

**Town of Proctor**  
**Special Selectboard Meeting Minutes**  
**Draft**  
**September 9, 2016**  
**9:06 A.M. – 9:45 A.M.**

Board Members Present:

Bruce Baccei, Chair  
Bill Champine  
John Jozwiak  
Joe Manning

Others Present:

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

**I. Call to Order**

The meeting was called to order at 9:06 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**

John Jozwiak make the motion at 9:45 a.m. to adjourn the September 9, 2016 special Selectboard Meeting. The motion was seconded by Bill Champine and approved by all Selectboard members present.

**DuBois & King, Inc.**

P.O. Box 339

28 North Main Street

Randolph, Vermont 05060

**MEETING MINUTES NO. 9****Phone:** 802-728-3376**Fax:** 866-783-7101

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**PROJECT:** Contract 5B: Taylor Hill Booster Station**MEETING DATE:** September 9, 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
Joe Manning (JM)	Selectboard Member
Don Haddox (DH)	VT-FED

**1. PROGRESS TO DATE**

- Pump station building has been erected including roof, with some siding installed.
- Most of the electrical components have been installed.
- Final grading at the site is complete, including the small swale at the toe of the access road. Town is happy with the results.
- LP tank has been installed and filled by the propane company.
- All water main piping in the roadways are complete and active, with final paving installed.

**2. TEMPORARY SHUT-DOWN REQUEST FROM CONTRACTOR**

- The contractor submitted a letter dated August 31, 2016 that requested a temporary project shut-down until the pump skid is delivered. The shut-down will start at the end of the day on September 2, 2016 and will re-start after the contractor receives the delivery of the pump skid, which is suspected to be on or around October 11, 2016.
- CG had previously reviewed this request with DH and agreed that since the exact date that the project will be re-started is unknown, the appropriate approach would be to prepare a DRAFT Change Order document to acknowledge the contractors request, but not to formally execute the Change Order document until the re-start date is known. CG presented a DRAFT Change Order document for all to review.
- CG reviewed the number of calendar days used to date as follows:
  - Notice to Proceed = 5/9/16
  - Temporary Shut-Down Start Date = 9/3/16
  - Calendar Days used prior to the Temporary Shut-Down Date = 117 days
  - Remaining Calendar Days to Complete Project Once Re-Started = 33 days

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**3. PAYMENT REQUEST NO 3 AND 4**

- A draft of Pay Request No. 3 had been previously provided to DE, but an updated schedule was not available that reflected the pump delivery delay. TH presented a copy of Pay Request No. 3 and indicated that an updated schedule would be sent to CG shortly. CG would review and forward on to the Town.
- TH also indicated that Pay Request No. 4 would soon follow.

**4. MISCELLANIOUS QUESTIONS/COMMENTS**

- DH indicated that an annual DBE summary form would be distributed for all parties to review/process in the near future.
- DH also informed the contractor that a Davis Bacon Report will be necessary that documents that no work was performed during the temporary shut-down period.
- There was discussion of the extent of pavement replacement that is eligible for reimbursement from the State. DH thought the eligibility limits for pavement replacement were accurately reflected on the design drawings. D&K will double-check the pavement payment quantity as part of reviewing Pay Request No. 4.
- The cosmetic work on the School Street retaining wall still needs to be completed.

**5. SCHEDULE FOR NEXT PROGRESS MEETING NO. 10**

- It was decided to wait to schedule the next progress meeting until a week after the contractor has restarted work.

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 9/16/16**