

Town of Proctor
Special Selectboard Meeting Minutes
Draft
August 12, 2016
9:05 A.M. – 10:15 A.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
Roger Bergeron, VT DEC FED

I. Call to Order

The meeting was called to order at 9:05 a.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 10:15 a.m. to adjourn the August 12, 2016 special Selectboard Meeting. The motion was seconded by Bruce Baccei and approved by all Selectboard members present.

DuBois & King, Inc.

P.O. Box 339

28 North Main Street

Randolph, Vermont 05060

MEETING MINUTES NO. 7**Phone:** 802-728-3376**Fax:** 866-783-7101

Page 1 of 3

PROJECT: Contract 5B: Taylor Hill Booster Station**MEETING DATE:** August 12, 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
Roger Bergeron (RB)	VT-FED

1. PROGRESS TO DATE

- Concrete pours for the housekeeping pad, generator pad, LP tank pad are complete.
- Pavement has been installed in road areas impacted by water main installation.
- Two gate valves in the Taylor Hill/School Street intersection have been replaced (the mid-street valve that is not part of this project has not been replaced yet).
- Pump station building walls have been installed.

2. SUBMITTALS

- There are no outstanding submittals.

3. BOOSTER PUMP DELIVERY SCHEDULE

- No outstanding construction items are on the critical path. Only delivery, installation and startup of the booster pumps are on the critical path.
- TH reported there is some problem with the pump delivery date. He has requested more detail from the supplier but has been given an October 10th delivery date.
- TH reported that the generator has been delivered and is stored at the Contractors shop.
- RB indicated that he has seen other projects where package pump station deliveries have been delayed.

4. OUTSTANDING ITEMS FROM PREVIOUS CONTRACTS

- The Town believes some of the telemetry related components from the previous contracts are not properly connected, which could include such items as pressure monitoring and flow meters.
- CG indicated that this is the first he has heard of this. DE recalled that integration of the telemetry/controls was a direct purchase situation between the Town and Jon Champlin so previous contract closeout processes did not address the control system.
- CG offered to contact Jon Champlin and make him aware of the Town's concern that some of the telemetry system may not be fully functional.

5. GRADING AT BOOSTER STATION BUILDING

- CG needs to respond in regard to 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.

6. FIELD ORDER – VALVE REPLACEMENTS

- This work is complete and this item is closed.

7. PAYMENT REQUEST NO 3

- A draft of Pay Request No. 3 has been provided to DE.
- TH needs to include an updated schedule that will include a shut-down period to recognize the extended pump delivery period.

8. MISCELLANIOUS QUESTIONS/COMMENTS

- Water service to neighboring yellow house has been fully restored. This is a closed item.
- Proctor Gas is aware of the project, has visited the site, and indicated that their requirements have been met. There was discussion that the Contractor is responsible for the first fill of the LP tank.
- DE reminded the Contractor to reinstall any road signs that were removed during the construction process.
- BC asked the Contractor to sweep the streets one more time before school starts.
- JJ asked the Contractor to move equipment off the edge of roads before school starts.
- RB requested the Contractor to start copying SW and DH on all future weekly certified payrolls. He also requested that CG forward a pdf of all existing certified pay rolls to SW and DH.
- The cosmetic work on the School Street retaining wall still needs to be completed.

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Page 3 of 3

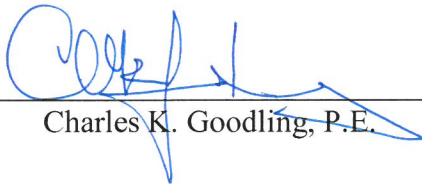
9. SCHEDULE FOR NEXT PROGRESS MEETING NO. 8

- The next progress meeting was scheduled for Friday, August 26th at 9:00 pm at the Town Office.
- NOTE: The August 26th meeting start time has been moved back to 7:30 am.

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 8/22/16