

**Town of Proctor**  
**Special Selectboard Meeting Minutes**  
**Draft**  
**October 14, 2016**  
**9:00 A.M. – 10:30 A.M.**

Board Members Present:

Bill Champine, Vice Chair

John Jozwiak

Joe Manning

Employees Present:

Stan Wilbur, Town Manager

Others Present:

Dave Eves, DuBois & King

Chuck Goodling, Dubois & King

Tom Markowski, Markowski Excavating

Roger Bergeron, VT DEC FED

Don Haddox, VT DEC FED

**I. Call to Order**

The meeting was called to order at 9:00 a.m.

**II. Approve Agenda**

Add: Contract Change Order No. 1

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

Bill Champine 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. Markowski Excavating Partial Payment Estimate No. 4 - \$173,500.92**

John Jozwiak made the motion to approve Markowski Excavating Partial Payment Estimate No. 4. The motion was seconded by Joe Manning and approved by all Selectboard members present.

**V. Contract Change Order No. 1**

Change Order No. 1 provides for a 38 day increase in contract calendar days because of an unanticipated delay in the delivery of the booster pump skid. The new completion date will be November 12, 2016.

John Jozwiak made the motion to approve Contract Change Order No. 1. The motion was seconded by Joe Manning and approved by all Selectboard members present.

**VI. Adjourn**

John Jozwiak make the motion at 10:30 a.m. to adjourn the October 14, 2016 special Selectboard Meeting. The motion was seconded by Joe Manning and approved by all Selectboard members present..

**DuBois & King, Inc.**

P.O. Box 339

28 North Main Street

Randolph, Vermont 05060

**MEETING MINUTES NO. 10****Phone:** 802-728-3376**Fax:** 866-783-7101

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**PROJECT:** Contract 5B: Taylor Hill Booster Station**MEETING DATE:** October 14, 2016**SUBJECT:** Construction Progress Meeting**ATTENDEES:**

Chuck Goodling (CG)	DuBois & King, Inc.
Dave Eves (DE)	DuBois & King, Inc.
Tom Markowski (TM)	Markowski Excavating Inc.
William Champine (WC)	Selectboard Member
John Jozwiak (JJ)	Selectboard Member
Joe Manning (JM)	Selectboard Member
Stan Wilbur (SW)	Town Manager
Don Haddox (DH)	VT-FED
Roger Bergeron (RB)	VT-FED

**1. PROGRESS TO DATE**

- Active construction re-started on Tuesday, October 11<sup>th</sup>. The temporary project shutdown period has ended.
- Heater is being installed next week.
- Some minor grass repair has been made.

**2. PUMP STATION STATUS**

- TM provided his understanding of pump status, as follows:
  - motors have arrived at the pump manufacturer's facility
  - estimated ship date is mid-next week
  - once the pumps are on-site, it will take two days to install
- Contractor was reminded of the requirement to provide a "factory trained representative" for one day to provide start-up and operation/maintenance training (see 11520 3.02)
- Contractor was requested to provide notice to the Engineer and Owner in advance of system start-up so the Town can make arrangements for the necessary operating staff to be available for start-up observation and operation/maintenance training.

**3. MISCELLANIOUS QUESTIONS/COMMENTS**

- Payment Request No. 4 and Change Order No. 1 were signed. The Contractor was reminded that an updated schedule is needed to accompany Change Order No. 1. The current schedule is dated September 9<sup>th</sup> and identifies the pumps

being received at the site on October 11<sup>th</sup>. As of the date of this meeting, the pumps have not arrived.

- RB recommends starting to make a punch list of outstanding items now, to be used by the Contractor in addressing outstanding items. DE and Town representative will walk the pump station site and paved roads to identify any items that need to be addressed.
- JJ would like to speak with the woman in the yellow house to identify if she is satisfied with the outcome of the project. Following discussion, it was decided that JJ would make this contact and identify if any further coordination is required.
- RB has a "release of liability" form that the Town can utilize to document the neighbors satisfaction with the outcome of the project. RB will forward this form.
- SW emphasized that there are a number of project close-out documents that the Contractor needs to be prepared to provide before or at the Final Completion Inspection, and that providing these close-out documents are very critical for the successful conclusion of the project. CG will forward the standard close-out document list to the Contractor so they can start preparing for this now.

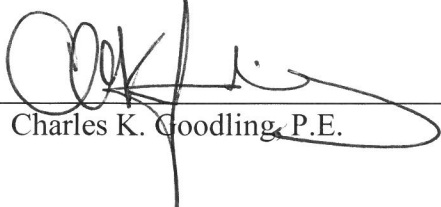
**4. SCHEDULE FOR NEXT PROGRESS MEETING NO. 11**

- The next progress meeting was scheduled for October 28<sup>th</sup> at 9:00 am at the Town Offices.

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 10/24/16**