

**Town of Proctor**  
**Special Selectboard Meeting Minutes**  
**Draft**  
**July 29, 2016**  
**1:00 P.M. – 2:15 P.M.**

Board Members Present:

Bruce Baccei, Chair  
Bill Champine  
John Jozwiak

Employees Present:

Stan Wilbur, Town Manager

Others Present:

Chuck Goodling, DuBois & King  
Dave Eves, DuBois & King  
Tim Hebert, Markowski Excavating  
Don Haddox, VT DEC FED

**I. Call to Order**

The meeting was called to order at 1:00 p.m.

**II. Approve Agenda**

There were no changes to the agenda.

**III. Contract 5B Taylor Hill Booster Pump Station Job Meeting**

Bruce Baccei turned the meeting over to Chuck Goodling to lead the job meeting. A copy of his meeting notes are attached and make a part of these minutes.

**IV. Adjourn**

Bill Champine make the motion at 2:15 p.m. to adjourn the July 25, 2016 special Selectboard Meeting. The motion was seconded and approved by all Selectboard members present.

**DuBois & King, Inc.**

P.O. Box 339

28 North Main Street

Randolph, Vermont 05060

**MEETING MINUTES NO. 6**

**Phone:** 802-728-3376

**Fax:** 866-783-7101

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**PROJECT:** Contract 5B: Taylor Hill Booster Station

**MEETING DATE:** July 29, 2016

**SUBJECT:** Construction Progress Meeting

**ATTENDEES:**

Chuck Goodling (CG)	DuBois & King, Inc.
Dave Eves (DE)	DuBois & King, Inc.
Tim Herbert (TH)	Markowski Excavating Inc.
Bruce Baccei (BB)	Chair, Selectboard
John Jozwiak (JJ)	Selectboard Member
William Champine (WC)	Selectboard Member
Stan Wilbur (SW)	Town Manager
Don Haddox (DH)	VT-FED

**1. PROGRESS TO DATE**

- 45-degree sleeves are installed. It was a challenge to get the pipes installed in the sleeves, but this was successfully accomplished.
- Poured concrete building slab yesterday.

**2. SUBMITTALS**

- There are no outstanding submittals.

**3. GRADING AT BOOSTER STATION BUILDING**

- Additional discussion regarding the “infiltration gallery”. CG again clarified that the intent is to attenuate stormwater discharge from driveway culvert and disperse to a sheet-flow situation into the existing wetland. There is a desire to not have standing water at this location. CG will look at shallowing up the depression and/or filling with stone, and providing guidance on length of “level spreader” outlet, which will direct water into the adjacent wetland.

**4. FIELD ORDER – VALVE REPLACEMENTS**

- TH reported that valve replacements are scheduled for Monday, August 1<sup>st</sup>.
- Valves will be swabbed with chlorine with water samples collected once work is complete.

**5. PAYMENT REQUEST NO 2**

- Pay Request No. 2 has now been signed by all parties.
- CG will scan and send a copy to DH.

**6. MISCELLANIOUS QUESTIONS/COMMENTS**

- Water service to neighboring yellow house is ready to be activated but homeowner needs to open a valve in the basement. Contractor trying to catch homeowner when at home to open the valve and restore permanent water service.
- TH reported he is having the building pre-constructed off site. The building will arrive in six (6) pieces on August 10<sup>th</sup>.
- SW indicated that the Town has a contract for LP gas with Proctor Gas. Proctor Gas will own the tank and be responsible for the tie downs.
- Now that the inlet and outlet piping are installed through the floor slab, DE emphasized that the contractor needs to verify all "as-built" dimensions with the pump supplier so the inlet and outlet piping supplied with the pump skid will line up with what is in the field, including the fact that the skid will sit on an 8-inch concrete pad.
- TH will ask the pump supplier (Jon Champlin) for an update on the pump delivery date.
- SW confirmed that school will start on August 29<sup>th</sup>. The intent is to have all paving completed prior to the start of school.
- TH indicated that paving is scheduled for August 2<sup>nd</sup>. DE reminded TH that there needs to be some cosmetic repair to the existing retaining wall on School Street. There was discussion and concurrence that two (2) lifts of Type III pavement will be used for trench paving.

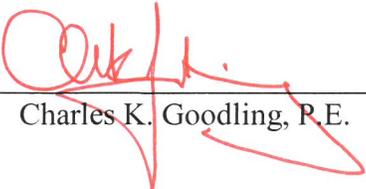
**7. SCHEDULE FOR NEXT PROGRESS MEETING NO. 7**

- The next progress meeting was scheduled for Friday, August 12<sup>th</sup> at 1:00 pm at the Town Office.

THESE MINUTES CONSTITUTE OUR UNDERSTANDING OF THE ITEMS DISCUSSED AND AGREEMENTS MADE AT THIS MEETING. ATTENDEES ARE REQUESTED TO REVIEW THESE MINUTES AND ADVISE US IF THEIR RECOLLECTION OF THE DISCUSSIONS AT THE MEETING VARIES FROM THESE MINUTES. THANK YOU.

**Prepared By:** DuBois & King, Inc.

**Signed:** \_\_\_\_\_

  
Charles K. Goodling, P.E.

**Dated 8/5/16**