



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## Building Committee Minutes 1/4/2011

TOWN OF ARLINGTON  
 MINUTES  
 COMMITTEE MEETING  
 PERMANENT TOWN BUILDING COMMITTEE  
 Tuesday, January 4, 2011

PRESENT: John Cole, Robert Jefferson, Bill Shea, Michael Boujoulian, Mark Miano

ABSENT: Brian Sullivan, Rob Juusola, Jeff Thielman, Suzanne Robinson

Guest: Donham & Sweeney - Jeff Shaw  
 Ammondson Architects - S. Bodner  
 Ammondson Architects – Eric Ammondson  
 Arlington Police Dept. - Captain Flynn  
 Castagna Construction - Jay Farquharson

Meeting was called to order at 7:30 p.m.

### Highland Fire Station

Committee expressed it's displeasure with the lack of effort that Castagna Construction in accomplishing its LEED accreditation.

### Community Safety

John Cole asked the committee to review its previous decision regarding planters at the Community Safety Building. The committee elected to accept his recommendation with Michael Boujoulian voting against. This will result in an extended warranty for the planter fabric installation.

The committee accepted Eric Ammondson's request for \$11,850.00 in extra fees for construction administration, to complete the Community Safety Building Project.

The committee accepted Ammondson's schematic design report for Phase II - V for further work at the Community Safety Building.

### The following invoices have been approved:

Castagna – Highland	\$ 139,990.86
Castagna – Central	\$ 29,317.91
PMA #03304 – 20	\$ 14,025.00
Turowski2	\$ 48,460.78

Systematics #50895-1 \$ 10,083.15

### Notes from Ammondson Architects:

#### Phase 1

1. Status update. Mr. Ammondson distributed copies of the 1/3/11 Chapman Waterproofing Co. (CWC) schedule. The completion date has not changed from 2/4/11. The project appears on schedule for this date. CWC requested the date of 2/4/11 be used for Substantial Completion. The Committee voted to accept this date. Mr. Ammondson reported CWC is completing exposed waterproofing on the PD stairs and in the Cusack Terrace tunnel. Both areas are being heated. Miscellaneous masonry, stucco replacement metal flashing, door and storefront installation, exterior painting, interior finishes and bench installation remain. The wood for the pergolas is due on site next week.
2. Planter filter fabric issue. Mr. Cole introduced a compromise strategy to allow SGH to inspect the drains in the spring after the ground is thawed and determine action to be taken at that time. \$5,000 will be withheld from Chapman until this inspection in case the planters need to be excavated in order to revise the filter fabric. The plants on site but not planted will be hoarded on site until spring. Chapman intends to de-mobilize from the site following the 2/4/11 date. Chapman's has offered a 5 year warranty for this specific issue. This approach is described in the SGH 1/4/11 letter provided to the Committee. The Committee voted to accept this approach.
3. Additional construction phase design fees. Ammondson presented a proposal for extended CA services of \$15,757. This includes \$11,715 for Ammondson, \$3,000 for SGH plus expenses. Mr. Ammondson noted their CA services ended 11/2/10 by contract. The proposal is for 4 months of additional CA services. The Committee voted to accept additional services for Ammondson but not for SGH. The Committee asked Ammondson to seek payment from Chapman for the additional CA services due to delays on the project. It was discussed that the Committee has previously approved Chapman's contract extension without seeking liquidated damages.
4. Weapon Storage. Mr. Flynn presented an invoice from Systematics for the weapons storage system. The invoice was accepted by the PTBC

#### Phase 2

1. Ammondson Architects presented the final Schematic Design report. The committee noted that the study successfully addressed the project. Ammondson presented a memorandum with two options for requesting project funding for Phase 2: request full design and construction monies at 2011 ATM, or request professional fees through bidding at 2011 ATM with the balance of the funds to be requested at 2012 ATM. The committee also discussed the option of requesting funds for the balance of the project (Phases 2-4) at 2011 ATM. No action was taken by the committee.

### Notes from Donham & Sweeney

#### 22.1 Roof Leaking at Central Contractor

11/9/2010: Skylights at central station demolished and new planking and beams installed on Saturday and Sunday. GC covered the openings with tarps. Rain on Sunday and Monday caused major leaking at these areas. GC reported that the heavy amount of leaking was due to the skylights being at a lower elevation than the roof drains. GC will have cleaning crews in the building within 48 hours and will provide a solution to the leaking asap. Roofing to start tomorrow which will alleviate future leaking as it begins to cover the former skylight openings; membrane will be installed over the skylights as temporary weather barrier.

11/15/2010: In the past week water has continued to enter the station when there is rain. The Fire Chief noted that his men and the superintendent were fighting to keep it contained but that a thorough cleaning will be needed after the roof is completed. GC and roofing contractor detailed the work that will happen to keep water from entering the station tonight and tomorrow during rainstorm. 1/3 of the roof will be completed with new tapered insulation and TPO membrane, the remaining areas will be covered in plastic with seams taped and insulation will be used to create positive drainage to the existing roofdrains.

11/24/2010: Despite the GC and roofing contractors efforts rain entered the building last Tuesday evening. The water penetrated the seal between the existing roof and the temporary protection. GC cleaned water and will clean the building thoroughly after completion of roof work. D&S stated that they felt that the owner should be entitled to a thorough cleaning immediately and a subsequent deep cleaning after completion of roof. Roof work to be completed this week.

11/30/2010: Chief noted that he received a phone call from staff at the Central station regarding roof leaking after overnight rains on Thursday last week. The next morning the masons began washdown which leaked more water into the station – see item 24.2. Flashings, pipe penetrations, and the small section of flat roof at the garage entrance side have yet to be completed. Roof shall be set into reglet at the tower masonry. OPM noted impending rain Tuesday evening and Wednesday. GC shall make the roof watertight prior to these events. Clerk shall be present for roofing manufacturers inspection.

12/6/2010: Central station experienced additional leaking after the previous project meeting. Most of the water was reported to be coming through the hose tower roof door. The GC built up a curb at the door (and cut the door down) to prevent water from entering. A permanent solution will be addressed by D&S. Clerk/AFD to coordinate with Plymovent to seal their exhaust duct penetration in masonry. GC to seal the reglet at the hose tower roof flashing.

12/14/2010: Central Station experienced additional leaking over the weekend. The roofing contractor and GC determined that roof leaks at the gym, TV room, Captains bedroom and bathroom were caused by seams that had not been properly sealed, failure to caulk the reglet at the tower and the TPO lap into one roof drain was not properly terminated. Roofing contractor stated that the roof will not leak any further. Roofing contractor stated that the manufacturer's rep will be on site possibly next week. Confirmation of exact day/time shall be made and transmitted to project team prior. Roofing contractor shall spray test all seams, laps, penetrations, parapets and perimeter of roofing system with clerk present. The test shall be performed for 5 minutes at each area and monitored below for signs of leaking. D&S shall provide details for remediation work at the tower door. D&S will perform a punch list of the roof once the spray test has been completed.

12/21/2010: Spray test to be performed. Punch list of the roof shall be done after spray test. D&S provided details and RFP for door modifications. Manufacturer's inspection scheduled for first week in January.

1/4/2011: No progress on spray test and punch list. Manufacturer inspection scheduled for 1/6/2011.

#### 24.1 Sequence of Roofing and Masonry Work at Highland Station RECORD

11/24/2010: Contractor plans to complete staging and provide temp heat to new stair area. Mason will work in this area with materials that have been properly stored and conditioned to 40 degrees plus within this enclosure. No masonry materials stored outside the enclosure shall be used unless conditioned to 40 degrees plus. Final lintel opening shall be closed asap, work shall conform to winter conditions requirements. After skylights are installed roofer to complete flat roof and replace any broken slates, all work shall conform to winter conditions requirements.  
12/6/2010: Temporary protection and heating will be moved to stair C after stair B is completed. Temporary protection and heating will be provided to the remaining curved window lintel in order to complete asap.

12/13/2010: Steel and deck shall be in place at stair B roof prior to placing new insulation and roofing. GC stated that repairs at the lintel of the curved window would be completed by 12/20.

12/21/2010: Lintel repair at curved window is complete. Insulation and roofing underway. Masonry to be completed by end of week and then steel can be installed to allow completion of upper roof.

#### 24.2 Sequence of Remaining Work at Central Station RECORD

11/24/2010: Contractor plans to wash down tower and completed areas of masonry on Friday or next week depending on weather. The 4 remaining façade sections will be pointed and cleaned asap weather permitting (mason estimated 3-4 days total work). Prior to wash down roofing contractor shall confirm that washing agent is acceptable to roofing manufacturer's warranty and mason shall protect roof from wash down to the furthest extent possible. Owner to be notified prior to wash down so that vehicles can be relocated to avoid damage from overspray. Owner and OPM to coordinate with town to possibly block off public parking spaces during the time the work is performed to avoid damage to vehicles from overspray. Mason to test precast cornice and remove loose pieces as repair work is likely to be completed in the Spring. Temporary protection shall be removed after roof is complete.

11/30/2010: Masons tested precast and removed all loose pieces. All remaining pointing shall proceed on the basis that whatever is cut shall be pointed on the same day due to cold weather conditions. GC to meet with mason at the beginning of the workday to review overnight temp and daily forecast and confirm the area to be pointed can be completed within one day. The GC shall reconfirm this area throughout the day as well as confirm all areas cut were pointed by the end of work. If the mason is unable to point the entire area that had been cut the GC shall reduce the scope of the next pointing area accordingly so that future work can be accomplished within one working day. GC to

provide written confirmation from manufacturer that washdown product is compatible with roofing system warranty. Washdown began on Friday in conflict with the previously agreed upon approach (though Fire Chief was asked for and gave permission). Washdown was performed prior to satisfactorily sealing unfinished roofing areas and connections with masonry at tower. Thus almost all of the water ran behind roofing down the face of the tower and into the interior of the building. Water damaged floors, walls, ceilings, equipment and furnishings including murals. Owner will be reviewing the damage with insurer. GC hired disaster response cleaning company to clean and dry the affected areas over the weekend. GC was put on notice that including this 4th time where the building was flooded all repairs and cleaning will continue to be paid by the contractor, all potential issues with obtaining a roof warranty and any further coordination lapses will not be tolerated. OPM to provide written understanding of the towns' cleanup requirement.

12/6/2010: GC has shut down the central station project for the winter. Pending favorable weather the only areas of work which may be allowed are: Flashing and resetting of remaining section of cap at garage side of roof. Washdown of tower masonry. Roofing manufacturer to complete warranty walkthrough by next week. Masons materials may be stored in basement and lifts may be left on site. All other materials shall be removed from the site and the site shall be cleaned by end of the week. GC to perform flood test this weekend if possible.

12/14/2010: Parapet caps have been completed. All other work will be completed in the spring. GC to clean the site & building interior including repairs to glass, handrails, benches, removal of vines and storage of site sign and masonry materials. Interior cleaning and removal of temporary protection shall be performed 12/16 or 12/17, GC to coordinate with Fire Department.

12/21/2010: Much of the site cleaning and interior cleaning has been completed. Remaining work to be repaired includes: glass repair, handrails, benches, and removal of vines. Walking pads installed at roof. GC to provide insulation at removed windows. Antenna system to be removed by owner, it is nonfunctional.

1/4/2011: Remaining cleanup work includes: repairs to broken window glass, repair to handrails and removal of vines. GC to provide insulation at removed window. Antenna system has been removed.

#### 24.3 Delayed Work at Central Station RECORD

11/24/2010: Contractor confirmed that certain work items at Central Station would most likely be delayed until the Spring: Terracotta Roof, Upper tower TPO roof, Precast cornice repair and decorative replacement, remaining masonry lintels.

12/14/2010: Spring work to also include: remaining masonry pointing on elevations F, G, J, & K and washdown of entire building.

#### 25.3 Schedule Contractor

11/30/2010: OPM noted the October schedule shows 50 day schedule bust compared to original project schedule. Contractor to provide a recovery schedule which includes updated project schedule slippage.

12/6/2010: Contractor provided a new updated project schedule. D&S to review and advise.

12/14/2010: No progress.

12/21/2010: D&S noted that the project schedule format was very difficult to read and interpret. GC to provide digital copy compatible with MS project for review.

1/4/2011: No digital copy provided yet. D&S and Clerk requested digital copy of project schedule with application for payment asap week. D&S and Clerk noted that the job is 50% complete according to the calendar but that the progress on site was only 33% complete.

#### 27.1 Central Station Chimney Architect

12/14/2010: GC sealed one opening at tower roof as requested by owner. However GC did not realize this opening was the flue to the boiler (though D&S noted this at the time it was discussed); thus flue gasses were trapped. Once complaints from Central Station personnel were voiced the AFD immediately removed the seal and opened the flue. D&S to provide direction on sealing around the flues to avoid water penetration but maintain proper operation of the flue.

12/21/2010 – 1/4/2011: D&S to provide detail and RFP at chimney.

#### 28.1 Temporary Heat Contractor

12/21/2010: GC to coordinate additional temporary heat to maintain temperature over entire interior of building. Right now the heater does not appear sufficient. Noise complaints from neighbor received, GC built sound barrier from insulation. It is unclear if this has been effective. If larger temp heater is installed a more robust sound barrier should be provided.

1/4/2011: GC has shut down heat today; masonry completed last Thursday. Additional heater to be provided asap (prior to concrete work). GC to install more permanent sound barrier.

#### 28.2 Commissioning Kickoff Meeting Contractor

12/21/2010: Commissioning kickoff meeting to be held prior to ductwork starting. HVAC, Controls, and Electrical subcontractors requested to be present. D&S will ask MEP engineer to attend. GC to provide date for the meeting based on schedule of work.

1/4/2011: Meeting to occur about the same time ductwork begins, GC to provide date for ductwork installation.

#### 28.3 Masonry Material Storage & Protection Contractor

12/21/2010: Contractor to protect masonry from snow and winter conditions while it is being stored onsite. Materials shall not be left uncovered.

1/4/2011: Contractor to remove from the site all materials no longer required for construction.

#### 28.6 Slab Protection RECORD

12/21/2010: Site Superintendant confirmed that temporary protection will be installed on the slab after pour so that material storage and work above will not damage the slab. D&S recommends 2 layers of protection – plywood on top of homosote.

1/4/2011: A concrete slab coordination meeting will be held at the next project meeting.

#### 28.7 Meeting Date/Time Change

12/21/2010: It was agreed that the next meeting will be held on Monday December 27 at 2pm. All future meetings will revert to the regular day and time.

1/4/2011: Last weeks meeting was cancelled due to the snow storm.

#### Construction Schedule Look Ahead:

1/4/2011:

Highland: Brick veneer at Stair B & C complete. TPO roof and insulation 50% complete. Fire alarm interior work to hold until CMU installed. Rebar installation tomorrow; slab to be installed next week. Rigid insulation and mtl studs at exterior walls to be installed later. Gypcrete repair to second floor to begin after metal stud. Steel stairs to begin next week.

Central: GC has shut down this site for the winter. See record item for remaining work to be completed.

#### New Business:

# Description Responsibility Closed

#### 29.1 Coordination Drawings Contractor

1/4/2011: GC stated that coordination drawings should be revised and to D&S by the beginning of next week.

#### 29.2 Lift at Central Station Contractor

1/4/2011: Contractor to remove lift at Central Station as soon as feasible.

#### 29.3 Site Cleaning Contractor

1/4/2011: GC to perform general site cleaning as there is much debris and left over materials strewn about. This should be performed prior to new snow forecasted for the weekend.

#### 29.4 Highland Windows Contractor

1/4/2011: Contractor stated that windows will be on site during the week of 1/17. Contractor to arrange a site installation demonstration with window rep, window contractor, waterproofing contractor and architect to review installation procedures for windows installed after masonry. Contractor shall install window in both old and new construction. Contractor to arrange site meeting for review of Central Station window details with GC and architect.

#### 29.5 Highland Parapet Contractor

1/4/2010: GC to confirm spacing required between roof surface and metal flashing at parapets and provide the necessary blocking to the top of parapets to obtain the minimum spacing at the highest elevation on the roof.

#### 29.6 Highland Roof Work - Leaks – Temporary Protection Contractor

1/4/2010: Clerk and D&S observed a large amount of debris and stored materials on the roof which were strewn about the work area. The contractor stated that the work to the existing roof would be mostly complete and cleaned up by the end of the week. Parapets and the connection to the new stair may not be completed. GC and roofing contractor to coordinate their efforts to protect the building from roof leaks considering the upcoming snow storm forecasted for Friday. Clerk reported that water has been leaking into the building during the roofing work. D&S noted that at every past instance where the contractor should have (and at times stated) they would keep water out of the building they have failed to do so and D&S suggested they take the time in the next several days to properly prepare the work area. D&S noted that roof drains were not connected and were letting some water into the building. GC confirmed that they will be temporarily routed out of the building prior to the storm.

#### 29.7 Holes at Gypsum Deck Contractor

1/4/2010: D&S advised the contractor that the two approx 12" triangular holes in the gypsum deck observed close to the perimeter of the rounded bedroom exterior wall should be filled with metal deck and supported on the existing steel and new angles bolted into the exterior wall.

#### 29.8 Snow Removal Contractor

1/4/2010: GC confirmed that they will provide snow removal to keep the site open for subcontractors. GC hired the subcontractors to remove snow by hand after the snowstorm last Tuesday. In the future GC confirmed that they will bring in additional laborers or equipment provided by site contractor as necessary.

#### 29.9 Site Labor Contractor

1/4/2010: Clerk & D&S requested that the GC provide site laborers to perform many minor tasks that appear to be consuming the superintendants time.

#### 29.10 Precast Sills

1/4/2010: D&S selected the precast color for the sills: 006A-L

Arlington Fire Stations: LEED Meeting Notes  
LEED Meeting #9  
4 January 2011

## # Description Responsibility Closed

10/12/2010: Contractor has been working on draft copy of LEED workplan. The owner has stressed that production of the final version of the workplan is critical to obtaining LEED status at the completion of the product. Refer to previous meeting notes for past history of LEED plan. D&S has made comments on certain sections of the workplan which have been submitted to date. In general, the contractor shall provide project specific data and estimates for credits. Contractor will have updated plan for Building Committee review on 10/19.

10/19/2010: No update on LEED plan. GC was further instructed as to what the architect would like to see and what constituted project specific information versus general LEED requirements. GC presented a spreadsheet or calculating and tracking materials credits and a memo format for weekly updates on LEED status.

10/26/2010: Draft LEED workplan to be submitted today. GC's worksheet for MR credits discussed. GC to provide more specific data and fill in the actual quantities and notes as well as perform calculations. GC presented a worksheet for sealants. GC to complete the information for LEED categories and provide actual data based on submittals. GC to begin work on additional credits including building reuse etc.

11/2/2010: Updated LEED workplan not received by architect. (GC claims it was emailed). GC to retransmit today.

11/16/2010: Updated LEED workplan received last week. Comments were sent back to GC. Revised LEED workplan to be received by D&S today. D&S reviewed the weekly LEED progress report and suggested the GC include spreadsheets and data as attachments. Also, GC should time/date stamp photos.

11/24/2010: GC reviewed D&S comments. Additional work needed to the material worksheet to confirm that all line items are properly assigned with labor and materials included. All line items that have dollar values under any of the credit categories should include assumption for how the material complies with credit requirements. GC to confirm what the cost driver % column is for and how it relates to the rest of the spreadsheet. GC to confirm that material spreadsheet includes ALL COSTS for the project that are applicable under the LEED requirements for MR credits.

11/30/2010: GC provided updated weekly LEED progress report and noted that the material spreadsheet had not been updated.

12/6/2010: No update

12/14/2010: GC presented weekly LEED progress report. Material spreadsheet for LEED workplan has been updated. D&S to review. GC to provide actual material use spreadsheet before next meeting.

12/21/2010: GC presented weekly LEED progress report. Material spreadsheet for LEED workplan needs to be further refined, many items do not have logical assumptions or percentages of materials.

1/4/2010: D&S noted several changes need to be made to the LEED progress report to provide backup for statements made and to identify specific work that has taken place within the previous week. D&S again requested that full backup be provided with each weeks progress report (this includes dated photos). D&S reviewed the workplan assumptions spreadsheet provided by the GC. The spreadsheet shows reductions in the quantities of certified wood and recycled materials. These reductions do not allow the project to meet required percentages. The worksheet continues to suffer from problems with data entry and the GC must clarify what assumptions are being made and shall indicate so in the notes. D&S stressed that the continuation of building efforts are rapidly outpacing the LEED tracking and the contractor has not demonstrated to date that they have the ability to accurately track LEED progress. This failure may prevent the project team from reacting to prevent loss of credits in a timely manner or at all and ultimately could prevent the project from obtaining the stipulate LEED status.

## 5.1 Building Reuse Contractor

11/24/2010: Contractor presented the building reuse calculation at the meeting. Various anomalies between the GC spreadsheet and the LEED online template need to be corrected.

11/30/2010 – 12/6/2010: no progress

12/14/2010: GC noted that these have been corrected. D&S to review.

12/21/2010: No progress

1/4/2010: GC did not distribute this material.

#### 5.2 Building Flushout Contractor

11/24/2010: GC noted that the project engineer stated 300 hours (12 ½ days) would be required for flushout with the building unoccupied. GC to provide documentation from the HVAC subcontractor for this calculation and shall update their project schedule to show this information.

11/30/2010 – 12/14/2010: no progress

12/21/2010: GC provided draft IAQ plan. GC to provide HVAC subcontractors building flushout estimate.

1/4/2010: GC provided an incomplete formula from the HVAC subcontractor. GC to provide accurate data. These meeting notes contain information as understood by the writer. If there are any corrections, please contact the writer. Unless notified to the contrary, these notes are assumed to be accurate and will be entered into the project record.

Minutes approved for 12/21/10

Adjourned at 10:15 p.m.

Respectfully submitted,  
Bill Shea