

**Town of Proctor
Special Selectboard Meeting Minutes
Draft
October 28, 2016
9:15 A.M. – 10:20 A.M.**

Board Members Present:

Bruce Baccei, Chair
Bill Champine
John Jozwiak

Employees Present:

Stan Wilbur, Town Manager

Others Present:

Chuck Goodling, Dubois & King
Tom Markowski, Markowski Excavating
Tim Hebert, Markowski Excavationg
Don Haddox, VT DEC FED

I. Call to Order

The meeting was called to order at 9:15 a.m.

II. Approve Agenda

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 10:20 a.m. to adjourn the October 14, 2016 special Selectboard Meeting. The motion was seconded by Bill Champine and approved by all Selectboard members present.

DuBois & King, Inc.

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Randolph, Vermont 05060

MEETING MINUTES NO. 11**Phone:** 802-728-3376**Fax:** 866-783-7101

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PROJECT: Contract 5B: Taylor Hill Booster Station**MEETING DATE:** October 28, 2016**SUBJECT:** Construction Progress Meeting**ATTENDEES:**

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

1. PROGRESS TO DATE

- Pumps have not arrived yet but progress is being made on the electrical and mechanical aspects of the booster pump station building.

2. PUMP STATION COORDINATION

- WC asked about status of getting power hooked-up as heat is needed inside of the building and electricity is needed to run the heater. TM responded that power would be hooked-up next week.
- WC asked about status of other electrical work and when GMP would arrive. TM indicated that after power was brought to the building, the electrician has about a half-day of work to complete the installation.
- Not much mechanical work left to do.
- TM asked about the location for installing the SCADA antenna. CG recommended that the location should be coordinated with and determined in the field by Jon Champlin to ensure the best possible signal.
- Contractor confirmed that Jon Champlin is the “factory trained representative” that would be on-site during the pump start-up. *Note: following the meeting, CG requested that the Contractor submit a letter from the pump manufacturer to document and confirm who they will be providing as the “factory trained representative”.*
- CG noted that once the pump station was started-up, tested and placed into service, a hydrant at the top of Taylor Hill should be opened to confirm that the high demand pump successfully starts, and to verify the flow rate produced at the hydrant and local residual pressure. *Note: following the meeting, CG and SW confirmed that the water system operator has access to a hydrant flow test kit and will bring it on the day that the hydrant flow test is scheduled.*

3. MISCELLANEOUS QUESTIONS/COMMENTS

- TM reported that the pumps should arrive Monday afternoon (10/31) or Tuesday morning (11/1). Contractor hopes to be ready for start-up/training 11/7 or 11/8. There should be a lot of activity next week. Jon Champlin should be on-site 11/7 or 11/8. Need to have a Substantial Completion Inspection completed by Thursday, 11/10. Given the continued delay in the arrival of the booster pumps, there was discussion of the potential need for another time extension
- WC emphasized that given the passage of time and potential stagnant water in the water mains between Taylor Hill Road and the booster pump station, flushing and disinfection of these lines must occur prior to placing the booster station into service. This may also have some impact on the project completion schedule.
- The Town is OK with allowing the Contractor to work on Friday, 11/11, Veterans Day if necessary.
- JJ questioned the elevation of the grate on the catch basin on the side of Taylor Hill Road opposite from the yellow house. It was noted that the contractor did not impact the pre-project elevation of this grate during water main installation.
- Additional gravel needs to be placed on the site access drive (once the pump has been delivered) and the road graded to slope in an "up-hill" direction, to direct runoff from the road toward the drainage culvert that is installed under the site access drive.

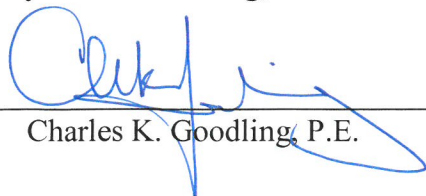
4. SCHEDULE FOR NEXT PROGRESS MEETING

- The next progress meeting will likely occur at the time of Substantial Completion, which is tentative set for November 10, 2016 meeting at the site.

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 10/7/16