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Project: 24-009 Lincoln EMS/Rescue & Learning Center
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Centralized Rescue/Learning Center Project OAC Agenda: Meeting #35

Meeting Date Aug 19, 2025 **Meeting Time** 09:00 am - 10:00 am Eastern Time (US & Canada)

Meeting Location Town Hall with Virtual

Overview **ACC - MEETING AGENDA/MINUTES**
DISCUSSION TOPICS

- 1. Documents for Reference-** Construction Documents
- 2. Roll Call** - Town of Lincoln and Downes Roll Call and Introductions - Building Committee, OPM Downes, Design-Build Construction Team
- 3. Previous Minutes** - Town of Lincoln review and approval of prior meeting minutes
- 4. Building Committee:** Chief Sean Thompson, Peter Dyer, Bruce Ogni, Leslie Quish, Captain Michael Reid, Anthony Feola, Vincent Porcaro

Additional Distribution: Glenn Ahlborg, Lee Matthews, Joe DeSanti

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email
Lee Matthews	Ahlborg Construction Corporation	P: 401 681 4949	lmatthews@ahlborg.com
Brian O'Connell	Ahlborg Construction Corporation	P: 401 681 4949 ext. 112	boconnell@ahlborg.com
Nicholas Pizzi	Ahlborg Construction Corporation	P: 401 681 4949	npizzi@ahlborg.com
Jessie Simas	Ahlborg Construction Corporation	P: 401 681 4949	jsimas@ahlborg.com
Rick Weijlard	Ahlborg Construction Corporation	P: 401 681 4949	rweijlard@ahlborg.com
Jeff Cabral	Downes Construction	P: (860) 936-1429	jcabral@downesco.com
Drew Serdakowski	Downes Construction	P: (401) 430-0109	dserdakowski@downesco.com
Lance Green	Kaestle Boos Associates, Inc.	P: (508) 549-9906	lgreen@kba-architects.com
Scott Mangiagli	Kaestle Boos Associates, Inc.	P: (860) 229-0361	smangiagli@kba-architects.com
Michael McKeon	Kaestle Boos Associates, Inc.	P: (508) 549-9906	mmckeon@kba-architects.com
John Cimino	Town of Lincoln		jcimino@lincolnri.org
Philip Gould	Town of Lincoln	P: (401) 333-1100	pgould@lincolnri.org
Leslie Quish	Town of Lincoln	P: (401) 333-8415	lquish@lincolnri.org
Mike Reid	Town of Lincoln		mreid@lincolnri.org
Sean Thompson	Town of Lincoln- Rescue Department	P: (401) 333-8455	sthompson@lincolnri.org

Safety

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	25	Safety Update			High	Open
Description 3-18-2025 New Item -No Update 4-1-2025 Ongoing- No Issues to Report 4-15-2025 Ongoing- No Issues to Report 5-6-2025 Ongoing- No Issues to Report 5-20-2025 Superintendent is making sure PPE, eye wash stations, and all other safety related items are on site and ready for when project remobilizes and work begins. 6-3-25 Ongoing. The daily reports on Procore will also serve as a safety log, as any safety related incidents would be logged there as well. ACC is also making sure all subcontractors and site visitors have proper PPE at all times. 6-17-2025 -No safety violations or incidents to date. Log updated daily. 7-8-2025 Site Superintendent Jessie Simas will begin having toolbox talks now that subcontractor involvement has ramped up on site. Also, no safety violations or incidents have occurred to date. 7-22-2025 ACC will report on current safety status- Hours of Operations 7:00 AM to 3:30 PM ACC will continue to monitor and report safety items on Daily Reports 8-5-2025 ACC Site Superintendent Jessie Simas reassured the team that all workers have followed safety protocols and there have been no incidents to date. Jessie has also been holding toolbox talks as manpower continues to ramp up on site. 8-19-2025 - ACC Site Superintendent will discuss jobsite safety						

Permit

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	25	Permits			High	Open
Description 2-18-2025 Awaiting DEM UIC approval, DOT, and NBC. Final Planning submitted, to be included in permit approval process. 3-4-2025 DEM Comments Answered Awaiting Final Permit Letter, DOT Ongoing, Final Planning & Building Ongoing, NBC Approval Received 3-18-2025 - DEM Permit Issued #24-196, DOT Permit Ongoing, Final Building Ongoing 4-1-2025 - DOT Permit Pending, Final Building Permit Pending 4-15-2025 DOT permit finalized. Waiting for DEM permit to be finalized. 5-6-2025 Limerock Fire Review fee - \$25,783.99 was brought up and discussed. 5-20-2025 Building permit has been approved. The DEM permit is pending the results of the environmental testing. Results are expected today, 5/20, or on Wednesday 5/21. 6-3-25 We received the full release DEM permit on 5/27. ACC & RT Nunes remobilized on 5/28. ACC will also call Jacob regarding WRAP requirement. 6-17-2025 Team discussed filing 128 forms monthly. 7-8-2025 Team discussed procuring a Rhode Island Energy permit for the transformer. Additionally, plumbing and HVAC permits were received and have been uploaded to the documents folder in Procore. 7-22-2025 ACC reported that Kelly Electric had a site visit with RI Energy on June 17th under WR # 13850543 RI Energy is working on the design 8-5-2025 ACC to pursue utility permit for tapping into water lines in the street. 8-19-2025 ACC will update on any permitting-Specifically DOT utility permits						

Schedule

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	25	Master Schedule			High	Open
Description Prior to 3-4-2025 D-B team is coordinating design schedule and milestones with A/E and OPM, and will bring to next meeting. Team will revise schedule and update on any early packages, as required, after SD set review. Revised schedule presented 10/15 meeting. Update: ACC to provide updated schedule and 3-week lookaheads through construction 3-4-2025 Ongoing 3-18-2025 Ongoing, ACC to Update Master Schedule 4-15-2025 Team decided to include long lead items in weekly schedule discussion 5-6-2025 Ongoing, and nothing new was discussed regarding schedule. 5-20-2025 ACC is working on creating an updated schedule now that the project is gearing up to remobilize. 6-3-25 ACC will update master schedule now that remobilization has occurred and ledge removal has officially started. 6-17-2025 Master schedule still ongoing. 7-8-2025 Master schedule will be ready to present at the next OAC meeting on Tuesday, July 22, 2025. 7-22-2025 Schedule was Presented with Substantial Completion Projected May 31, 2026 8-5-2025 ACC provided several copies of the master schedule at the meeting. The schedule is also attached to this meeting minutes item for those who wish to view online. 8-19-2025 ACC will update on any open permit status.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	25	3-Week Look Ahead Schedule			High	Open
Description 3-18-2025 ACC will develop 3-Week Look Ahead Schedule and Maintain w/ Master Schedule 4-15-2025 Team discussed the current status of the DEM permit and the potential start date once finalized. 5-6-2025 Nothing new was reported or discussed regarding three week look ahead. 5-20-2025 ACC will start to develop three week look ahead schedules. 6-3-25 The next three weeks will primarily consist of ensuring site controls, removing ledge, and stripping/stockpiling loam. The only material being hauled offsite is ledge. 6-17-2025- Three week look ahead was submitted. For this time period, the three week lookahead mostly consisted of drilling and blasting, ledge removal, and foundation excavation and prep. 7-8-2025 Team discussed the 3-week look ahead starting this week, Monday, July 7, 2025. In this 3 week time period there will be deliveries for rebar, anchor bolts, plates, and washers. For production, work includes finishing prepping foundations, and placing footings and walls. Preparation for the transformer pad will also be starting Monday July 21, 2025. 7-22-2025 Jessie Simas Reviewed Current 3- Week Look Ahead 8-5-2025 ACC provided copies of the three-week lookahead at the meeting. The next three weeks includes more ledge removal, final completion of the foundation walls, mobilization and erection of structural steel, and mobilization of the mason subcontractor. 8-19-2025 ACC will provide copies of 3 week look ahead for review						

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	25	Submittals			High	Open
Description 3-4-2025 ACC to copy Downes 3-18-2025 Submittal process just ramping up, team discussed development of log and distribution. Ongoing 4-1-2025 ACC & KBA working together on early submittals, Downes to be copied on final. 4-15-2025 Team discussed bring copies of the submittal log to each meeting for all members to review. 5-6-2025 The submittal process is ongoing and will increase in volume as procurement progresses 5-20-2025 Submittals are still ongoing and going smoothly. 6-3-25 Ongoing. 6-17-2025- Submittal are still moving forward at a consistent pace.						

7-8-2025 ACC has had multiple coordination meetings with truss manufacturer, HVAC subcontractor, and A/E design team. These meetings were highly productive and addressed many obstacles before the submittal process.

7-22-2025 ACC presented current submittal log for review- Team discussed reports will only be published with open or overdue items

8-5-2025 ACC provided a log of open submittals at the meeting. The log is also attached to this meeting minutes item for those who wish to view.

8-19-2025 ACC will review any open submittal items

Procurement

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	25	Procurement			High	Open
Description Long lead items and status updates: early bid packages for preliminary site/foundations, structural, and electrical infrastructure. Update: E-Gear, 24-week lead. Bid packages: foundation and Structure by 11/15. Construction Documents bid packages out. ACC to update weekly 3-4-2025- ACC working on bid packages & long lead time items 3-18-2025- Ongoing 4-1-2025- Ongoing 4-15-2025- Ongoing 5-6-2025 Procurement was brought up and ACC is in the progress 5-20-2025 Procurement is still ongoing. 6-3-25 Ongoing. Drew spoke about adjusting cash flow projections, and ask for slightly more money in the bond. 6-17-2025- Team reviewed the procurement status which is still ongoing 7-8-2025 ACC estimates the project is ~78% bought out at this point, with all the major groups already procured. The finishes and other minor, miscellaneous items will be bought out in the coming weeks. 7-22-2025 - Procurement On Going 8-5-2025 ACC discussed how they are still in the process of procuring contracts for the building's finishes. 8-19-2025 ACC will provide update on procurement						

RFI's

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	25	RFI's			High	Open
Description 3-18-2025 New Item- No Item to Review 4-1-2025 Ongoing as needed KBA and Team responding quickly 4-15-2025 Team decided it is a best practice to bring copies of the RFI log to the bi-weekly meetings. 5-6-2025 Only several items have been RFI'd to date and all have been resolved. 5-20-2025 Nothing new to report on RFIs since the previous meeting. 6-3-25 Ongoing. 6-17-2025 -RFI's have been coming in and addressed in a timely manner. 7-8-2025 An RFI log will be presented at OAC meetings, beginning meeting #33. 7-22-2025 No Open RFI presenting issues or delays- In future Open RFI 8-5-2025 There were no open RFI's to present at the meeting. 8-19-2025 ACC will provide update on any open RFI's						

FF&E

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	25	FF&E			Medium	Open
Description 3-4-2025 Met w/WB Mason re: furniture - Velcro logo on loungers for ease of cleaning, ACC to price good/better/best for appliances. Ongoing 3-18-2025- WB Mason requested 1st & 2nd Floor CAD Drawing Files-KBA & ACC will Distribute 4-1-2025 WB Mason has received CAD files- Ongoing 4-15-2025 Team discussed receiving used, good condition fitness equipment and WB Mason developing furniture plans. 5-6-2025 Ed from WB Mason will meet with the team soon to present first draft the FF&E. ACC & KBA will coordinate 5-20-2025 ACC and KBA have decided to move the previous meeting with Ed from SB Mason from Tuesday, May 27th, to Tuesday, June 3rd, pending Ed's availability. 6-3-25 Ed from WB Mason attended the meeting and reviewed the FF&E plan. 6-17-2025- Team discussed coordinating with Captain regarding the wire mesh lockers and other items on the equipment schedule. 7-8-2025 ACC will reach out to Ed from WB Mason and discuss plans for the remainder of the building, as mostly the Learning Center has been addressed at this point. 7-22-2025 Ongoing ACC will contact WB Mason on Budget #'s for Learning Center and Balance of Bldg. 8-5-2025 ACC updated the team regarding discussions with Ed from WB Mason. 8-19-2025 ACC will present Phase 1 Learning Center Plans						
Attachments Lincoln EMS.pdf , 25-0609_LincolnCentralizedRescue&LearningCenter_Phase1_36x48.pdf						

Miscellaneous

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.1	25	Digital Sign			Low	Open
Description Finalize design through submittal process 3-4-2025 Ongoing 3-18-2025 Ongoing 4-1-2025 Ongoing 4-15-2025 Ongoing 5-6-2025 Ongoing- Team need s more detail from vendor. ACC will follow up. 5-20-2025 Ongoing, nothing new to report regarding the digital sign. 6-3-25 Ongoing 6-17-2025 Team discussed receiving samples for the digital sign. 7-8-2025 Ongoing. 7-22-2025 Ongoing 8-5-2025- ACC to push design and submittal 8-19-2025 ACC to provide update						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.2	25	Rescue 1 & 2 Similar Plaque PEC, Station 1/2 monument @ EMS				Open
Description Finalize design through submittal process 3-4-2025 Ongoing 3-18-2025- Move to Submittal 4-1-2025 Ongoing 4-15-2025 Ongoing						

5-6-2025 Ongoing
5-20-2025 Ongoing. Drew from Downe's has been working on finalizing the plaque
6-3-25 Ongoing. Drew will share with design team to determine a location. He will also determine the size of the plaque, and anticipates it will be 12" x 12".
6-17-2025- Ongoing
7-8-2025 Ongoing.
7-22-2025 Ongoing
8-5-2025 ACC will field verify dimensions of the existing monument and begin planning its relocation.

8-19-2025 Ongoing

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.3	25	RIE Credits				Open
Description Copy Ethan Belt/Leidos Station on submittals for M/P 3-4-2025 Ongoing 3-18-2025 Leidos to update credits/ Leidos will need submittals on HVAC 4-1-2025 Downes reported to Grant Status 4-15-2025 Downes reported to Grant Status 5-6-2025 Ongoing- ACC to loop in Ethan on Submittals 5-20-2025 Ongoing 6-3-25 ACC will send submittals to Ethan Leidos 6-17-2025 Ongoing 7-8-2025 ACC will reach out to Ethan to confirm he has all the information he needs. 7-22-2025 Downes to contact and provide update 8-5-2025- ACC to provide updates as they are provided 8-19-2025 Ongoing						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
8.4	25	Construction Plans & Specifications			High	Open
Description Remaining packages bidding 3-4-2025 ACC is continuing with bid packages for GMP-Ongoing 3-18-2025 Addendum No.1 Issued Addendum No. 02 in Draft 4-1-2025 Addendum No. 02 in Draft Downes asked for distribution electronically. ACC to provide. 4-15-2025 Addendum No. 02 in Draft Downes asked for distribution electronically. ACC to provide. 5-6-2025 Ongoing- Addendum No. 02 in Draft KBA & ACC continue to add items/modifications 5-20-2025 Ongoing- Addendum No. 02 in Draft KBA & ACC continue to add items/modifications 6-3-25 Ongoing, and still adding to addendum #2 6-17-2025 Addendum 2 to be finalized and distributed 7-8-2025 Addendum No. 2 will be finalized by this Friday, July 11, 2025. 7-22-2025 Addendum No. 2 Published 7-11-2025 received 7-14-2025 All Documents are uploaded to Procore. ACC to Send Link to Updated Plans & Specifications https://ahlborg.egnyte.com/fi/MDxHb88VhgCb 8-5-2025- new ASI's were released since the previous meeting. ASI No. 1 addressed changes in door 223, ASI No. 2 addressed site bollard changes, and finally, ASI No. 3 showed a change from 8" metal studs for the dormer framing to 6" studs. All ASI's have been uploaded to the current drawing set in Procore. 8-19-2025 ACC to provide update on new ASI's						

Commissioning

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
9.1	25	Commissioning Items			Medium	Open
Description Downes Construction (OPM) is drafting an RFP for commissioning services for the Lincoln EMS project, for review/comment/approval by the Building Committee at the next meeting. SES on-board and D-B will provide documents, review, etc. 3-4-2025 Downes presented Commissioning Agents Contract and Price for Approval- Committee Voted and Approved 3-18-2025 Downes to set up kick off meeting 4-1-2025 Downes to coordinate kick off meeting date and time 4-15-2025 Kickoff meeting was coordinated and scheduled for 4-9-25 5-6-2025 Commissioning agent reviewed the design and provided comments. ACC & KBA working on review document and managing SES workflow & review of submittals 5-20-2025 Update submittals. 6-3-25 Ongoing. SES has access to Procore. 6-17-2025 Ongoing-Incorporated into Addendum 2 7-8-2025 Commissioning comments will be incorporated into Addendum No. 2. 7-22-2025 Downes (Drew) will reach out to Commission Agent to set up Meeting 8-5-2025 ACC will schedule a meeting with Ken from SES this week regarding the building envelope, and a meeting next week for the HVAC Commissioning. 8-19-2025 ACC to provide update on recent meeting and field mock up inspection						

Grants

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
10.1	25					Open
Description Downes and Town to provide updates and team requirements for compliance and reporting. OPM budget by October 31, 2024 (OPM updated log 12/07, 12/20 report) update: single invoice (separated grant line items) potentially two checks to ACC (same day approval/delivery) 3-4-2025 - Ongoing 3-18-2025 160 K Received w/ compliance OP-M will develop a balance ledger-Bond fund process should be complete end of March-Ongoing 4-1-2025 Downes discussed CPF & Municipal Public Safety Grant distribution and ACC Pay Application funding 2 through 5. Downes working on reporting that is du 4-15-2025 Downes provided update 5-6-2025 Downes submitting monthly anticipated spend log, as well as transaction log. SPF will be performing a site visit soon. Downes to Coordinate 5-20-2025 Downe's has a meeting scheduled on Tuesday, May 20th at 10:30 AM to discuss the grant spending. 6-3-25 Drew met with PRO office last week. We also discussed certified payrolls with back up. 6-17-2025 Bond signed 6/16/25. Site visits and inspections will occur with 2-3 weeks notice. 7-8-2025 All bond proceeds have been received at this point. Drew spoke about the payment process from the account to Ahlborg. 7-22-2025 PRO Office next meeting via zoom will be 9/3/2025 to discuss status. Drew S. requested from John C. reports with evidence of account transfers for reporting to PRO Office 8-5-2025 Downes to provided update. 8-19-2025 Downes will provide update						

Pay Requisitions

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
11.1	25	Pay Requisitions			High	Open
Description Payment Requisition: As we transition into construction, approve monthly requisition- Pay Applications Must Be Presented on Meeting Agenda						

3-4-2025 Downes presented their monthly billing and committee Voted & Approved
3-18-2025 ACC Pay Application # 5 for \$280,000.00 was presented and approved for payment
4-1-2025 ACC Pay Application funding 2 through 5 Funded, Downes asked for vote to approve Downes monthly invoice, Voted and Approved
4-15-2025- No Invoices to Process
5-6-2025 Downes Monthly Invoices & ACC Pay Application will be reviewed for processing on 5-13-2025, Downes will also present SES Invoice at 5-13-2025
5-20-2025
 ACC \$172,794.00 was voted and approved Downes \$11,550.00 was voted to pay SES \$6,175.00 was voted and approved
6-3-25 Next meeting on June 17th will be the 2nd invoice for Ken Harding from SES
6-17-2025 ACC, Downes and SES Pay Applications and Invoices will be reviewed as submitted
7-8-2025 June invoices were unable to be voted on due to quorum not being met. This has been rescheduled to the next OAC meeting.
7-22-2025 June & July Invoices from ACC & Downes to be presented for Approval June's ACC Req #7 \$602,828.00 Approved, July ACC Req #8 \$549,337.00 Approved, Downes Monthly Invoice also approved \$11,550.00
8-5-2025 There were no pay requisitions to discuss at this meeting. ACC received payment for Req. #7 and Req. #8

8-19-2025 Pay applications will be presented to Downes and Owner by Aug, 25th and presented to committee at the following meeting Sept. 2nd 2025

New Business

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
12.1	25	New Business Items			High	Open
Description 3-18-2025 No New Items 4-1-2025 No New Items 4-15-2025 No New Items 5-6-2025 Team will provide sign in sheets to record attendees at each meeting moving forward 5-20-2025 Some misc. materials at the back of the site need to be moved prior to remobilization. Team met on site after the meeting to discuss which items needed to be moved. 6-3-25 Team discussed sending the application for the water tie into Jared Nunes to fill out ASAP. 6-17-2025- Review ledge removal progress 7-8-2025 Team discussed voting on substituting White Everlast siding in lieu of the aluminum plank siding originally called out in the specifications. ACC will bring a larger sample of the siding to the next OAC meeting. 7-22-2025 Team discussed continued ledge removal and the mechanics of the reallocation of contingency and GMP adjustment to the SOV. 8-5-2025 There was no new business to discuss at this meeting. 8-19-2025 Open discuss for new business items						

Next Meeting Date & Time

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
13.1	25	Next Meeting Date & Time			Medium	Open
Description September 2, 2025 @ 9:00 AM						