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**Meeting Minutes of June 12, 2017**

**ATTENDANCE:**

*Committee: Chairman Ryan Burdick, Bob Shabunia, Charles Steinhart V  
Other: First Selectman Shawn Murphy, Project Manager Michael Faenza,  
Committee Secretary Kati Murphy*

**CALL TO ORDER @ 6:07 PM** by *Chairman Ryan Burdick*

**INVOICES:**

**MINUTES:**

MOTION to approve minutes of May 22, 2017 made by Charles Steinhart V, second by Bob Shabunia  
All in favor, motion passed.

**CORRESPONDENCE:**

Committee acknowledged receipt of notification from Michael Faenza of contract execution.

**OLD BUSINESS:**

Michael informed Committee that Contract has been fully executed by all involved parties. The Pre-Construction Conference is scheduled to take place at 9:30 AM on Friday, June 16. USDA will be in attendance and will run the meeting. A Notice to Proceed can be issued by the Town once this meeting concludes. The meeting will lay the ground work for how USDA will be conducting their monthly inspections and monthly Pay Estimate meetings. It is anticipated that at this time the date/day and time for the Pay Estimate meetings will be established.

It is hoped that the contractor will be able to begin mobilization the week following the June 16 meeting. It is anticipated that the contractor will be providing a construction schedule during the meeting.

A tentative cash flow analysis has been prepared for the purpose of bidding for short term borrowing. Bids go out on June 13 for short term notes to fund the project.

The Town is contributing \$910k of Town funds to this project. These funds will be sufficient to cover items not allowed under USDA.

Bob pointed out that Committee may need to come up with a method for Committee's approval of Pay Estimates prior to the monthly meetings. Change orders will need Committee approval.

Michael will be responsible for reviewing Certified Payroll reports for the Contractor's employee's as well as all sub-contractors.

Bob would like for the Committee to be able to walk the site from time to time. Michael stated that this was something he has done on previous projects and will make it clear to the Contractor that this is something that will be taking place.

There is a resident in Town who would like to video progress. Michael cautioned about an individual walking around an active construction site, but this will also be discussed with the Contractor.

Charlie asked if some of the prior paper that has been produced can be eliminated. Michael cautioned against getting rid of too much until the project is complete.

The first Change Order will be for the water connection.

Michael is finalizing the RFP for Special Inspections contract. Michael will distribute a copy of the RFP to Committee.

A groundbreaking ceremony was discussed, details to be determined.

**PUBLIC COMMENT:**

None

**ADJOURN:**

MOTION to adjourn made by Charles Steinhart V, second by Bob Shabunia.

All in favor, motion passed. Meeting adjourned at 6:40 PM