



BBL Carlton, LLC

MEETING MINUTES

Huntington Square
900 Lee Street, Suite 1400
Charleston, West Virginia 25301

PHONE: 304-345-1300
FAX: 304-345-1304

No.: **3**
FAI #: WV-08-01
BBL Job No.: 105009

PROJECT TITLE: **Donel Kinnard Memorial
State Veteran's Cemetery**

MEETING DATE: **November 17, 2010**
MEETING TIME: **11:00 AM**



LOCATION: **BBL Carlton Office**

SUBJECT: **Progress Meeting No. 3**

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
	KG	Keith Gwinn	WV Divisions of Veterans Affairs
Y	LW	Larissa Wines, Primary Contact	WV Divisions of Veterans Affairs
	JB	Jim Blackwood	Blackwood Associates
Y	KB	Kenton Blackwood, Primary Contact	Blackwood Associates
	JH	Jeremy Hobson	Blackwood Associates
	Joy	Joy Boyer	Blackwood Associates
	WR	Wayne Reinhart, Civil/Storm	MSES consultants
	VS	Vince Straley, Surveying	MSES consultants
	JK	John Keeling, Environmental	MSES consultants
	RK	Rod Kidd, Civil	MSES consultants
	JP	Jeff Pauley, Electrical	MSES consultants
	DS	Dave Skeen, HVAC/Plumbing	MSES consultants
	DM	Darrell Meehl, Landscaping/Irrigation	LA Group
	KM	Keith McClanahan	BBL Carlton, LLC
	TC	Todd Corey	BBL Carlton, LLC
Y	JG	John Given, Primary Contact	BBL Carlton, LLC
Y	JB	John Boone, Field Superintendent	BBL Carlton, LLC
Y	JR	Josh Raynes	Raynes & Sons Excavating
	MM	Mack McCarty	Triad Engineering
	AK	Art King	Kanawha Stone

TOPIC	MEETING	DATE	DISCUSSION	STATUS
DIVISION 01 <<< GENERAL REQUIREMENTS >>>				
01A	01	10/18/10	Progress meetings will be conducted and recorded by BBL Carlton and will be held twice monthly on the 1st and 3rd Wednesdays at 11:00, meeting will be held at BBL's office until otherwise notified	CLOSED
01B	01	10/18/10	Trespassing/Security is a major concern, KG will provide state issued "No Trespassing" signs for BBL to hang around the phase 1 construction limits	OLD
	02	11/03/10	Larissa will get 1 more sign and BBL will set it at the road near the new church	
	03	11/17/10	BBL already had enough signs, additional sign will be installed this week	
01E				

TOPIC	MEETING	DATE	DISCUSSION	STATUS
-------	---------	------	------------	--------

DIVISION 03 <<< CONCRETE >>>

03A	01	10/18/10	Kenton pointed out the need to move forward w/ submittals on the burial crypts	OLD
	02	11/03/10	Lindsay Concrete is moving forward w/ submittals and they have indicated that lead times should not be an issue	
03B	02	11/03/10	Owner to contact Tom Paquelet w/ Federal Division of Veteran's Affairs regarding marble niche covers	OLD
	03	11/17/10	Larissa spoke w/ Tom, covers will be ordered when we get closer	
03C	03	11/17/10	JG to review colored/stamped concrete specifications for Committal Service Shelter	NEW
03D	03	11/17/10	JG to submit RFI's regarding use of epoxy dowels in specific locations on foundations, pouring an oversized 'square' foundation at Committal Service Shelter, detail of section 4/S301	NEW
03E	03	11/17/10	KB said it would be ok to hold foundations for entry wall at continuous elevation	NEW

DIVISION 04 <<< MASONRY >>>

04A	03	11/17/10	KB checking w/ LA Group about using mockup as part of finished product @ elevation 1 on C700	NEW
-----	----	----------	--	-----

DIVISION 05 <<< METALS >>>

05A	01			
-----	----	--	--	--

DIVISION 06 <<< WOODS & PLASTICS >>>

06A	01			
-----	----	--	--	--

DIVISION 07 <<< THERMAL & MOISTURE PROTECTION >>>

07A	03	11/17/10	JG to submit waterproofing along w/ potential alternate product that is still manufactured by Carlisle	NEW
-----	----	----------	--	-----

DIVISION 08 <<< DOORS & WINDOWS >>>

08A	01			
-----	----	--	--	--

DIVISION 09 <<< FINISHES >>>

09A	01			
-----	----	--	--	--

DIVISION 10 <<< SPECIALTIES >>>

10A	01			
-----	----	--	--	--

TOPIC	MEETING	DATE	DISCUSSION	STATUS
-------	---------	------	------------	--------

DIVISION 12 <<< FURNISHINGS >>>

12A	01			
-----	----	--	--	--

DIVISION 13 <<< SPECIAL CONSTRUCTION >>>

13A	01			
-----	----	--	--	--

DIVISION 22 <<< MECHANICAL - PLUMBING >>>

22A	01			
-----	----	--	--	--

DIVISION 23 <<< MECHANICAL - HVAC >>>

23A	01			
-----	----	--	--	--

DIVISION 26 <<< ELECTRICAL >>>

26A	01			
-----	----	--	--	--

DIVISION 27 <<< COMMUNICATIONS >>>

27A	01			
-----	----	--	--	--

DIVISION 28 <<< ELECTRONIC SAFETY & SECURITY >>>

28A	01			
-----	----	--	--	--

DIVISION 31 <<< EARTHWORK >>>

31B	01	10/18/10	Clouded area within construction limits appear to indicate areas of existing vegetation to remain, Kenton will discuss w/ Wayne the extent of existing vegetation to remain but definitely wants to maintain a buffer between the maintenance building and neighborhood	CLOSED
	02	11/03/10	Clouded areas of existing vegetation have been marked and are ready for review	
	03	11/17/10	Larissa and Raynes marked vegetation to remain	
31C	02	11/03/10	Blackwood will forward electronic files to JG to provide to retaining wall manufacture for design	CLOSED
31D	02	11/03/10	A former resident of the area has indicated that there are 4 abandon septic systems within the construction limits, Larissa is checking w/ the contact about approximate locations	OLD
	03	11/17/10	Former resident marked sites w/ Larissa, BBL will have Triad locate and place abandon systems and	

DIVISION 32 <<< EXTERIOR IMPROVEMENTS >>>

TOPIC	MEETING	DATE	DISCUSSION	STATUS
32A	01	10/18/10	Kanawha Stone to be copied on minutes	CLOSED
	02	11/03/10	Copy KS on preliminary schedule	

DIVISION 33 <<< UTILITIES >>>

33A	01	10/18/10	Josh asked about specific requirements for crossing the existing pipe line, KB believe a detail exists and if it is not in the plans/specs he will provide	OLD
	02	11/03/10	Matt Fleshman w/ DOW Pipeline has been on site and voiced concerns about all crossings temporary and permanent of the existing pipeline, particularly the nitrogen, Josh will bridge the lines w/ pieces of concrete bridge deck during construction, KB will verify permanent crossing details	
	03	11/17/10	KB believes that MSES has addressed the permanent crossing detail and will follow up	
33B	01	10/18/10	Josh is preparing an RFI regarding the storm retention system	OLD
	02	11/03/10	Josh provided a letter from retaining wall manufacture regarding concerns of storm retention system located just behind gravity retaining wall, JG provided a copy of the letter to KB and will follow up w/ an RFI	
	3	11/17/10	MSES addressed concern in answer to RFI #2 which includes C104 and C106 revisions dated 11/08/10, JR is looking at credit for reduction in the size of the retention system	

<<< PERMITS / TESTING >>>

PT1	01	10/18/10	There are known un-marked graves behind the existing State Troopers maintenance building, an archeological survey was conducted on our site and we do not believe there are any such graves within the construction area but we should be aware of the possibility	OLD
	02	11/03/10	Larissa brought up concerns of potential unmarked graves between 'Institute Cemetery' and new entrance road in area 2, Larissa and JB will temporarily mark potential unmarked graves to be compared to construction limits	
	03	11/17/10	Potential unmarked graves were too difficult to locate w/ newly fallen leaves	
PT2	01	10/18/10	Permits from the DEP and Department of the Army are in place, the application to the Health Department is ready to be sent in for the sewage treatment but may need to be modified if the alternate presented by Josh for a peat system is excepted, Josh to submitted information on the peat system ASAP	OLD
	02	11/03/10	Josh needs to get info on peat system ASAP	
	03	11/17/10	JR will try to have info for next mtg on 12/01/10	
PT3	03	11/17/10	American Geotech to be copying on meeting minutes	NEW

TOPIC	MEETING	DATE	DISCUSSION	STATUS
<<< SUBMITTALS >>>				
S1	01	10/18/10	Submittals to be electronic as much as possible	CLOSED

<<< RFI'S >>>				
R2				

<<< SCHEDULE >>>				
SCH1	01	10/18/10	JG to have preliminary construction schedule by the next meeting on 11/03	OLD
	02	11/03/10	JG presented preliminary construction schedule for review and comment, more detailed schedule to follow	
	03	11/17/10	JG still working on detailed schedule	
SCH4	02	11/03/10	Kenton is preparing the official Notice to Proceed which will be dated October 12, 2010	CLOSED

<<< CHANGE ORDERS / PROPOSALS >>>				
COP1	01	10/18/10	KB is working on the design of a monument sign to be located in site of I-64, Kenton will advise regarding a temporary mock-up to be installed to help determine size and location	OLD
	02	11/03/10	KB provided a preliminary plan and location that he is still working on, there will be a site visit after the 11/17 meeting to further review the location	
	03	11/17/10	KB to meet w/ Larissa and Keith to discuss potential design concerns and other issues at next meeting	
COP2	01	10/18/10	There may be some site lighting changes in the maintenance area	OLD
COP3	01	10/18/10	There may be a need to a gun safe in the admin building, Keith will get specifications to Kenton	OLD
	02	11/03/10	Larissa is getting info on safe for Kenton, she thinks she would like the safe located in the locker room, just to the left of the door	
	03	11/17/10	Larissa sent info to KB, he is verifying w/ structural engineer	
COP4	02	11/03/10	There may be a memorial/monument as part of this project specifically in honor of the veteran's of the war against terrorism	OLD

<<< PAY REQUISITIONS >>>				
PR2	01	10/18/10	JG to have initial schedule of values prepared by the next meeting on 11/03	OLD
	02	11/03/10	JG submitted schedule of values for review, first pay application will be submitted at next meeting	
	03	11/17/10	Pay application #1 submitted to Blackwood at meeting	

<<< PROJECT CLOSE-OUT >>>

TOPIC	MEETING	DATE	DISCUSSION	STATUS
PCO2	03	11/17/10	Larissa is getting coordinates from WV State Troopers Academy regarding property trade involving new entrance, unused portion of property in 'entrance roadway' may eventually be returned to the Academy, Larissa will verify this as well as details of property that may be loaned to the church, at the appropriate time KB will have surveyors back on site	NEW

<<< NEXT SCHEDULE PROGRESS MEETING >>>

Next meeting will be Wednesday December 01, 2010 at 11:00 in the office of BBL Carlton

Review the Meeting Minutes upon receipt. Written objections must be received within three (3) days from receipt of these minutes.