

**MEETING MINUTES
PRE-CONSTRUCTION MEETING
LEDYARD WPCA SITE DEMOLITION**

Date: August 25, 2015
Time: 10:30 AM
Place: Highlands WWTF
82 Town Farm Road
Ledyard, CT 06339

Attending:

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|----------------------|--|
| Ed Lynch | WPCA Chairman |
| Steve Banks | WPCA Supervisor |
| Ralph Kaufman | Standard Demolition Services Vice President |
| Matthew Brechun | Standard Demolition Services Project Manager |
| Walter Maug | Standard Demolition Services Site Superintendent |
| Jeff McDonald | F&O Project Manager |
| Jim Galey | F&O Design Build President |
| Zhijian (Jason) Tang | F&O Project Engineer |

Introduction: (Sign-In Sheet Distributed)

- 1. Introductions**
 - Sign-in sheet was passed around.
 - Attendees had self-introduction.
- 2. Confirm Distribution of Executed Agreements**
- 3. Sign Notice to Proceed**
 - NTP was signed and distributed. One original copy to the Town; two Original copy to Standard Demolition Services (SDS, the Contractor) and one copy to F&O
- 4. Contract Times**
 - NTP: today, August 25, 2015
 - Contract Length
 - Substantial completion - 90 Days, November 23, 2015
 - Final completion - 120 Days, December 23, 2015
- 5. Prevailing Wage Rates**
 - State of Connecticut prevailing wage rates apply to this project.
 - SDS can do weekly report and submit monthly.
- 6. Summary (Section 02225 - Demolition)**
 - Work consists of furnishing all labor, equipment, tools and materials to properly demolish and dispose abandoned tanks and structures, and remediate and properly dispose of

hazardous materials in the old plant of Highlands Wastewater Treatment Facility (WWTF) site

- Normal work Hours were stated as 7:00 am to 3:30 PM, Monday to Friday. Coordinate with the Operator if overtime required

7. Contract Modification Procedures (C-700 Standard General Conditions, Article 11)

- Contract Documents may be amended or supplemented by a Change Order, a Work Change Directive, or a Field Order.
- SDS can use its own forms or contact F&O for electronic templates.

8. Payment Procedures (Section 02225 – Demolition, Part 1.5 Measurement and Payment)

- Contractor to submit Schedule of Values to Engineer. No payment will be made before the Schedule of Values has been submitted and accepted by the Engineer.
- Contractor shall submit signed and notarized original copies of each Application for Payment to Engineer (electronic templates are available).
- Electrical submittal is ok. Submit to Jeff's attention.
- Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment.
- A 5% retainage will be held.

9. Project Management and Coordination

- Contractor shall submit bi-weekly progress reports to the Owner and the Engineer. The Contractor shall attend the monthly progress meeting when required by the Owner and/or the Engineer.
- Contacts
 - F&O contact: Jeff McDonald
 - Owner's Site Contact: Steve Banks
 - Contractor Contact: Matthew Brechun

10. Submittals Procedures (Section 02225 – Demolition, Part 1.8 Submittals)

- Schedule of Values
- Proposed Protection Measures:
 - Submit informational report, including drawings, that indicates the measures proposed for protecting individuals and property.
 - Indicate proposed locations and construction of barriers.
- Schedule of Demolition Activities:
 - Detailed sequence of demolition work, with starting and ending dates for each activity.
- Pre-demolition Photographs or Video:
 - Show existing conditions of adjoining construction, including finish surfaces, which might be misconstrued as damage caused by demolition operations.
- Hazardous Waste Acceptance Record/Certificate:
 - Indicate receipt and acceptance of hazardous wastes by a facility licensed to accept hazardous wastes.

11. Safety

- Contractor shall conform to all work safety requirements of pertinent regulatory agencies, and shall secure the site for the working conditions in compliance with the same.
- The Town and SDS to send over site safety plan with contact.

12. Closeout Procedures

- Note Substantial Completion Date: November 23, 2015.
- Apply air-dried woodchip mulch if outside of planting season (after September 15 – March 1).
- Clean adjacent structures and improvements of dust, dirt, and debris caused by demolition operations. Return adjacent areas to condition existing before demolition operations began.

13. Questions/Others

- SDS will start in a couple of weeks.
- SDS will give notice to the Town when starts.
- Tank will be drained by SDS. Water can be pumped to the beds nearby.

14. Construction Meeting Schedule

- There will be no routine construction meeting.
- Will be site meeting as needed.