitting system won’t hold up the work; subs will drop off licenses, insurance and 		

	<p>emails – Town downloads and sets up 4-digit PIN</p> <p>5. Police – will maintain emergency contact list; will pass on detail sheet as needed</p> <p>6. Fire – looking for knox box with key or knox lock; FA permit will come from Fire Department with 3rd party review; Blasting permit will come from Fire as well; may have to restrict blasting around school times</p> <p>7. DPW – Doug - Road opening permits – permit application on line or come to see Patty at DPW; same for trench permits; traffic lights – need to prevent issues to them; Dan M – water and sewer permits from Patty as well – provide scope, times and dates; Dan needs to see orientation of backflow preventer before installation; Paula question – check if drain and sewer pipes need documentation – manhole video and pressure test on sewer, water needs pressure testing and treatment; Evan White – operates under Con permit; inspections after rain events; requesting 24 hour notice for inspections; request police details by noon on the day before it’s needed if at all possible</p> <p>8. No access to the site on Marathon Day – October 11 and again on Patriots Day 2022.</p>		
1.9	<p>Work Hours 7:30 AM – 4:30 PM per specification – no work allowed on Sundays; no work on all Federal holidays; noise ordinance 7:00 AM – 7:00 PM Monday through Saturday – no engines starting until 7:00 AM start is ok. Try to avoid school drop off and pickup times for deliveries.</p>		
1.10	<p>Staging Area, Toilets, and Dumpsters – waiting on feedback for site sign. Will be placed on fence on main road</p>		
1.11	<p>Project communication – all correspondence will run through HKT</p>		
1.12	<p>Schedule of Values/Requisitions/Cash Flow – SOV, pencil req process reviewed by JL; pencil requisitions due by the 25th of each month</p> <p>Stored materials – Amy – would like to know in advance if stored materials are going to be requested – photo, transfer of title, certificate of insurance</p>		
1.13	<p>Shop Drawings/Submittals/Submittal Log – will be part of weekly job meeting reports</p>		
1.14	<p>Requests for Information will be submitted through Procore</p>		
1.15	<p>Mock-ups - will look in field at orientation for sun angle to view materials once built; priority for CTA to get built</p>		
1.16	<p>Record Documents – as required in the specifications; returned in native format (if Revit, returned in Revit, etc.); redline set in the trailer available for review at project meetings (in specs)</p>		
1.17	<p>Key Contract Provisions a. Notice to Proceed - issued March 15</p>		

	<ul style="list-style-type: none"> c. Performance/Payment Bonds – hard copies to Jenn at Town Hall d. Insurance Certificates – Will be sent to Jenn as well e. Unit Prices – survey start, survey finish – will follow spec process g. Construction Start – looking at Monday h. Final Completion Date – 425 calendar days from NTP i. Liquidated Damages - \$1,000 per day j. Wage Rates/Certified Payroll – ashlandps@vertexeng.com k. OSHA Cards – Separate submittal prior to start l. Tax exempt forms ST2 and ST5 - has ST2, requested ST5 and ST5C 		
1.18	<p>Other business</p> <ol style="list-style-type: none"> 1. AD - Amy – finishes – typically won't pick finishes until all submittals are in, however Planning Board is looking for a full presentation of exterior prior to approval. JS– same comment about interior package finishes; approvals happen as a group for interior and exterior 2. SM - Design Review Committee have participated in the process; Paula – nothing in PB approval requiring “go back”. PB presentation will be a courtesy. Peter M has same recollection 3. BM - Materials – exterior finishes will be submitted first, then interior 4. DS - Electrical and plumbing inspectors are part time. DS can do partials if in a pinch. Will circle and date a set of plans for permit inspection set in trailer – that will be the record copy 5. JL - coordinate third party testing through WN; first project meeting for W/E 03/26/21; JL to send a Doodle poll regarding best project meeting date 		

Next OAC Meeting: To be determined for W/E 03/26/21

These minutes are considered the record of the meeting and all decisions and actions reflected herein are deemed agreed upon by the participants unless notice of changes are provided in writing to the Vertex Team within 48 hours of issuance.