



# BBL Carlton, LLC

# MEETING MINUTES

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

PHONE: 304-345-1300  
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No.: **4**  
FAI #: WV-08-01  
BBL Job No.: 105009

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

MEETING DATE: **December 1, 2010**  
MEETING TIME: **11:00 AM**



LOCATION: **BBL Carlton Office**

SUBJECT: **Progress Meeting No. 4**

| DID ATTEND | INITIALS | ATTENDEE NAME                         | COMPANY NAME                      |
|------------|----------|---------------------------------------|-----------------------------------|
| Y          | KG       | Keith Gwinn                           | WV Divisions of Veterans Affairs  |
| Y          | LW       | Larissa Wines, Primary Contact        | 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              |
|            | 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                          |
| Y          | 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                  |
| Y          | JR       | Josh Raynes                           | Raynes & Sons Excavating          |
|            | MM       | Mack McCarty                          | Triad Engineering                 |
|            | AK       | Art King                              | Kanawha Stone                     |
|            |          |                                       |                                   |

| TOPIC   | MEETING | DATE     | DISCUSSION  | STATUS |
|---|---------|----------|---|--------|
| <b>DIVISION 01 &lt;&lt;&lt; GENERAL REQUIREMENTS &gt;&gt;&gt;</b> |         |          |   |        |
| <b>01B</b>  | 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 | CLOSED |
|   | 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   |        |
| <b>01E</b>  |         |          |   |        |

| TOPIC   | MEETING | DATE     | DISCUSSION   | STATUS |
|---|---------|----------|--|--------|
| <b>DIVISION 03 &lt;&lt;&lt; CONCRETE &gt;&gt;&gt;</b> |         |          |  |        |
| 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   | OLD    |
| 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                                       | OLD    |
| 03E   | 03      | 11/17/10 | KB said it would be ok to hold foundations for entry wall at continuous elevation  | OLD    |
|   | 04      | 12/01/10 | <b>KB will follow up on foundation elevations in writing</b>   |        |
| 03F   | 04      | 12/01/10 | <b>KG asked about cost information on precast burial crypts for consideration in place of standard burials w/ concrete liners, JG provided a guess at the material cost but will follow up w/ an accurate installed cost</b> | NEW    |

|  |    |          |  |     |
|--|----|----------|--|-----|
| <b>DIVISION 04 &lt;&lt;&lt; MASONRY &gt;&gt;&gt;</b> |    |          |  |     |
| 04A  | 03 | 11/17/10 | KB checking w/ LA Group about using mockup as part of finished product @ elevation 1 on C700 | OLD |

|   |    |  |  |  |
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| <b>DIVISION 05 &lt;&lt;&lt; METALS &gt;&gt;&gt;</b> |    |  |  |  |
| 05A   | 01 |  |  |  |

|   |    |  |  |  |
|---|----|--|--|--|
| <b>DIVISION 06 &lt;&lt;&lt; WOODS &amp; PLASTICS &gt;&gt;&gt;</b> |    |  |  |  |
| 06A   | 01 |  |  |  |

|  |    |          |  |     |
|--|----|----------|--|-----|
| <b>DIVISION 07 &lt;&lt;&lt; THERMAL &amp; MOISTURE PROTECTION &gt;&gt;&gt;</b> |    |          |  |     |
| 07A  | 03 | 11/17/10 | JG to submit waterproofing along w/ potential alternate product that is still manufactured by Carlisle | OLD |
|  | 04 | 12/01/10 | <b>KB currently reviewing submittal</b>  |     |

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|--|----|--|--|--|
| <b>DIVISION 08 &lt;&lt;&lt; DOORS &amp; WINDOWS &gt;&gt;&gt;</b> |    |  |  |  |
| 08A  | 01 |  |  |  |

|   |  |  |  |  |
|---|--|--|--|--|
| <b>DIVISION 09 &lt;&lt;&lt; FINISHES &gt;&gt;&gt;</b> |  |  |  |  |
|---|--|--|--|--|

| TOPIC | MEETING | DATE | DISCUSSION | STATUS |
|-------|---------|------|------------|--------|
| 09A   | 01      |      |            |        |

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

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

**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 >>>**

|     |    |          |  |     |
|-----|----|----------|--|-----|
| 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  |     |
|     | 04 | 12/01/10 | Steve Clark w/ Triad will get w/ Larissa on site to locate potential abandon septic systems  |     |

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

| TOPIC | MEETING | DATE | DISCUSSION | STATUS |
|-------|---------|------|------------|--------|
| 32B   |         |      |            |        |

**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   |     |
|     | 04 | 12/01/10 | <b>KB is following up on detail</b>  |     |
| 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  |     |
|     | 04 | 12/01/10 | <b>Josh is still working on the credit but anticipates it will be over \$100,000, JG will present proposed credit to KB once finalized</b>   |     |
| 34B | 04 | 12/01/10 | <b>JG, Josh, and Kanti to review details of possible temporary bridge to be installed by Raynes to span over 16' wide box culvert in area 3 during construction, in a conference after the meeting it was determined that temporary concrete foundations will be needed for the bridge to transfer loads w/o affecting the box culvert structure</b> | NEW |

**<<< 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  |     |
|     | 04 | 12/01/10 | <b>KG and Larissa have walked cleared area and did not see indications of potential grave site but we will continue to proceed w/ applicable caution</b>   |     |

| TOPIC | MEETING | DATE     | DISCUSSION  | STATUS |
|-------|---------|----------|---|--------|
| 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   |        |
|       | 04      | 12/01/10 | <b>Josh is still working on specific information including proposals for both stream injection and ground injection, Kenton would like Josh to have peat rep contact him directly to discuss design parameters as he prepares a proposal, it appears there could be an upfront cost savings w/ the peat system as well as future savings in maintenance and inspections</b> |        |
| PT3   | 03      | 11/17/10 | American Geotech to be copying on meeting minutes   | CLOSED |

| <<< SUBMITTALS >>> |  |  |  |  |
|--------------------|--|--|--|--|
| S2                 |  |  |  |  |

| <<< 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   |     |
|                  | 04 | 12/01/10 | <b>JG presented detailed progress schedule</b>  |     |
| SCH5             |    |          |   |     |

| <<< 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  |     |

| TOPIC   | MEETING | DATE     | DISCUSSION  | STATUS |
|---|---------|----------|---|--------|
| 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    |
| <b>Kenton, Keith, Larissa, and Meg discussed these issues after the progress meeting and we will update in the next minutes</b> |         |          |   |        |

| <<< PAY REQUISITIONS >>> |    |          |   |        |
|--------------------------|----|----------|---|--------|
| PR2                      | 01 | 10/18/10 | JG to have initial schedule of values prepared by the next meeting on 11/03                         | CLOSED |
|                          | 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  |        |
|                          | 04 | 12/01/10 | <b>Pay application #1 through November has been processed</b>                                       |        |

| <<< 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 |

| <<< NEXT SCHEDULE PROGRESS MEETING >>>  |  |  |  |  |
|---|--|--|--|--|
| Next meeting will be Wednesday December 15, 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. |  |  |  |  |