

**Town of Proctor**  
**Special Selectboard Meeting Minutes**  
**Draft**  
**August 26, 2016**  
**7:05 A.M. – 8:15 A.M.**

Board Members Present:

Bruce Baccei, Chair  
Bill Champine  
John Jozwiak  
Joe Manning

Employees Present:

Stan Wilbur, Town Manager

Others Present:

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

**I. Call to Order**

The meeting was called to order at 7:05 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 Dave Eves to lead the job meeting. A copy of his meeting notes are attached and make a part of these minutes.

**IV. Adjourn**

John Jozwiak make the motion at 8:15 a.m. to adjourn the August 26, 2016 special Selectboard Meeting. The motion was seconded by Bill Champine and approved by all Selectboard members present.

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Project: Meeting Minutes No. 8  
Contract 5B:Taylor Hill Booster Station

Attendees:	Chuck Goodling	DuBois & King
	Dave Eves	DuBois & King
	Tim Herbert.	Markowski Excavating
	Bruce Baccei	Selectboard Chairman
	John Jozwiak	Selectboard Member
	Bill Champine	Selectboard Member
	Joe Grasso	Selectboard Member
	Stan Wilbur	Town Manager
	Don Haddock	VT-FED

#### PROGRESS TO DATE:

Lap gas tank was placed by Proctor Gas. After backfilling, they installed all lines to building and generator pad. Generator has been delivered and is being stored in Contractors warehouse. The midstreet valve replacement in North Street will be done on 8/31/16. Stan indicated the inspection of this valve replacement will be performed by Simons Operating Systems, the Towns water system operator. The pump building construction is progressing well.

#### SUBMITTALS:

No outstanding submittals. Stan Wilbur requested a copy of all approved submittals for the projects records.

#### BOOSTER PUMP DELIVERY SCHEDULE

The Pump System is currently scheduled for delivery on October 11, 2016. This is the only remaining Critical Path item. This delivery date is beyond the project completion date, and it has been suggested the Contractor request a "time out" period on the contract to allow for an extension of work beyond the required completion date. Otherwise the Contractor will be assessed liquidated damages for time worked beyond the current completion date.

#### OUTSTANDING ITEMS FROM PREVIOUS CONTRACTS

Some telemetry components remain not connected and not reading into the SCADA system. Specifically, flow meters and line pressure gauges at the East and West tank vaults, and the South Street Vault. Stan Wilbur indicated these items may have been required only in future, similar to the local chlorine injection points at each location. Stan and Dave agreed to review earlier contracts and see if this was the case, or if it was missed during Construction.

#### GRADING AT BOOSTER STATION

All finish grading is completed. Only loaming and seeding remain. The drainage ditch at the north limit has been installed. Some more stone will be placed for erosion control.

#### PAYMENT REQUEST NO. 4

A draft of Payment Request No. 4 has been provided to Dave Eves. Tim Herbert needs to provide an updated schedule that will include any shut down period the Contractor wishes to request in recognition of the delayed delivery of the pumps.

#### MISCELLANEOUS QUESTIONS AND COMMENTS

John Jozwaik requests that construction equipment be stored off-road by the start of school. The cosmetic repair to the "stone wall" on School Street have not taken place yet.

#### SCHEDULE FOR NEXT PROGRESS MEETING

The next Bi-weekly Project Meeting is scheduled for Friday September 9, 2016 at 9:00am.

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

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

**Signed:**

**David A. Eves, P.E.**

August 30, 2016