

2015
spring issue

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THE Owners' *manual*



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issue 3. spring 2015

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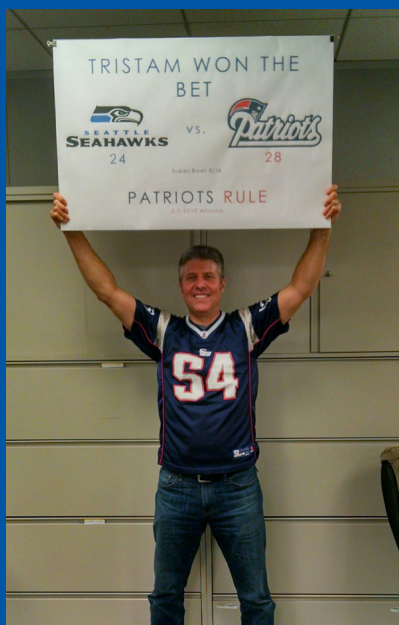


This December, New York's employee-owners participated in the USPS's Operation Santa program.



Remember when the New England Patriots beat the Seattle Seahawks in the Super Bowl?

Mark Heeb from the Camp Hill office had a friendly bet with Tristam Coffin, a client from Whole Foods Market, that he'd don a Pats jersey if they won... the pic to the right shows him holding true to the bet -- Tristam's response was: "You are a man of your word, well done my friend and great jersey choice!! GO PATS!!!"



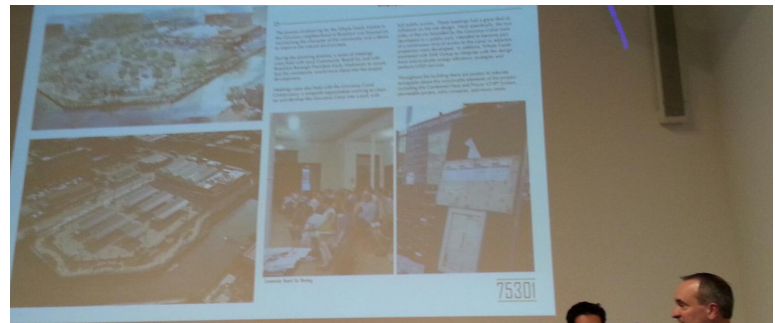
The Camp Hill office collected toys over the holidays for the Toys for Tots program. They also donated 335 lbs of food for the Central Pennsylvania Food Bank.



The BL-sponsored Dolphins, coached by Dan Casinelli, won this year's championship!

BL BUZZ: WHAT'S BEEN HAPPENING AROUND BL?

Over 200 toys were collected over the holidays in CT -- donated to the Yale-New Haven Auxiliary Toy Closet Program.



Steve Iovanna & Paul Curcio accepted an award from AIA COTE for Whole Foods Brooklyn.



Nick Giardina & Brad Parsons attended the Rhode Island League of Cities and Towns Conference to get BL's name out in the Rhode Island area.

SURVEY

A

Y

S

get to
know

BOB CAPPELLI
&
TIM HYDRUSKO

Can you name these surveyors?



L-R: Mike Garon, Jim Schrage, Don Smith, Jen Marks, Bob Roper



Most of our offices have surveyors, but do you know what they do? Usually, they have bright yellow shirts on, are carrying equipment to and from a grey BL truck really early in the morning or late at night, and spend most of their time in the field. Whether that field is a redevelopment site, a pipeline route, a bridge, a roadway, a park, a beach or a hundred other things, we may never know. Almost every BL project starts out with land surveying, so we can surmise that it is an essential function in our business model. Every day, survey teams operate across all regions of BL's reach to create the maps and measurements that act as a foundation for the rest of each project. We interviewed two of our most seasoned surveyors to give us some insight into what it takes to be a surveyor, the types of projects encountered, and what surveying actually is.

According to **Survey Field Crew Manager, Timothy Hydrusko of the King of Prussia office**, "surveying is determining where property lines are. I need to follow in the previous surveyors footsteps, make the same measurements that he did and find the property markers that he had set. A surveyor needs to do construction stake out to ensure that all the improvements are to be built according to plans."

Robert Cappelli, a Senior Project Manager in Canton, has been a surveyor for over 30 years and describes land surveying as horizontal and vertical measurements. "It is easiest to relate to 'locating your property corners.' It is not an exact science when it comes to property corners; we always have to take the deed into consideration. The methods available for measurement when the deed was written are more important than the highly accurate equipment we have today. I always say if you want an exact science, become an accountant."

Lucky for us, Cappelli did not become an accountant, but instead discovered that he wanted to be a land surveyor while studying engineering. He recalls, "I did not know that I wanted to become a surveyor until my junior year in college when I was required to co-op as a part of the engineering degree I was pursuing. I got a co-op, or intern, position at a local company and enjoyed surveying so much that I decided to get my degree, but pursue surveying as a profession. I love the ability to be both in the office and out in the field, and I really don't mind the weather even -26° without the wind chill and snow."

Hydrusko first figured out he wanted to be a surveyor when he was 16, after talking to his uncle, a survey crew Party Chief at the time, about four-

wheel drive vehicles. It was when his uncle told him that he could be paid to drive to survey sites in off-road locations that he was hooked. "That was all I needed to hear. That's when I knew I wanted to be a surveyor. That was 1966," Hydrusko remembers.



Tim Hydrusko

Without actually being in the field with survey crews, it can be difficult to imagine the types of sites and situations they encounter. When asked to describe the coolest or craziest site, Hydrusko recalls working at the Disney Castle about five years ago. "Disney does not let any workers on site when the park is open, so we worked from 11 PM to 7 AM for 6 nights. The reason for the survey was to enable the construction of an exact replica of the castle. The parts of the new castle will be manufactured off site and be installed at night piece by piece so the public will not see any construction during their visit to Disney," he describes.

Cappelli also has interesting projects in his background, and remembers a boundary retracement project for an insurance company, "The task was to determine how much land they had. The subject parcel had over five hundred acres at one time. They had sold off or developed parcels over many decades. Once I completed the project, about three months from start to finish, it turned out they owned 205 acres of land."

Another interesting survey Hydrusko worked on was for the Marine Corps at their base, Camp Pendleton, in San Diego, CA. The Corps needed to remake the targets on the artillery firing range, so the survey task was to, "set aerial mapping targets at precise locations throughout the range. We had to walk many miles through the desert where there were literally hundreds of unexploded bombs half buried in the ground. We had a professional bomb disposal team with us at all times to show safe areas to walk and work."

Hydrusko's experiences are vast and varied, but there is a common theme running through each survey that he and his crew completes. When asked the best thing about being a surveyor, he said, "I like being able to retrace old boundary surveys, find the original corners, and being able to determine where the original survey corners are. One time a deed from 1860 called for a stone monument that the original surveyor had set. His name was Elton Jones and I found that monument with an 'EJ' chiseled on the top."

The best part of being a surveyor in Cappelli's opinion is that he has the opportunity to look at every project as its own, such as with the Fastenal site he surveyed in Akron, OH. He remembers the sheer size of an automatic rack system being installed in the Company's warehouse and the magnitude of the task he was responsible for. "The racks were fifty feet tall and anchored into a sixteen inch thick floor. The floor had two layers of rebar mats using number five bar (5/8"). The interesting thing about this project was that the an-

chors had four doweled bolts per location that needed to be drilled eight inches deep, but if they hit the upper rebar mat when drilling, the concrete company would be charged \$100 per hole. I was hired to locate the center of each anchor by the concrete company. The racks were 20 inches on center and three feet eight inches wide, and the rows were almost six feet apart and 205 feet long, and there were a few additional anchors throughout the addition (to the building). The total number of anchors that needed to be located three thousand one hundred. By myself, this took me seven field days."

The words "Survey Crew" construe that no surveyor works alone, and that the dynamic of the team is very important to a comprehensive and accurate survey that will be the benchmark for projects in the unforeseen future. As a Survey Field Crew Manager, Hydrusko knows what strengths he values in other surveyors: a good work ethic. He says, "Knowing that the task at hand is important to be correct and that he would be proud to sign his name to the plan," are key factors to being a reliable member of the crew and producing an accurate set of plans.

For Cappelli, the main strengths he looks for in his survey crew is growth and adaptation. He says a solid surveyor is "someone who can think on their feet. You have to be able to adapt to each and every project. To retain what they have learned and implement that into new projects. To always be willing to learn and better themselves and others they work with."

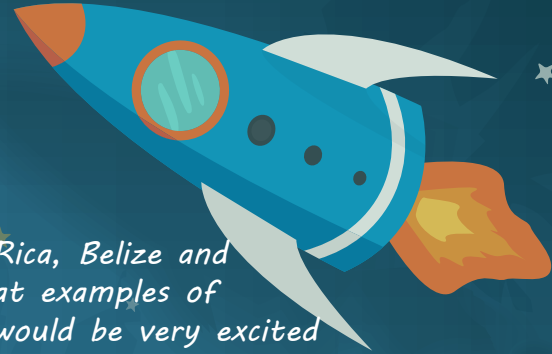
Now that you have a brief insight into land surveying, perhaps you can take a moment to think about who was there before you to measure the site you are on, whether while you are working on a project site or just going about your daily activities. Wherever you are, you are stepping on land that has been marked out and measured by someone like Tim Hydrusko or Bob Cappelli.

... You have to be able to adapt to each and every project. To retain what they have learned and implement that into new projects. To always be willing to learn and better themselves and others they work with...

QUESTION OF THE QUARTER

If you could travel to one place you have always wanted to visit, where would it be and why?

Match the employee-owner to their dream destination.



1

I would love to travel to the area of Costa Rica, Belize and the Panama Canal. I would love to visit great examples of rain forests. Also, I am a "bird nerd" so I would be very excited to see birds that are not yet on my birding life list.

2

I have always longed to spend a few weeks travelling through Eastern Europe. My fascination with this part of the world was born from a love of Cold War era espionage novels (especially those by Robert Ludlum) and movies (James Bond naturally, but who else remembers 'Gotcha!') and is why I chose to pursue my college degree in History and Political Science. Even though this region has experienced major changes in the past 25 years, I would love to stroll through Berlin and imagine myself making a "dead drop" at the Brandenburg Gate or meeting a "defector" at midnight on the Charles Bridge in Prague or the Chain Bridge in Budapest. Perhaps someday...

3

Maybe it was all those cowboy movies I watched as a kid but the one place that I've always wanted to visit is New Mexico. I'd like to learn and see more about Native American art, history, pueblos & reservations. From desert to mountains, table-topped mesas to ancient cliff-side dwellings, The Turquoise Trail to Taos Pueblo, Carlsbad Caverns to the White Sands Monument, mission churches, rock art, Four Corners, Rte.66, Santa Fe, Albuquerque, The Southern Rockies & the Rio Grande— just to name a few. Oh, and the food, can't forget that! So different than the northeast. Nicknamed the "Land of Enchantment," it looks like a fascinating place.

4

One place that instantly comes to mind for me regarding somewhere I always want to visit is the Island of Bali. There is just something extremely captivating in terms of the biodiversity, culture, history, architecture, and of course, the world's paramount white and black sand beaches surrounded by coral reefs that has always fascinated me. Bali is definitely in the forefront of travel destinations for me, and I certainly hope to check it off of my life-goals someday.



A) Annette Hyland



B) Cindy Paschke



C) Curt Biondich



D) Brett Stark

Answer Key:
1 = B; 2 = D;
3 = A; 4 = C

Heartfelt Thanks

Over the month of February, BL's employee owners from every office participated in the GO RED FOR WOMEN campaign in support of heart health and the American Heart Association. Over \$500 was donated as red paper hearts decorated offices and red fashion statements were made on national Wear Red for Women Day - February 6th. Thank you for all who participated from the bottom of our hearts.



1. Camp Hill, PA
2. Meriden, CT
3. Canton, OH
4. King of Prussia, PA
5. Bridgeport, CT
6. Houston, TX
7. New York, NY
8. Hartford, CT





A few individuals from the Meriden Office working with the Wellness Team have developed the idea of starting a Fitness Program. This program is open to all employees and their families/friends to join. The program is completely voluntary. The intention of this program is to provide a way for participants to set specific fitness goals for themselves and be part of a larger group that can provide encouragement. The Fitness Program will utilize an app called "MyFitnessPal" to create a private group called "BL Fitness" to track your goals, schedule Fitness Challenges, provide fitness education, etc.

>> Please contact Fernanda Alves if you have any questions or would like to join the BL Fitness group on MyFitnessPal. <<



Technical Training 2015

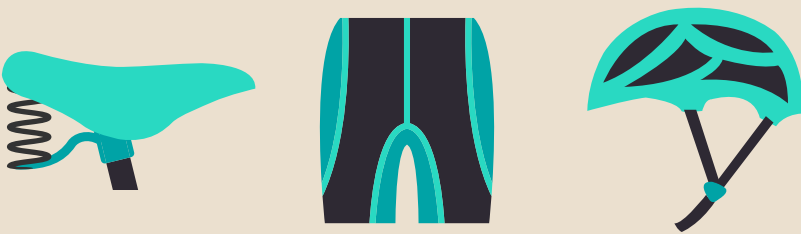
by Bob Celata

The photo to the left is just one example of the technical training classes being offered under the Technical Training Program. This class focused on Building Code Chapters 5 & 6 of the Connecticut Building code which regulates the basic area limitations of buildings based on building construction materials. The Technical Training Team has heightened the importance of providing training classes as scheduled even with the significant workload being experienced in some areas.

The 2015 Technical Training Calendar can be found on the Intranet: [Training > Announcements > "2015 Technical Training Calendar"](#)

SAFETY TOPIC: Enjoy the Ride

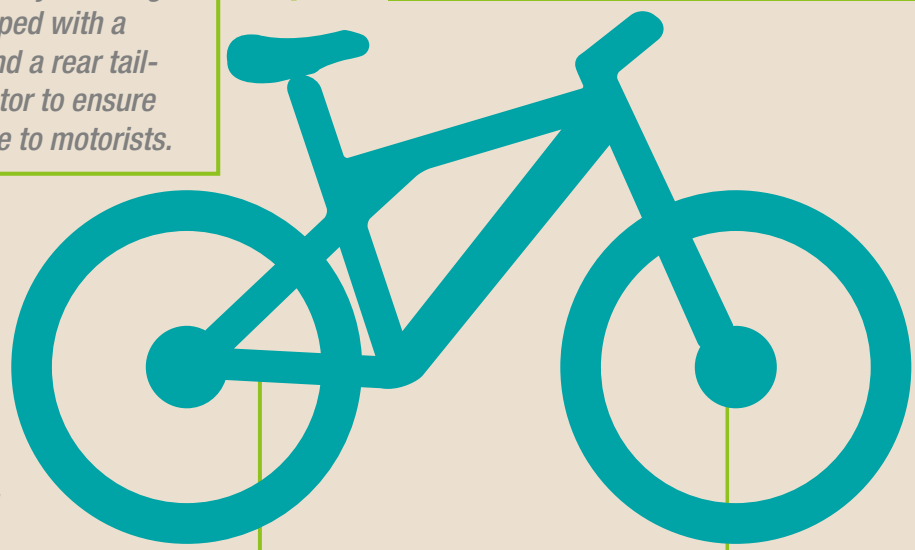
Although March did come to the Northeast like a lion we are all hoping it goes out like a lamb. As spring begins to blossom it might just be a great time to take your bike out for a spin. Remember these safety tips and enjoy the ride.



Wear a well fitted bicycle helmet equipped with a chin strap. Helmets need to fit snugly without any free movement from side to side.

Although some riders learn to check the traffic by looking backwards over their shoulder while maintaining their sense of balance and without swerving, installing a rear view mirror on the bicycle is a safer option.

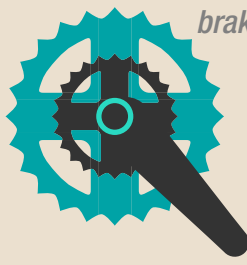
If you are riding a bicycle at night it should be equipped with a white headlight and a rear taillight or rear reflector to ensure that you are visible to motorists.



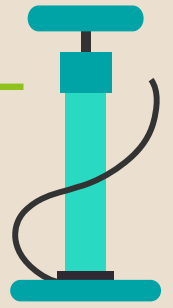
Be aware of hazards in the road such as holes, sewer grates or patches of ice. Watch for other road hazards including sand, wet leaves and gravel.

 *Keep bugs and dirt away from your eyes by wearing sports sunglasses.*

Remember to follow all traffic laws.



Always maintain bicycles in good working order making sure to check the tires and brakes on a regular basis.





foundation

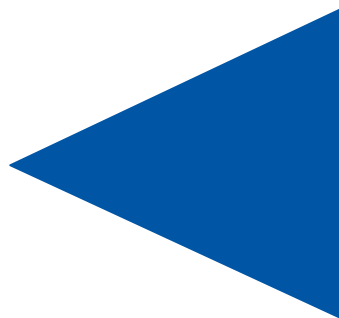
[foun-dey-shuh n]

noun

the basis or groundwork of anything; the act of founding, setting up, establishing, etc.

At BL we believe that every employee can demonstrate leadership actions. Back in 2007, the [Leadership Foundations Program](#) was initiated so that all employee owners could learn the skills of active listening, communication and feedback. All employee owners who have gone through the program continue their learning by participating in a smaller cohort group on a monthly basis. In February over 35 employees gathered in Bristol, Connecticut to learn more about the values and skills that are the foundation of this leadership development program.

GW of the Texas office must have thought the Leadership Foundations was just heavenly because he decided to make a snow angel. Now there's something you don't see in Houston?



Legal Brief

By the Legal Dept.

Practical advice based on BL's policies and procedures as well as things that might be helpful in your life outside BL.

Starting at Square One

Sometimes it's hard to start at the beginning. Many of us would like to start tasks where we left off the last time. Sometimes that makes sense but NOT when creating contracts. The Legal Department requires employees to always start with the contract template. Why? Wouldn't it be easier to simply use a contract you used a few months ago for a similar job? It might be easier but it would not be smarter.

The Legal Department makes small changes constantly to improve our Letter Proposal, Subcontractor Agreement, CAD File Transfer Agreement, Additional Services Agreement and all the other documents that are posted on the intranet. If you use an old contract, you risk missing these important changes.

You may have deleted or added language to the contract you used two months ago because it was appropriate for that situation and now have forgotten that you did it. That is understandable but avoidable if you stick to the template every time.

Lastly, as careful as you think you are, invariably we have found that sometimes the old client name or the old name or location of the project or some characteristic that pertains to the old contract, creeps into the new one simply because you've missed it. That too is understandable but avoidable if you always use the template.

Bottom line, start at square one every time and have your proposals peer reviewed by the administrative assistant in your department or a colleague.

Internet Filtering

Almost all internet search engines support a common format for filtering the amount of results are returned to you and are actually called Search Queries. (a.k.a. a way of filtering the results down for those non-geek inclined.) They range from the simple to the complex and they will take some practice. There is a crazy art to mastering searches and they can equally cause headaches if overdone or applied incorrectly. As a sample, type the word "PIZZA" in your address bar and check the amount of results returned to you. Then add "-dominio's" after "pizza" ("Pizza dominio's") and see how many results are returned. NICE!

Top 5 Search Engine Filters:

1. AND, &, &&
2. - (minus)
3. ..(Number Range)
4. Filetype:
5. "Specific Phrase"

ITIP
BY DOUG CAMPBELL



ALL HANDS

eighty-five
number of PDF files

12,000

number of 11" x 17" sheets of paper

27,000

number of 8.5" x 11"
sheets of paper

231

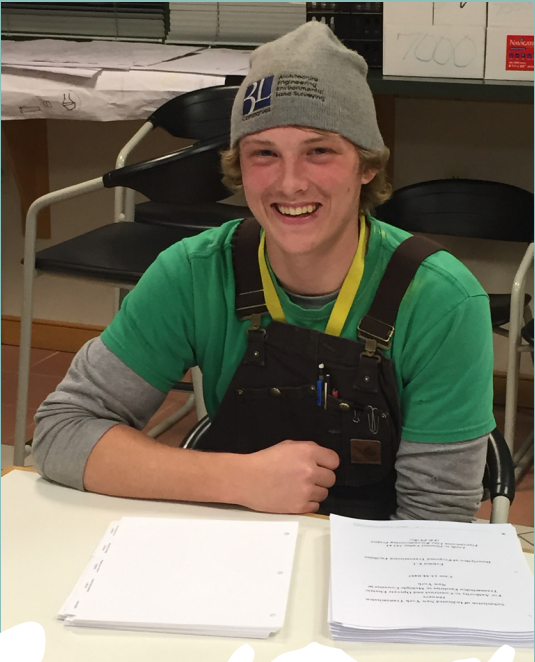
number of binders

63

boxes of finished
binders

3,400

number of D-size
hand-folded
maps



ON DECK

forty-eight

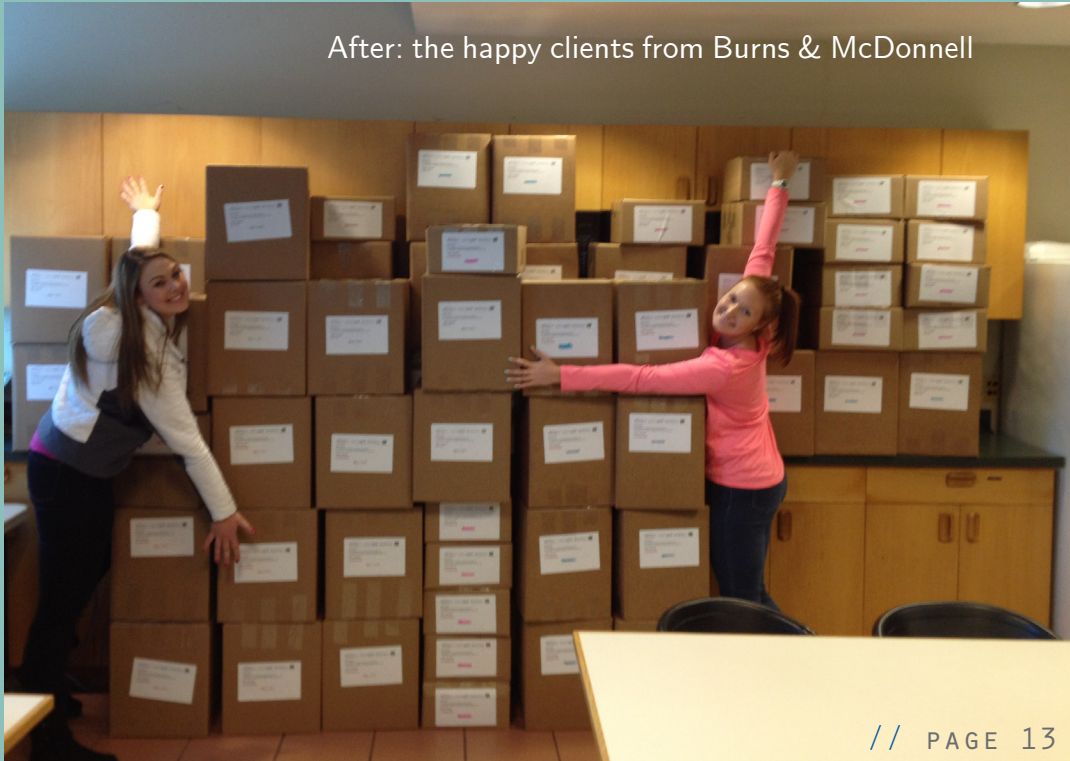
number of hours **early** that the job was finished!

35

number of employee-owners that pitched in

Just wanted to thank you and everyone at BL Companies for all the hard work that went into pulling this print order together so precisely and efficiently in such a short amount of time!

After: the happy clients from Burns & McDonnell





THEN & NOW



Richmond Hill Avenue Bridge over Rippowam River
Stamford, CT

Allworx Phone System Tip - Allworx Phone Directory

With the constant changing of employees to other offices and new ones arriving, it can be very helpful to manually update the phone directory available right on your Allworx desk phone. As phone extensions change or are assigned, they are immediately available on this directory.

Just follow these steps to update ↓ ↓ ↓ ↓

- > On your handset, press the CONFIG button
- > Use the down arrow key until you get to and highlight REFRESH DIRECTORY, then press the check button
- > Press the EXIT key

- > Press the EXIT key again
 - > Select YES when the screen asks if you want to save flash before exit.
- Your phone directory is now current.

Not Sure how to find a BL employee on the phone directory? Here's how ↓ ↓ ↓ ↓ ↓

- > Press the down arrow key on your handset
- > Start spelling the persons last name until they are highlighted on the screen. You can also use the up and down arrow keys to scroll through the names
- > Once you have the name of the person you are looking to connect with highlighted, press the check button and that persons extension will be automatically dialed.



Architecture
Engineering
Environmental
Land Surveying

Companies

Employee owned. Client driven.

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