

**The Route 156 Bike Way and Sound View Improvements Committee
Unapproved Minutes of August 29, 2016 Regular Meeting
Memorial Town Hall Old Lyme, CT**

Committee Members Present: Mary Jo Nosal, Angelo Faenza, Bonnie Reemsnyder, Frank Pappalardo, Skip Sibley, Rob Haramut, Jim Lampos (arrived after the minutes were approved). Guests: Kurt Prochorena from BSC Group and Chris Faulkner from VHB.

Welcome: The meeting was called to order at 4: 35PM

Motion to Approve Meeting Minutes: Motion was made by Bonnie and seconded by Angelo to approve the minutes of 7/11/16. There was no discussion. Voting in favor: Angelo, Mary Jo, Frank, Skip, Rob, and Bonnie. None opposed. Motion passed.

Project Status Update

Town Meeting to Construction Bids, SPAL, Construction Schedule

- Chris informed the committee that he expects DOT approval for the Supplemental Project Authorization Letter (SPAL), approving the increased construction budget estimate from \$812,000 to \$911,100 and reimbursement at 80% later this week. The increase is due to the low bid construction estimate with 10% contingency, being nearly \$100,000 over the engineering estimate. Additionally, the DOT is expected to approve the project award to the low bidder. Chris indicated that correspondence received from Sound View business owners regarding the Town Meeting have no bearing on DOT approval of the project funding.
- Bonnie has contacted the potential low bidder and they have provided the necessary paperwork e.g., schedule and certificate of liability insurance, requested to date. She will request the inspector firm, WMC, to consider a preconstruction meeting on the morning of Thursday, Sept. 8.
- Chris confirmed that the pre-construction meeting can be held before the Agreement is executed with the contractor. The meeting will run about 1.5 hr. and include the contractor, the Inspector- WMC, the District DOT, Ed Adanti, BSC Group, Chris Faulkner and available committee members, at Town Hall. The construction details are hammered out during a page by page review of the plans at this meeting. Following this meeting, the DOT District 2 office and the WMC project manager will be our primary contacts for construction.
- Kurt stated that the B&W project manager (Ken Golden) will be our key construction firm contact. Kurt arranged a conference call last week with Ken, himself, Mary Jo and Bonnie to review B&Ws proposed construction schedule and affirm the time-lines. The schedule was shared with the committee for review. Neither Kurt nor Chris had concerns with the phasing of the bid items and the potential contractor was confident that the project would go quickly. He can accelerate weather permitting. Chris said that the rate limiting factor is usually the fact that most paving companies shut down December 1.
- The committee's role regarding change orders was discussed. Chris explained that the committee is not really involved; the Inspector (Stewart) is our "boots on the ground." Change orders are processed between the Contractor, Inspector and DOT office. The District must approve all changes.
- Chris explained that a change order for DOT projects is a substantive, material change in the contract plans e.g. a change in curbing material. It is not a change in the number of trees planted. An increase in an item estimated by the designer e.g. the amount of asphalt, would be billable under the unit based budget. Additionally, we have a 10% contingency. The Inspector is on site to record the actual amount of materials used.
- The Inspector is responsible for daily inspection reports. At the end of the month, the Inspector will sum up the amount of materials the Contractor utilized and eligible for payment. Discrepancies between the Contractor and Inspector are resolved in the field. Usually, the Contractor presents a draft invoice to the Inspector for review

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before it is submitted to the DOT for review and then on to the town for payment. The monthly invoices will provide an itemized total of what was done that month and an itemized total.

- Retainage on construction is 5% and will be a line item on the DOT required invoice.
- BSC will be sending invoice #7 for design and will include the total design related retainage (2% per invoice) to date for our records.

Other

Role of the Committee during Construction

- Chris responded to a question about the committee's role during construction, that there is little direct involvement for the committee.
- Committee requests for project updates with the Inspector should be carefully considered as the Inspector will bill for this time. Frank suggested a pre-winter shut down meeting.
- Kurt suggested requesting a monthly summary by the Inspector. Chris also noted that we could request receipt of the bi-weekly construction meeting minutes. Bonnie utilized this during the damn project.
- Skip suggested getting the monthly requisition.
- The construction meeting minutes will preview what is expected including the need for public relations.
- Chris responded to a question that the standard contract does prescribe the amount of communication the Inspector has to provide the town, as each town is a little different.
- Bonnie felt that being copied on the meeting minutes and knowing when the meetings were being held would be valuable in case we would want to attend the meeting. She often stopped in on these meetings during the damn construction.
- A question was raised regarding the Contractor's ability to work outside the prescribed schedule days to accelerate the work or in advance of bad weather. Changes in work day schedule must be approved by the Town, the owner, with advance notice. Changes affect the Inspector's schedule and budget also.
- Chris noted that if the Contractor wants to work extra days to finish ahead of schedule, the Town should have assurance that he will finish ahead of schedule.

Ground Breaking

- There was consensus that a ground breaking would be a nice idea. BSC has graciously offered several gold shovels for the event possibly near the flag pole on Hartford Ave. It was suggested that this follow the pre-construction meeting. Kurt will bring a rendering to the event.

Other Business

- The COG has another phase of TAP funding available and Bonnie will address the grant options with the Selectmen.
- Mary Jo thanked the Committee for their support and efforts for the successful Town Meeting. In particular, Rob Pickney of BSC Group who was extremely helpful and provided an excellent presentation. There was consensus that there was an abundance of support for the project at the Town Meeting.

Next Regular Meetings - 9/27/16, 10/24/16, 11/29/16 at 4:30PM, Town Hall.

Motion to adjourn at 5:21 PM, made by Frank and seconded by Bonnie. There was no discussion. Motion passed unanimously.

Respectfully submitted by Mary Jo Nosal, Acting Clerk 8/31/16