



P R E C O N S T R U C T I O N M E E T I N G

MONTVILLE PUBLIC SAFETY
Uncasville, CT
Prepared by: **Freddie Khericha**

Meeting Date: August 4, 2011
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KBA # 10022.00

PRESENT:

- | | |
|---------------------------|---|
| Joseph Jaskiewicz | Montville - Mayor |
| Marcia Vlaun | Montville – Project Manager |
| Colleon Bezanson | Montville – Planner II/Wetlands Officer |
| Lt. Len Bunnell | Montville – Police Department |
| Ron Ochsner | Montville – Town Attorney |
| Bill Bucko | Montville – Building Committee Co-Chairman |
| Ray Occhialini | Montville – Fire Marshal |
| Tom Fenton | Montville – NLJA/Town Engineer |
| Dave Secondino | A. Secondino & Son |
| Bob Borgstrom | A. Secondion & Son |
| Tom Mauri | A. Secondion & Son |
| Bruce Ratcliffe | AC 2000 Inc. |
| Bob Schuch | Boundaries LLC |
| Hal Kerr | Diversified Technology Consultants, Inc. (DTC) |
| Steve Ciaffaglione | Diversified Technology Consultants, Inc. (DTC) |
| Robert Pasqualini | Pasqualini Construction |
| Robert Hislop | Pasqualini Construction |
| Freddie Khericha | Kaestle Boos Associates, Inc. (KBA) |
| Ben Monroe | Kaestle Boos Associates, Inc. (KBA) |
| Amy Rogalski | Kaestle Boos Associates, Inc. (KBA) |

**E-MAIL
COPIES:**

- Marcia Vlaun
- Colleon Bezanson
- Lt. Len Bunnell
- Ron Ochsner
- Bill Bucko
- Ray Occhialini
- Tom Fenton
- Dave Secondion
- Bob Borgstrom
- Tom Mauri
- Bruce Ratcliffe
- Bob Schuch
- Hal Kerr
- Steve Ciaffaglione
- Robert Pasqualini
- Robert Hislop
- Freddie Khericha
- Ben Monroe



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ACTION BY	ITEM NO.
ALL	P1.01 All those in attendance introduced themselves. Fred Khericha Construction Administrator will be primary contact.
SECONDINO	P1.02 Contractor to submit detail construction schedule and schedule of values. Dave Secondino stated that this will be done by next Wednesday Aug. 10th. No payment will be processed till schedule of values is submitted and approved.
SECONDION/KBA	P1.03 Contractor to provide list of major contractors and list of emergency phone numbers. KBA to provide phone numbers for design team and the town officials.
ALL	P1.04 All communications must be forwarded to Fred Khericha's attention. All communications from sub-contractor must go thru Secondino.
SECONDINO	P1.05 All RFIs/ASIs will be communicated via e-mail. GC to forward MEP/Site related RFIs to the consultants and copied to KBA. If the contractor feels that there is a cost/time impact associated with RFI/ASI, they must provide reasoning, detail cost breakdown. KBA will respond in a timely manner.
All	P1.06 Contractor and Sub-Contractor are solely responsible for safety and OSHA compliance.
ALL	P1.07 Offsite storage payment will be permitted in accordance with the contract.
SECONDINO	P1.08 Contractor must take all necessary precautions to minimize dust control and take all necessary measures for Erosion/Siltation controls.
ALL	P1.09 Working hours will be 7:30am to 4pm. Dave Secondino stated that during summer time they may start early.
SECONDINO	P1.10 PBC meets on the 4th Thursday of the month. KBA will review the pencil copy at the site on Thursday Aug. 25th, once comments are made, final copy will be submitted to KBA for further processing. Three copies to be furnished. Contractor to use AIA G702 forms for the payment application.
SECONDINO	P1.11 Two copies of certified payroll affidavits must be submitted to Marcia Vlaun.
ALL	P1.12 Weekly job meetings will be held once Secondino has the trailer/power on the site. In the meantime job meetings will be held at the Town Hall.



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SECONDINO	P1.13 Pre Construction meetings will be held as per the requirements of the contract at the site.
SECONDINO	P1.14 GC and subcontractors must secure necessary permits prior to start of any work. GC must also secure DOT permit. Fred Khericha stated that Secondino should go obtain FDN permit till all the questions raised by the Building Inspector are resolved.
SECONDINO	P1.15 Shop drawings/submittals to be forwarded to KBA. MEP/Site submittals to be sent directly to the consultants cc to KBA for the transmittal. Approved submittal will be returned by KBA to Secondino and a copy to Marcia Vlaun.
SECONDINO	P1.16 Coordination drawings for MEP (overhead work above ceilings) as well as coordination drawings for MEP related spaces (attic space, electrical/mechanical rooms, etc.) must be complied with. Unless coordination drawings are submitted for review, no fabrication drawings for duct work, piping, sprinkler, etc. will be reviewed. Contractors must review, coordinate and any conflicts must be brought to KBA's attention for resolution. If necessary, KBA will meet with MEP trades at the site to discuss and resolve the issues.
SECONDINO	P1.17 Special Inspections will be conducted by KBA. Testing agency is IMTL. Reports from IMTL will be disturbed to KBA, Secondino, Building Inspector and Owner.
SECONDINO	P1.18 Contractor must update on site copy of contract documents on a daily basis. All RFI/ASI/SKS must be posted.
SECONDINO/FM	P1.19 Fire Marshal would like to review fire alarm system/sprinkler drawings. Fred Khericha state that location of fire alarm/sprinkler connections etc. will be reviewed by Secondino in the field with Fire Marshal to verify exact locations.
SECONDINO	P1.20 No open burning will be permitted. Contractor to review means of temporary heating with Fire Marshal. Also trailer permit will be required.
ALL	P1.21 Change Order Approval Committee will review all potential Change Order requests which require approval on an emergency basis or which are on critical path. Committee can meet within 24hrs.
SECONDINO/KBA	P1.22 Any tree removals will be reviewed by KBA in the field with the contractor and if necessary KBA will notify tree warden (PWD). Contractor to coordinate with KBA (Jim Sperry).



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OWNER	P1.23 When owner visits the site, they must wear hard hat, safety glasses and notify Secondino Superintendent at the site. Secondino will have a sign in sheet at the site.
SECONDINO	P1.24 Relocation of Pole needs to be coordinated with the traffic light (DOT).
SECONDINO	P1.25 Contractor to follow Wetland limits for removal of site clearing. Contractor must stay away from wetland areas. If for any reason contractor needs to go beyond the limits, contractor must notify Wetland Department and discuss prior to proceeding with any work.
ALL	P1.26 Rte. 163/32 will have construction starting. Contractor should make a note of this for traveling and traffic.
SECONDINO/OWNER	P1.27 All excess top soil will be screened and stock piled on the site. Owner will provide location where top soil will be moved.
SECONDINO	P1.28 Contractor to provide 48hr notice to P&Z to review erosion control, siltation control, etc. with P&Z prior to site clearing
ALL	P1.29 Next job meeting will be on August 18, 2011 at 10:30am at the Town Hall
	The preceding document constitutes the items reviewed and the decisions reached at Pre-Construction Meeting. "Record" items will be deleted from subsequent meeting minutes if there is no additional discussion. If you were present at the meeting and perceive a discrepancy with information given in this report, please notify KBA via email within 24 hours of the receipt of this document.