



# BBL Carlton, LLC

# MEETING MINUTES

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

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No.: **25**  
FAI #: WV-08-01  
BBL Job No.: 105009

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

MEETING DATE: **November 2, 2011**  
MEETING TIME: **1:00 PM**



LOCATION: **BBL Carlton Office**

SUBJECT: **Progress Meeting No. 25**

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
Y	JR	Jamie Reed	WV Divisions of Veterans Affairs
Y	MC	Meg Cianfrocca	Office of Senator Jay Rockefeller
	JB	Jim Blackwood	Blackwood Associates
Y	KB	Kenton Blackwood, Primary Contact	Blackwood Associates
	JW	Jeff Wise	Blackwood Associates
	WR	Wayne Reinhart, Civil/Storm	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
	KP	Kanti Patel	American Geotech
	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
	Jake	Jacob Ray, Field Superintendent	BBL Carlton, LLC
Y	DS	Dave Shell	BBL Carlton, LLC
Y	JR	Josh Raynes	Raynes & Sons Excavating
	ME	Mike Evans	Kanawha Stone
	MB	Michael Ball	WV Heating & Plumbing
	EM	Eric Moore	South Charleston Electric
	AW	Adam Wilson	South Charleston Electric
	DW	Dave Winters	Metro Masonry
	BG	Brian Griffith	Metro Masonry
	RH	Rick Harris	Cornerstone Interiors
	GW	Gary Winfree	WV Paving
Y	JH	Justin Heil	O'Heil Site Solutions
Y	CL	Cary Levenson	Valley Gardens

TOPIC	MEETING	DATE	DISCUSSION	STATUS
<b>DIVISION 01 &lt;&lt;&lt; GENERAL REQUIREMENTS &gt;&gt;&gt;</b>				
	23	09/21/11	JG to prepare and submit written request for extension due to weather	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
01N	24	10/05/11	Kenton is waiting on formal request from JG	OLD
	25	11/02/11	<b>Kenton included requested days in change order #3 draft which makes substantial completion date February 04, 2012</b>	
01O	24	10/05/11	Meg noted the weapon fire noise coming from the WVSP firing range and inquired about coordination of funeral services during firing at the range, Larissa said that she would coordinate w/ the state police	OLD
	25	11/02/11	<b>Meg suggested approaching the WVSP about a formal agreement in the event that there is a change in command</b>	
01P	25	11/02/11	<b>Larissa to verify if owner wants to renew annual coverage for termite pretreatment</b>	NEW

DIVISION 03 <<< CONCRETE >>>				
03C	03	11/17/10	JG to review colored/stamped concrete specifications for Committal Service Shelter	OLD
	06	01/05/11	JG meeting w/ Arrow Concrete, submittals for concrete stamping will be photographic	
	07	01/19/11	We have concrete color samples and working on stamping	
	10	03/02/11	JG needs to get submittals in	
	11	03/16/11	Paul Thompson has tried to contact KB, JG will return call	
	14	05/04/11	BBL is hoping to work w/ Kris-Crete Contracting on the stamping, JG will have submittals next week	
	17	06/15/11	Kenton has provided ideas from basis of design, Kenton has proposal for potentially less individual pours in the Committal area	
	23	09/21/11	All site concrete joints will remain per drawings	
	24	10/05/11	A mock up for the slate texture will be provided for the next meeting	
	25	11/02/11	<b>Kenton provided 2 possible color selections for the concrete and 1 selection for the release, the concrete selections were from the wrong chart so Kenton will reselect colors from the Integral Concrete chart and provide to JG to have mock ups for the next meeting, the stamped concrete at the memorial will be a different color and Kenton needs granite samples to make this selection</b>	
03J	23	09/21/11	Finalizing color selection for columbarium face color	CLOSED
	24	10/05/11	2 colors have been selected for a mock up, the colors will be on the columbarium mock up for the next meeting	
	25	11/02/11	<b>Light tan was selected</b>	
03K	25	11/02/11	<b>The owner supplied niche covers are on site and there is currently material sitting on top of the crates that needs to be removed</b>	NEW

TOPIC	MEETING	DATE	DISCUSSION	STATUS
03L	25	11/02/11	4 additional quads were added to the project and a new numbering plan has been issued, the addition of these crypts were not properly communicated making it necessary to verify that we are maintaining minimum distances from the road and from watering/trash areas, Kenton will contact the la group regarding possible relocation of the flower watering stations	NEW

#### DIVISION 04 <<< MASONRY >>>

04D	20	08/03/11	JG to send RFI's regarding setting of limestone caps in mortar bed and mortar color for limestone	OLD
	21	08/17/11	Limestone caps to be set on shims only, no mortar bed, KB would like to see a mockup using Federal White mortar for the limestone, we do want an airspace behind the limestone panel as shown on C801, limestone manufacture to provide mechanical fastening detail for panel	
	23	09/21/11	Limestone bases and caps are shipping on 09/22, we still need attachment detail for panel at entrance	
	24	11/02/11	<b>ATTACHMENT DETAIL FOR LIMESTONE PANEL AT ENTRANCE</b>	
04E	23	09/21/11	JG to provide sketch for proposed use of reinforced masonry on Academy Drive and Interstate signs	CLOSED
	24	10/05/11	Sketch was forwarded to KB on 10/05/11	
	25	11/02/11	<b>Sketch has been approved and construction on the signs has started, JG to verify credit for CMU</b>	
04F	25	11/02/11	Granite samples and shops for the memorial are critical	NEW

#### DIVISION 05 <<< METALS >>>

05F				
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#### DIVISION 06 <<< WOODS & PLASTICS >>>

06B	25	11/02/11	Wood profiles to be submitted	NEW
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#### DIVISION 07 <<< THERMAL & MOISTURE PROTECTION >>>

07C				
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#### DIVISION 08 <<< DOORS & WINDOWS >>>

08G				
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#### DIVISION 09 <<< FINISHES >>>

	20	08/03/11	JG to provide cost proposal to change VCT to ceramic in admin building	
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TOPIC	MEETING	DATE	DISCUSSION	STATUS
09B	23	0921/11	Larissa requested tile to replace VCT throughout admin building, JG to revise PCO	OLD
	24	10/05/11	Revised PCO was verbally approved	
	25	11/02/11	<b>JG to verify scope of wall base included in PCO 26</b>	
09D				

**DIVISION 10 <<< SPECIALTIES >>>**

10B	25	11/02/11	The dedication date was provided for signage but it is not to be released to the public, Dave requested 'camera ready art' - Kenton will check on providing vector-based format for the WV, VA, and WVSP seals as well as the badge, use standard for all military seals	NEW
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**DIVISION 12 <<< FURNISHINGS >>>**

12A	09	02/16/11	KB wants to review windows in Admin building to receive window treatments as well as details for inside corners	OLD
	10	03/02/11	Estimate currently includes binds in all exterior windows of the maintenance and admin buildings except for the frosted windows in the restrooms, JG to forward detail of inside corners to KB, we may look at an alternate material	
	12	03/30/11	KB sending Larissa a sample for review	
	14	05/04/11	KB and Larissa looked at samples, KB will get additional information	
	17	06/15/11	Larissa is looking at information KB provided	
	18	07/06/11	Larissa has approved, JG to get pricing	
	23	09/21/11	Kenton to provide roller shade detail for admin corner windows	
	24	10/05/11	JG is working on pricing and submittals	
12C				

**DIVISION 13 <<< SPECIAL CONSTRUCTION >>>**

13D				
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**DIVISION 22 <<< MECHANICAL - PLUMBING >>>**

22C				
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**DIVISION 23 <<< MECHANICAL - HVAC >>>**

TOPIC	MEETING	DATE	DISCUSSION	STATUS
23A	01			

**DIVISION 26 <<< ELECTRICAL >>>**

26C	20	08/03/11	JG working w/ AEP on cost estimate and right-of-way agreement	OLD
	23	09/21/11	AEP has indicated to JG that they have sent right-of-way agreement to Keith directly and they are finalizing cost estimate, JG to request additional service for Academy Drive Sign	
	24	10/05/11	Met w/ AEP on site on 09/30 and they delivered the right-of-way agreement for signature, Larissa spoke to Johnnie Ross on 10/05 and he indicated that he would be getting estimate to JG and that AEP could begin work as early as the week of 10/10	
	25	11/02/11	<b>Formal agreement from AEP has been received, signed, and returned, JG will get a check cut for construction fees and submit a proposed change order, AEP has indicated they will be on site the week of 11/07, Meg indicated they anticipate being on site 5-7 weeks</b>	
26D	25	11/02/11	<b>JG to provide additional information on question regarding shut off for unattended fuel tank</b>	NEW

**DIVISION 27 <<< COMMUNICATIONS >>>**

27A	01			
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**DIVISION 28 <<< ELECTRONIC SAFETY & SECURITY >>>**

28A	01			
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**DIVISION 31 <<< EARTHWORK >>>**

31N	20	08/03/11	Keith is concerned about amount of material in spoils area, KB to have MSES to site for review	OLD
	21	08/17/11	Keith walked spoils area w/ Darrell, most of exposed rock will be pulled out and crushed for backfill, a 'dozer' elevation taken today showed an elevation of 728, Josh will provide some additional elevations	
	23	09/21/11	Josh has provided spot elevations in spoils area, KB has prepared a revised layout for future phase 3 that would most likely not require moving spoils area but may relocate some material further up hill within limits of existing permit, Darrell to review revised layout	
	25	11/02/11	<b>Kenton to provide revised drawing</b>	
31R				

**DIVISION 32 <<< EXTERIOR IMPROVEMENTS >>>**

	18	07/06/11	Current pedestrian walk layout requires cutting over DOW pipeline and DOW will not allow	
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TOPIC	MEETING	DATE	DISCUSSION	STATUS
32D	19	07/20/11	KB has provided an alternate walk layout that does not require a cut over the pipeline right-of-way and will revise drawings	CLOSED
	20	08/03/11	MSES working on drawing	
	21	08/17/11	MSES finalizing drawing add alternate for electric and/or lighted bollards along walk	
	23	09/21/11	Proposed change order has been provided and is still being reviewed, DOW originally indicated that added power along memorial walk would have to go under their pipe line but after walking site w/ DOW field personnel they have said we can go on top as long as power is double sleeved over pipe line easement	
	24	10/05/11	DOW field personnel Matt Fleshman has indicated that the sanitary leach bed is an issue because it can cause a 50% increase in the deterioration of their pipes	
32F	21	08/17/11	Mike Evans from Kanawha Stone attended meeting and pointed out that the fall seeding schedule per specifications is 08/15 - 09/30, we will obviously not make this schedule, the spring seeding schedule is 05/01 - 06/15, the spring seeding could be adjusted outside of the specified schedule if weather permits and owner accepts, there are some plantings better suited for planting during the winter months, owner/designers will work w/ Kanawha Stone on a notice to proceed and contractual time limits, Keith and Larissa asked Mike to look at slips above access road, Josh asked about site condition changes between construction contract completion and start of landscaping contract	OLD
	23	09/21/11	Larissa has spoke to Valley Gardens and is looking as wild flowers for cut slopes along entrance road	
	24	10/05/11	As we discussed before the window for fall seeding has passed, Larissa asked Mike Evans to verify if the alternate dollar amount for sod was still good, if we were to look at sod we would still need to address proper watering, Mike identified November/December as best planting time for the trees, additional trees were discussed as an extra buffer from the Finney Hollow, Kenton will talk to the la Group about providing something for pricing	
	25	11/02/11	<b>Scope for additional tree plantings have been provided and Cary is working on pricing, pricing should include temporary watering as a separate line item using on site private hydrant, Kenton will provide a notice to proceed for the landscape contract, irrigation format the entrance to the admin building will be ready for manual use within 2 weeks, all temporary seeding will be complete this week, temporary seeding was performed w/ rye and winter wheat mix, the seeding in the sanitary leach bed area was performed by Raynes using the lawn mix as specified, Cary asked about eradicating temporary seeding prior to permanent seeding/sod, Kenton to look at possibly changing meadow grass area to lawn grass as Larissa indicated this area may be mowed, Larissa and Cary to get together to look at other possible changes</b>	
32G	23	09/21/11	JG to provide information to Rod Kidd on slips along entrance road	OLD
	24	10/05/11	Kanti was on site after the meeting and made recommendation for dealing w/ slip behind maintenance building on upper side of entrance road	

TOPIC	MEETING	DATE	DISCUSSION	STATUS
	25	11/02/11	Recommended correction was made and slip has already come back, Kanti to revisit	
32I	23	09/21/11	KB needs date of delivery for topsoil and location of stockpile	OLD
32J	24	10/05/11	Aqua Engineering will be on site on 10/18 for intermediate inspections	OLD
	25	11/02/11	Irrigation system will be ready for manual operation from entrance to admin building within 2 weeks, O'Heil has submitted a wireless rain sensor, O'Heil to provide additional information and proposal to add software that will allow remote operation	
32K	25	11/02/11	American Geotech was contacted regarding a wet area around DI-97, the recommendation was to provide an underdrain and possibly eliminate a portion of the underdrain system behind the columbarium for a wash in cost, JG to provide information on location and cost to Kenton for evaluation	NEW

### DIVISION 33 <<< UTILITIES >>>

33H	25	11/02/11	It was discussed that the wing walls of the aluminum box culvert look unfinished and it was questioned that they should have been concrete, approved submittal showed aluminum but Kenton is looking into this item	NEW
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### <<< PERMITS / TESTING >>>

PT6	25	11/02/11	At least 3 sets of cylinders have failed on the 28 day break and 2 of them are in the heavy duty concrete section of the turn around in front of the committal shelter, BBL will proceed w/ replacement of at least the 2 areas in the turn around	NEW
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### <<< SUBMITTALS >>>

S4				
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### <<< RFI'S >>>

R4				
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### <<< SCHEDULE >>> 2 WEEK LOOK-AHEAD

Activities for next 2 weeks	Contractor
Finish concrete curbs except small area in committal area	Deskins
All road stone will be in place and approximately 75% of base asphalt	WV Paving
Irrigation will be operational through areas 1, 2, and 3	O'Heil Site Solutions
Introduce temporary heat in maintenance and admin buildings	BBL
Begin work on permanent power	AEP
Provide mock up for stamped concrete	BBL
Pour concrete in columbarium area	BBL
Finish stone of entrance sign	Metro

TOPIC	MEETING	DATE	DISCUSSION	STATUS
			CMU on monument signs	Metro
			Running electrical conduit for monument signs	SCE

**<<< CHANGE ORDERS / PROPOSALS >>>**

COP8	19	07/20/11	Keith wants to look at a pond/fountain along the memorial walk, KB will propose something	OLD
	20	08/03/11	A single phase pump is available and would handle a fountain approximately 10-15' in diameter	
	21	08/17/11	Pond to be approximately 8' in diameter, approximately 18" deep, with sidewalk around perimeter, fountain and/or bollards can be on a photo cell	
	23	09/21/11	Proposed Change Order for fountain is under review, critical for completion of memorial walk concrete and ordering fountain	
	24	10/05/11	Proposed change order 28 for the memorial fountain has been approved	
	25	11/02/11	<b>Shop drawings and physical samples have been submitted, Kenton reviewing requirements for utility access</b>	
COP13	21	08/17/11	May want conduits at Committal Shelter for future security cameras	OLD
	23	09/21/11	VA to consider locations for cameras and/or authorization for Blackwood to provide design for security	
	25	11/02/11	<b>MSES to provide any required conduit locations as quickly as possible</b>	
COP14	21	08/17/11	Carillon tower in Service Area is a bell tower being donated, we need additional information for design of the concrete base and coordination w/ irrigation control	OLD
	23	09/21/11	Larissa will provide information on carillon tower	
	25	11/02/11	<b>On 11/04 Keith forwarded information of tower and pointed out a possible location in the grass area just west of the parking lot at the admin building</b>	
COP15	25	11/02/11	<b>Kenton has issued a draft of change order #3</b>	NEW
COP16	25	11/02/11	<b>Possible add for retaining wall in area 4 behind section 3 in-ground remains burial area - Josh to begin preliminary pricing</b>	NEW
COP17	25	11/02/11	<b>Possible add for diesel tank to be located between gas tank and dumpster, JG to begin preliminary pricing</b>	NEW
COP18	25	11/02/11	<b>Possible add for removable bollards in front of sanitary treatment system, JG to provide preliminary pricing</b>	NEW
COP19	25	11/02/11	<b>Possible additional chain link fencing in maintenance area from corner of storage shed to DOW fence and from DOW fence up hill to block off road vehicle traffic, move section between storage shed and maintenance building to the back corners, JG to provide preliminary pricing</b>	NEW
COP20	25	11/02/11	<b>Kenton to explore possible ideas for extending Committal Shelter</b>	NEW
COP21	25	11/02/11	<b>Kenton to provide possible locations for a washer, dryer, and range in the maintenance building, JG to price hook ups only</b>	NEW

TOPIC	MEETING	DATE	DISCUSSION	STATUS
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**<<< PAY REQUISITIONS >>>**

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**<<< PROJECT CLOSE-OUT >>>**

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	OLD
	06	01/05/11	The property that WVSP is currently asking for includes a portion of the DOW pipe line right-of-way	
	14	05/04/11	Larissa provided KB coordinates for surveying purposes	
	15	05/18/11	Surveyors have been on site and will be back the week of 05/23	
	16	06/01/11	Surveyors have not been back nor have they contacted Larissa or WVSP	
	17	06/15/11	Larissa will follow up with WVSP	
	18	07/06/11	Proceeding w/ deed work	
	21	08/17/11	Keith is working w/ WV Economic Development Authority	
	25	11/02/11	<b>Kenton forwarded requested information to lawyers</b>	

**<<< NEXT SCHEDULE PROGRESS MEETING >>>**

Next meeting will be Wednesday November 16, 2011 at 11:00 on site.

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