



J O B M E E T I N G N O 1

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

Meeting Date: August 18, 2011
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KBA # 10022.00

PRESENT:

Marcia Vlaun	Montville – Project Manager
Ron Ochsner	Montville – Town Attorney
Bill Bucko	Montville – Building Committee Co-Chairman
Tom Fenton	Montville – NLJA/Town Engineer
Dave Secondino	A. Secondino & Son
Steve Ciaffaglione	Diversified Technology Consultants, Inc. (DTC)
Rich Jones	State of CT – Dept. of Economic & Community Development
Freddie Khericha	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
 Rich Jones
 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. (8/18/11)Item accepted as complete.
SECONDINO	P1.02 Contractor to submit detail construction schedule and schedule of values (SOV). Dave Secondino stated that this will be done by next Wednesday Aug. 10 th . No payment will be processed till schedule of values is submitted and approved. (8/18/11)Construction schedule and SOV handed at the job meeting. KBA/DTC will review SOV and forward comments.
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. (8/18/11) Dave Secondino provided a partial list of contractors which have been contracted as of today. He stated that most of the major contractors should be on board by the next job meeting. All subs will be on board within 135 days
ALL	P1.04 All communications must be forwarded to Fred Khericha's attention. All communications from sub-contractor must go thru Secondino. (8/18/11)Item accepted as complete.
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. (8/18/11) DTC stated that RFIs must be clearly defined with specific reference to specs/drawings etc. that would enable DTC to expedite response. Item accepted as complete.
All	P1.06 Contractor and Sub-Contractor are solely responsible for safety and OSHA compliance. (8/18/11)Item accepted as complete.
ALL	P1.07 Offsite storage payment will be permitted in accordance with the contract. (8/18/11)Item accepted as complete.
SECONDINO	P1.08 Contractor must take all necessary precautions to minimize dust control and take all necessary measures for Erosion/Siltation controls. (8/18/11)Item accepted as complete.
ALL	P1.09 Working hours will be 7:30am to 4pm. Dave Secondino stated that during summer time they may start early. (8/18/11)Item accepted as complete.
SECONDINO	P1.10 PBC meets on the 4 th Thursday of the month. KBA will review the pencil copy at the site on Thursday Aug. 25 th , 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



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	payment application. (8/18/11) Four copies to be submitted. Rich Jones stated that one copy should be forwarded to him by email so grant portion of the amount can be expedited to town. Item accepted as complete.
SECONDINO	P1.11 Two copies of certified payroll affidavits must be submitted to Marcia Vlaun. (8/18/11) Item accepted as complete.
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. (8/18/11) Dave Secondino stated that power company is scheduled to come to the site on Friday.
SECONDINO	P1.13 Pre Construction meetings will be held as per the requirements of the contract at the site. (8/18/11) Item accepted as complete.
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. (8/18/11) Secondino has been given a permit however MEP subs have to file and secure the permit.
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. (8/18/11) Item accepted as complete.
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. (8/18/11) Item accepted as complete.
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. (8/18/11) KBA to forward list of special inspection requirements to IMTL.
SECONDINO	P1.18 Contractor must update on site copy of contract documents on a daily basis. All RFI/ASI/SKS must be posted. (8/18/11) Item accepted as complete.
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. (8/18/11) Item accepted as complete.



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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. (8/18/11) Ron Ochsner (Town Attorney) stated that the plan must be approved by the building committee, scheduled to meet next Thursday.
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). (8/18/11) Item accepted as complete.
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. (8/18/11) Item accepted as complete.
SECONDINO	P1.24 Relocation of Pole needs to be coordinated with the traffic light (DOT). (8/18/11) Marcia Vlaun stated that KBA should look in to whether traffic light or new pole will be required. KBA to look in to it and respond the status.
SECONDINO	P1.25 Contractor to follow clearing 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 Officer and discuss prior to proceeding with any work. (8/18/11) Item accepted as complete.
ALL	P1.26 Rte. 163/32 will have construction starting. Contractor should make a note of this for traveling and traffic. (8/18/11) Marcia Vlaun stated that work is scheduled to start on September 15th and would be at night Item accepted as complete
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. (8/18/11) Tom Fenton stated that the site for hauling excess topsoil is Camp Oakdale. Secondino to coordinate with site contractor and the town.
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. (8/18/11) After every storm contractor to visit the site, review erosion control and any damaged fencing must be restored.
	NEW BUSINESS
SECONDINO	1.01 Tom Fenton stated that temporary sedimentation basin should be provided for construction purposes and contractor should make sure that from DOT road clean water is not going in to temporary sedimentation basin. Permanent basin should be constructed at the proper time.



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SECONDINO	1.02 Progress photos will be taken and to be kept at the site in a three ring binder. Contractor will provide set of photographs with description along with daily reports with the payment application.
SECONDINO	1.03 Going forward Secondino must provide a two week look ahead at every job meeting. Any activities which are behind and are on critical path must be identified and how contractor plans to bring the schedule back on track must be demonstrated. This applies to monthly updated construction schedule which the contractor is required to submit with the payment application
ALL	1.04 Next job meeting will be on September 1, 2011 at 2:30pm at the Town Hall
	The preceding document constitutes the items reviewed and the decisions reached at Job Meeting No. 1. "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.

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