

TOWN OF GREENVILLE, NH
SELECTMEN'S MEETING
July 24, 2013
Minutes

9:00 a.m. Meet with representatives from TBuck Construction, Robert Durfee, P.E. and Scott Bourcier, P.E. from Dubois & King, residents with construction easements, the owner of the Otis Falls Hydro-Electric Station, and the Road Agent to hold a pre-construction meeting for the High Street Slope Stabilization project

Chairperson Bergeron opened the meeting at 9:03 a.m.

In Attendance: Chairperson Bergeron, Selectman Reardon, Selectman Ste. Marie, Town Administrator, Kelley Collins, Road Agent, Thomas Plourde, representatives from Utility Partners, G. Curran and R. Lauricella, Robert Durfee, P.E. and Scott Bourcier, P.E. from Dubois & King, Rebeckah Bullock from Southwest Region Planning Commission, administrator of the CDBG, Terry Buck and Travis Saucier from TBuck Construction and Dean Sciaraffa and Ed Sobey from HB Fleming, the company that will be driving the sheet piles walls and Kathleen Dolan and Mark Janinn, owners of the Alden Hydro dam.


Robert Durfee from Dubois & King opened the meeting and passed out an agenda.

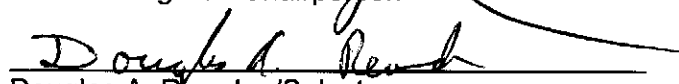
See the attached draft minutes as prepared by Dubois & King.

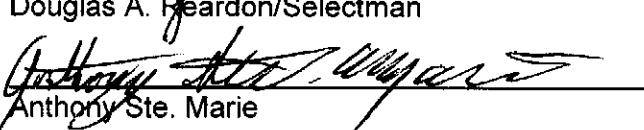
Meeting adjourned from meeting room to site visit at 11:40 a.m. (only Selectman Ste. Marie was available to visit the site)

Submitted by: Kelley A. Collins/Town Administrator

Approved by:


Brenda Bergeron/Chairperson


Douglas A. Reardon/Selectman


Anthony Ste. Marie



831 Union Avenue, Suite 2
Laconia, NH 03246
Tele: (603) 524-1166
Fax: (866) 783-7101

ENGINEERING • PLANNING • MANAGEMENT • DEVELOPMENT

DRAFT
PRE-CONSTRUCTION MEETING MINUTES

PROJECT:	High Street Slope Stabilization, Greenville, NH (#621628)
DATE & TIME:	Wednesday, July 24, 2013 @ 9:00 am
LOCATION:	Town Offices

Attendees

Robert Durfee	DuBois & King, Inc. (D&K)
Scott Bourcier	DuBois & King, Inc. (D&K)
Tom Woodley	DuBois & King, Inc. (D&K)
Anthony St. Marie	Town of Greenville, Selectboard
Brenda Bergeron	Town of Greenville, Chair, Selectboard
Kelley Collins	Town of Greenville, Town Administrator
Doug Reardon	Town of Greenville, Selectboard
Thomas Plourde	Greenville Highway, Road Agent
Rebecca Bullock	SWRPC – Grant Administrator
Gerry Curren	Utility Partners, Water & Wastewater
Rob Lauricella	Utility Partners, Water & Wastewater
Terry Buck	TBuck Construction (TBC)
Travis Saucier	TBuck Construction (TBC)
Dean Sciaraffa	HB Fleming, Subcontractor
Ed Sobey	HB Fleming, Subcontractor
Kathleen Dolan	Alden Hydro
Mark Janinn	Alden Hydro

Attendance sheet for this meeting was completed by the attendees. (Copy attached)

1. Execution of Agreement and Forms

A. Owner-Contractor Agreement

- Three (3) originals of contract executed.
- Originals distributed to Town, T. Buck Construction (TBC), and DuBois & King (D&K).
- Effective date of contract set as 7/24/13.

B. CDBG Forms

- Three (3) sets of the following forms executed by TBC: Certification of Bidder Regarding Equal Employment Opportunity; Certificate of Bidder Regarding Section 3 and Segregated Facilities; and, Section 3 Plan Certification.
- Originals distributed to Town, TBC, and D&K.

C. CDBG labor laws/federal laws/procedures

- R. Bullock provided packet of forms, requirements & procedures to TBC, D&K and Town
- R. Bullock highlighted the following:
 - Weekly payroll reports to be submitted to R. Bullock
 - Section 3 form needs to be completed by TBC
 - TBC to post "Employee Rights" flier on jobsite bulletin board
 - R. Bullock to perform Davis/Bacon job site interviews
 - Lien Waiver form to be completed by TBC and included with each pay requisition
 - NH CDFA forms to be completed by TBC and submitted to R. Bullock.

- T. Buck noted that TBC may need to request more labor classifications from R. Bullock

2. Submission of Executed Bonds and Insurance Certificates

- Three (3) originals of Performance Bond and Payment Bond provided by TBC, dated 7/24/13.
- Three (3) Certificate of Liability Insurance and Evidence of property Insurance provided by TBC
- D&K has previously reviewed bonds and insurance certificates, and found acceptable.
- Town retained one (1) original, D&K one (1) original of bond documents and insurance certificates.
- R. Bullock requested insurance certificate with CDFA listed as additional insured. TBC to provide certificate directly to R. Bullock.

3. Distribution of Contract Documents

- A PDF of a complete plan set (1/2 size set) has previously been transmitted to TBC via email by D&K.
- Five (5) sets of plans (full size) and three (3) sets of specifications transmitted to TBC, per their request.

4. Review of permits

- NHDES Wetland and Non-Site Specific Permit (permit no. 2012-0329) was reviewed, and signed by Town and TBC, original retained by Dubois & King. Copy to TBC, copy to Town. Condition No. 4, 6, 7,8,11,12,13,28 & 29 was highlighted for TBC and the Town by D&K.
- NHDES Alteration of Terrain Permit (permit no. AoT-0595) was reviewed.
- NHDES Shoreland Permit (permit no. 2013-00405) was reviewed.
- Copy of all permits to be posted at construction site by TBC.
- Town is Permittee for all permits. D&K is the Agent for the Town, and will complete all Permittee tasks for the Town.

5. Submission of Subcontractors List, Schedule of Values and Progress Schedule

- TBC submitted list of subcontractors, fabricators and suppliers (copy attached).
- TBC submitted Schedule of values (copy attached). Schedule and Bid Form will be use by D&K to review TBC's Applications for Payment and % of work complete
- TBC submitted construction/progress schedule, dated 7/24/13 (copy attached)
 - Construction start date of 07/25/13.
 - Substantial Completion date of 12/3/13
 - Copy of schedule transmitted to Town and D&K
 - TBC agreed to move Item # 9 Pre sheet driving assessment (pre-construction video) up in the schedule to Item # 4
 - TBC agreed to review means & methods to accomplish Item 21 & 22 (remove trees from river). D&K suggested silt boom, diver and cable winching to remove trees without drop in reservoir level. TBC to report to D&K any change is means and methods fort items 21 & 22.
 - D&K agreed to a suspension of contact times for item # 4 (await sheet pile delivery)
 - TBC and D&K noted that a winter shutdown/suspension of work may be necessary, due to weather, with start-up in spring of 2014 to complete plantings and seeding. K. Collins

noted that FEMA deadline for funding is March 31, 2014. This may be an issue for spring construction and reimbursement.

- Town requested notification of sheet pile installation to prepare to answer calls from Town residents.

6. Designation of personnel representing the parties in Contract, and the Engineer

- Town of Greenville – Kelley Collins, Town Administrator
- TBC – Terry Buck, Principal, Travis Saucier, Project Manager. TBC Superintendent to be named later.
- DuBois & King, Inc. - Robert H. Durfee, Project Manager; Scott Bourcier, Assistant Project Manager, Tom Woodley, Resident Observer
- A team contact list was prepared during the meeting (copy attached, dated 7/26/13).
- Updated Abutter contact information obtained by D&K and provided on team contact list

7. Procedures and processing of information

A. Field decisions;

- D&K Resident Observer will coordinate all field decisions.

B. Submittals;

- TBC will provide all submittals to DuBois & King for review.
- D&K encouraged that all submittals be made to the Bedford, NH office (Attn. Scott Bourcier).
- Electronic submission of submittals (shop drawings, cut sheets, certificates of compliance, etc.) is encouraged
- Hard copy of approved Submittals will be transmitted to the Contractor once approved.
- NOTE: TBC made shop drawing submittal of sheet piles to D&K (2 pages) at the meeting

C. Substitutions;

- See submittals.

D. Application for payments;

- TBC to submit Invoices with back up data at the end of each month to DuBois & King for review and approval. TBC agreed to make this submittal at each monthly construction progress meeting (the last Wednesday of each month)
- D&K will forward approved invoices to Town by the following Monday; any invoices with errors will be approved as corrected by D&K and issues addressed by TBC at interim invoice or next monthly invoice.
- Town to approve payment of invoices at Selectboard meeting the following Wednesday.

E. Change Orders;

- Change orders can be initiated by TBC, the Town, or D&K.
- D&K will process all change orders.

- Town will approve all Change orders based on D&K recommendations
- No new work can be performed until a change order is approved.

F. Contract closeout procedures;

- D&K will issue Certificate of Substantial Completion, and create list of remaining work items for TBC to complete (punch list). TBC will then have 30-days to complete remaining work items prior to D&K issuing Certificate of Final Completion.
- D&K to complete record drawings and submit to Town.
- TBC to submit "red line" mark-ups of field changes to drawings.

8. Procedures for layout of the project, establishing controls, limits of right-way & easements

A. Layout and Controls

- Layout and control information provided on the drawings

B. Right-of-Way

- Limits of re-established right-of-way are shown on plans, sheet no. 26 & 27 (Two (2) rod ROW).

C. Easements by the Town

- Construction and Maintenance Easement Agreements secured by the Town for Alex property (2 easements) Walker property (1 easement), Davis property (1 easement) and Fournier property (1 easement). One copy of all easements provided to TBC. See sheets 24 & 25 for limits of easements. D&K provided a copy of the secured easements to TBC.
- D&K will obtain and provide updated contact information (mailing addresses, phone numbers, etc.) to TBC of abutters.

D. Easements by the Contractor

- TBC will explore obtaining private construction access easement with George Alex, 48 High Street for access to toe of slope from the west side. Alternately, TBC will access toe of slope through Town owned property from the east side.
- TBC to provide D&K information on any private easements secured by TBC.

9. Use of site by Owner and Contractor

A. Mobilization Areas

- TBC has not identified mobilization areas for project
- TBC exploring renting office space on Main Street for Jobsite trailer requirements
- Lot and Park on River Street suggested to TBC for possible storage site (TBC will need to obtain permission from Alden Hydro)
- Church parking lot and land on High Street suggested to TBC for possible storage site (TBC will need to obtain permission from Church)
- TBC to inform D&K of Office Trailer and storage site arrangements that are made.

10. Owner's Requirements

A. Traffic Control/Access

- Contractor to notify Town (Town Administrator) and Police Department 24 hours in advance of road shutdown/closure for High Street.
- Town will approve short term (half hour or mid day) road closures for High Street upon request by TBC.
- Gate on High Street, at west end of Street, will be opened for access/egress by residents during period of road shutdown. Contact Road Agent (Tom Plourde) to open and close gate.
- High Street to be open to one lane traffic (minimum) during all other times (nights, weekends).

B. Contractor Work Hours/Days

- TBC requested 7 am to 7pm work hours. Town approved.
- TBC requested working weekends (Saturday & Sunday) in addition to weekdays. Town approved.

C. Maintaining Town Utilities (water, sewer, stormwater, etc.)

- Contact information for Sewer, Water, and Stormwater provided on Team Contact List
- TBC to inform these utilities immediately upon discovery of any breaks
- Town will consider having a pre-construction video of water and sewer lines performed

11. Abutter Issues & Concerns

- George Alex, 48 High Street, preset at meeting. Mr. Alex expressed concern over possible damage to his sewer line at adjacent house (46 High Street, mother's house).
- D&K suggested Mr. Alex secure all breakable items from shelves, etc. at 46 & 48 High Street residences, in advance of sheet pile driving operations. These operations will cause ground vibrations to adjacent properties. HB Fleming added that much of the vibrations perceived are a result of sonic vibrations, compared to ground vibrations.

12. Construction facilities provided by Contractor

- Jobsite trailer or office to have a desk, chair and fax/copy machine for use by Resident Project Representative.
- Bulletin board will need to be put up prior to start of construction.
- Port-a-potty will be required at jobsite or office.

13. Temporary Utilities provided by Contractor

- TBC will use portable generators for power
- Town approved use of Town water (via hydrants on High Street) for construction. Backflow preventor is required.

14. Procedures for testing

- o D&K will coordinate testing of materials.
- o Backfill compaction testing required.
- o Concrete testing required
- o Roadway base materials (gravel and crushed gravel) and pavement will be tested.
- o S.W. Cole is the testing firm, under contract and direction by D&K.
- o Contractor to provide 24 hours advance notice of key construction activities (see Specifications, Section 00850).
- o T. Woodley (D&K) will coordinate testing services from S. W. Cole

15. Security and housekeeping procedures

- o It is recommended that TBC to securely lock job trailer at the end of each day.
- o It is recommended that TBC to keep a clean project site.
- o TBC to notify Police Department of any vandalism that occurs. Town noted that vandalism has occurred in the past in this area. TBC is considering installing video camera at site.

16. Execution of Notice to Proceed

- o TBC and D&K agreed to a start date of 7/25/13
- o Substantial completion date set at 11/25/13
- o Final Completion date set at 12/27/13
- o Town issued Notice to Proceed, original to TBC, copy to Town and D&K

17. Other issues or topics that may be presented

A. Alden Hydro Issues

- o Mark Jannini present at meeting, representing Alden Hydro
- o M. Jannini made the following requests of the Town, D&K and Contractor:
 - o Include dam site in pre-construction video (TBC to determine any additional costs, Town will consider this request)
 - o Include dam site in vibration monitoring program (D&K agreed)
 - o Alden Hydro to be named as additional insured on TBC policy (TBC to determine if their insurance carrier can do this)
 - o Alden Hydro to be named as an abutter (D&K agreed)
 - o Confirm a per diem of \$365/day for lowering of reservoir (D&K confirmed the per diem as stated in Addendum No. 2)
 - o Be provided copy of pre-construction meeting minutes (D&K agreed)
- o Alden Hydro indicated latest dam inspection and report on the dam completed in 2012. R. Durfee requested copy of latest report (report prepared by NHDES). M. Jannini agreed to provide report.
- o TBC to request and coordinate lowering of Reservoir with Alden Hydro (Note: Contract documents do not require or direct that the Reservoir be lowered in order to complete the work)
- o M. Jannini indicated that this dam must obtain review and approval of this project construction from FERC (Note: Coordination and consultations with previous dam owner, Robert Greenwood, Otis Falls Hydro, made no mention of any FERC requirements).

- o Follow-up: NHDOT specifications indicates 500 foot radius for pre-blast surveys, vibration monitoring, etc. Hydro facility is 840 feet from east end of sheetpile at project site.

B. General Issues

- o George Alex asked how loud (in decibels) the sheet pile driving would be. TBC did not have an answer for this question.

18. Meeting Adjourned

- o Meeting adjourned at 11:40 am, to reconvene at site.

19. Site Visit (Reconvened Meeting at Site)

- o Meeting reconvened at site at 11:50 am.
- o All overhead utilities have been relocated to north side of high street on new poles. Old poles on south side of street removed.
- o TBC and H.B. Flemming raised concern of overhead power line on pole #23 is close to sheet pile driving for west end of new sheetpile wall. Adequate construction clearance is provided, but distance to power lines is a safety issue. (TBC to contact utility and determine if power lines can be moved to other side of existing cross arm at top of pole. D&K to evaluate if end of sheetpile wall location can be moved away from pole (to the South).
- o TBC meet with George Alex and reviewed location of sewer line at 46 High Street
- o T. Buck (TBC) and R. Durfee (D&K) agreed to review unbalanced pay items from bid form when applications for payments is made, and adjust retainage on any unbalanced item, if needed, to accurately reflect dollar value of work completed to date.
- o Meeting adjourned at 12:20 pm.

20. Next Meeting Date

- o Construction progress meeting tentatively scheduled for Wednesday, August 28, 2013 at 9:00 AM at Project Site.

Respectfully submitted,

Robert H. Durfee, P.E.

7/24/13

Subcontractors and Material Suppliers for High Street Slope Stabilization

Name:	Service:
H.B. Fleming, Inc.	Sheet Pile Wall Installation and Crane
Terralogic Drilling Solutions	Tieback Installation and Testing
B.I.I. Fence and Guardrail Inc.	Fence and Guardrail
BECC Company	Pre-Construction Survey and Monitoring
Pike Industries	Aggregate Supplier/Paving
Pitcherville Sand and Gravel	Aggregate Supplier
Cameron's	Landscaping
Global Metal Fabrication	Whaler Design, Fabrication and Install
Harris Rebar	Rebar
Carroll Concrete	Concrete

ID	Task Name	Duration	Start	Finish
1	CONTRACT SIGNING	1 day	Wed 7/24/13	Wed 7/24/13
2	SUBMITTALS	10 days	Thu 7/25/13	Wed 8/7/13
3	RETAIN LAND USE AGREEMENTS AND EASEMENTS	1 day	Thu 8/8/13	Thu 8/8/13
4	AWAIT SHEET PILE DELIVERY	15 days	Thu 8/8/13	Wed 8/28/13
5	MOBILIZE	1 day	Thu 8/29/13	Thu 8/29/13
6	SET UP CONSTRUCTION SIGNS ORGANIZE LAYDOWN AREA	1 day	Fri 8/30/13	Fri 8/30/13
7	CLEAR AND GRUB TOP SIDE OF SLOPE	1 day	Mon 9/2/13	Mon 9/2/13
8	MOBILIZE PILE DRIVING EQUIPMENT	2 days	Thu 8/29/13	Fri 8/30/13
9	CONDUCT PRE SHEET DRIVING ASSESSMENT	2 days	Thu 8/29/13	Fri 8/30/13
10	DRIVE MIDDLE SECTION OF WALL TO RETAIN EXISTING BANK UNDER CRANE	8 days	Mon 9/2/13	Wed 9/11/13
11	DRIVE UP STREAM LEG OF SHEET WALL	10 days	Thu 9/12/13	Wed 9/25/13
12	DRIVE DOWN STREAM LEG OF SHEET WALL	15 days	Thu 9/26/13	Wed 10/16/13
13	BUILD SHELF FOR TIE BACK INSTALLATION	10 days	Thu 10/17/13	Wed 10/30/13
14	INSTALL TIE BACKS	10 days	Thu 10/31/13	Wed 11/13/13
15	TEST TIE BACKS	5 days	Thu 11/14/13	Wed 11/20/13
16	INSTALL WHALER SYSTEM	7 days	Thu 11/21/13	Fri 11/29/13
17	FORM POUR AND STRIP PILE CAP	15 days	Thu 10/31/13	Wed 11/20/13
18	REMOVE TIE BACK INSTALLATION SHELF	5 days	Thu 11/21/13	Wed 11/27/13
19	CLEAR RIVER BANKING WITHIN ROW	2 days	Mon 9/2/13	Tue 9/3/13
20	GAIN EXCAVATOR ACCESS TO TOE OF SLOPE	5 days	Thu 9/26/13	Wed 10/2/13
21	DROP WATER ELEVATION OF RESERVOIR	1 day	Thu 10/3/13	Thu 10/3/13
22	REMOVE TREES FROM RIVER PER DRAWINGS	1 day	Fri 10/4/13	Fri 10/4/13
23	DRIVE SHEET PILE COFFERDAM ALONG TOE OF SLOPE	5 days	Mon 10/7/13	Fri 10/11/13
24	EXCAVATE OUT MATERIAL AND TOE IN HEAVY RIP RAP TO ABOVE NORMAL HIGH WATER	10 days	Mon 10/14/13	Fri 10/25/13
25	REMOVE SHEET PILE COFFERDAM	3 days	Mon 10/28/13	Wed 10/30/13
26	RETURN RESERVOIR TO NORMAL ELEVATION	1 day	Thu 10/31/13	Thu 10/31/13
27	CONTINUE COMMON EXC AND RIP RAP OPERATIONS UP TO FINISH GRADE	15 days	Mon 10/28/13	Fri 11/15/13
28	INSTALL UNDERDRAIN ON BACK SIDE OF SHEET PILE WALL	4 days	Mon 11/18/13	Thu 11/21/13
29	FINISH GRADE REMAINDER OF SLOPE AND FINISH RIP RAP INSTALLATION	4 days	Mon 11/18/13	Thu 11/21/13
30	PLANT WILLOW TREES	1 day	Fri 11/22/13	Fri 11/22/13
31	INSTALL FENCE	2 days	Mon 11/25/13	Tue 11/26/13
32	LOAM AND SEED DISTURBED AREAS	3 days	Wed 11/27/13	Fri 11/29/13
33	DEMOLIBLIZE	2 days	Mon 12/2/13	Tue 12/3/13

Project: GREENVILLE SLOPE STABILIZATION
Date: Wed 7/24/13

Task
Split



Progress



Summary



Milestone



Project Summary

