



HOOKSETT
SEWER DEPARTMENT
DATE RECEIVED 9-17-18

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Hooksett Wastewater Treatment Facility
Board of Sewer Commissioners
1 Egawes Drive
Hooksett, NH 03106
(603) 485-7000

WORKSHOP MEETING MINUTES

AUGUST 20, 2018

The Commissioners and Stantec held a pre-construction meeting for the Route 3A Pump Station project with Henniker Directional Drilling. The meeting started at 10:00am.

See attached sign-in sheet and minutes.

Respectfully Submitted,

Frank Kotowski
Frank Kotowski
Clerk

Reference: PRECONSTRUCTION MEETING MINUTES

- a. Copies of the Executed Documents have been provided to all parties.
4. Submittal of list of subcontractors, list of products proposed for installation (in accordance with Section 01630 - Product Option and Substitution), schedule of values, and progress schedule.
 - a. The submittals are in progress and must be completed prior to the commencement of the work item and/or the use of each procedure or product.
5. Designation of responsible personnel.
 - a. Jeff Martin is the Project Manager and Superintendent for HDD
 - b. Charlie Hunt is the project foreman
6. Submittal of list of products proposed for substitution.
 - a. N/A
7. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal requests, change orders, and Contract closeout procedures.
 - a. Each of these noted items must be processed per the requirements specified in the Contract Documents.
8. Scheduling and critical work sequencing.
 - a. A work schedule shall be provided by the Contractor and approved by the Engineer. If necessary, updates shall be provided to document significant changes in the schedule
 - b. Pan Am shall approve the work schedule for the work within the limits of the RR right-of-way.
9. Use of premises by OWNER and CONTRACTOR.
 - a. The required approvals have been granted to work on the Pan Am Railways property and RR track.
 - b. A temporary construction easement has been finalized for the work on the Tri-Town Arena property.
10. Construction facilities and controls provided by CONTRACTOR.
 - a. HDD will provide temporary facilities (porta-potties) at both sides of the project (Tri-Town Arena and Egawes Drive)
11. Construction facilities and controls provided by OWNER.
 - a. No facilities or controls will be provided by the Owner



Reference: PRECONSTRUCTION MEETING MINUTES

12. Field engineering.
 - a. Stantec will provide any necessary field engineering services as specified in the Contract Documents.
13. Major equipment deliveries and priorities.
 - a. All equipment shall be mobilized and demobilized on the Tri-Town property, per the, temporary construction easement.
 - b. The equipment on the east side of the river must be delivered and stored to not obstruct the traffic flow on Egawes Drive.
14. Project inspection.
 - a. Stantec – Seth Potter
 - b. HSC – Rick Blackwelder
15. Requirements of the Hooksett Sewer Commission.
 - a. HDD must coordinate the storage of the HDPE pipe with Bruce Kudrick.
 - b. The HSC will inspect the fusing of the HDPE pipes and confirm the removal of all internal beads.
16. Rights-of-way and easements.
 - a. The necessary easements are in place for the work on the Tri-Town and Pam Am properties.
17. Security and housekeeping procedures.
 - a. The Contractor shall provide the necessary security for the on-site equipment and materials.
 - b. The work site shall be kept orderly and safe.
18. Payments to CONTRACTOR.
 - a. The Contractor shall submit a payment request to the Engineer. The completion of work items will be reviewed and a recommendation for payment will be provided, to the Owner.
19. Procedures for testing.
 - a. All required testing shall be completed per the Contract Documents. All costs shall be borne by the Contractor.
20. Procedures for maintaining record documents.
 - a. Record drawing information shall be provided by the Contractor and shall be generated by the Engineer and provided to the Owner.



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Reference: PRECONSTRUCTION MEETING MINUTES

21. Requirements for start-up of equipment.
 - a. It was agreed that the acceptable work hours will be 7:00am to 7:00pm. During the pulling of the pipe, work hours may be extended at the request of the Contractor and the approval by HSC.
22. Inspection and acceptance of equipment put into service during construction period.
 - a. Stantec and HSC will inspect the work completed and upon successful completion, will recommend acceptance by the Owner
23. Substantial completion of Work.
 - a. At the request of the Contractor, the Engineer will meet with the Contractor on-site and evaluate the status of the work and then will generate a Certificate of Substantial Completion and a remaining work list. These documents will be distributed to all parties
24. Final completion of Work.
 - a. At the request of the Contractor, the Engineer will meet with the Contractor on-site and confirm that the remaining work items have been completed and then will generate a Certificate of Final Completion, to be distributed to all parties
25. Project Safety
 - a. OSHA safety regulations must be met at all times and it is the sole responsibility of the Contractor to implement proper safety for this project.

These minutes are not meant to be a verbatim account, but are meant to, with reasonable accuracy, portray the events of the meeting. Should any party present at the meeting take exception to any statement noted herein, he shall submit to Stantec, in writing, his exceptions within 10 days of receipt of these minutes.

STANTEC CONSULTING SERVICES INC.

J. Daniel Tatem
Project Manager

Attachment: Sign in Sheet

Design with community in mind

**PRE-CON MEETING
SIGN-IN SHEET**

ROUTE 3A PUMPS STATION - HDD CONSTRUCTION

August 20, 2018

PRINTED NAME	TITLE	E-MAIL ADDRESS	PHONE #
<u>RENE LABOUCHE</u>	<u>STANTEC</u>	<u>RENE.LABOUCHE@STANTEC.COM</u>	<u>603-703-3810</u>
<u>Dan Tatem</u>	<u>"</u>	<u>dan.tatem@stantec.com</u>	<u>669-8672</u>
<u>SHAWN HIGGINS</u>	<u>PANAM RAILWAYS</u>	<u>SHIGGINS@PANAM.COM</u>	<u>(978)663-1127</u>
<u>Bruce Kudrinski</u>	<u>Hodge & Humpal</u>	<u></u>	<u></u>
<u>Frank Kotowski</u>	<u>Hampett Sewer Com.</u>	<u>frkotowski@comcast.net</u>	<u>603-340-6999</u>
<u>Bob Bernis</u>	<u>"</u>	<u>"</u>	<u>"</u>
<u>Richard P...</u>	<u>"</u>	<u>RPBAMM@comcast.net</u>	<u>603-727-219</u>
<u>Seth Potter</u>	<u>Stantec</u>	<u>Seth.Potter@stantec.com</u>	<u>603-759-8075</u>
<u>Jeff Martin</u>	<u>HDD</u>	<u>jeffme.hdd@ore.com</u>	<u>603-496-1912</u>
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