

Minutes

Pre-Construction Minutes

December 18, 2008

Camden Town Office

Attendees: Jerry Snavelly, Camden Wastewater Superintendent
Amy Miller, Cornerstone Grants Management
Peter Wagoner, Camden Council President
Ken Smith, Municipal Civil Corp
Thomas Mears, Camden Wastewater Assistant Superintendent
Terry Piatt, RE Crosby, Inc.
Devon Kirk, RE Crosby, Inc.
Pat Casserly, Camden Clerk-Treasurer

Mr. Wagoner opened the pre-construction conference by thanking participants for their work in reaching this point in the project. The obstacles in obtaining the IDEM permit have been overcome and the loan approval process is complete. Everything is in place and the project is ready to go. The contract with RE Crosby for construction of the project was signed by Mr. Wagoner. The contract and Mr. Wagoner's signing of the contract was approved at the December 11th Town Council meeting.

Mr. Smith distributed plan copies to the RE Crosby representatives and to Mr. Snavelly. There were no sub-contractors present. The "Notice to Proceed" was signed by Mr. Smith and dated for work to begin no later than December 31, 2008. The project is expected to be complete in 365 days. The project should be substantially completed by November 2009 and completed by December 31, 2009. An extension can be given if the job goes longer due to conditions beyond the contractor's control. There will be a \$100 per day penalty if the project is extended because of conditions under the control of Cosby. When asked about the retainer, Mr. Kirk agreed to Ms. Miller withholding the retainer and not set up an escrow account. The Performance Bond, Payment Bond and

Certificate of Liability Insurance were given to the Clerk-Treasurer. Copies of these documents were given to Ms. Miller and Mr. Smith.

Construction of the project is expected to begin towards the end of March or first of April – weather will be the determining factor. Work will begin immediately on the shop drawings and ordering of equipment. The contractors believed this to be a relatively simple project and none of the equipment has a long job order time. Ms. Miller reviewed the “Preconstruction Guide” with RE Crosby.

Access to the pond area will be greatly restricted due to the equipment and work being done. 4-H Shootings Sports and law enforcement officers will not be able to use the range this year and the gate is to be locked in the evenings and over the weekend.

Meeting adjourned at 2:30.

Pat Casserly