



OFFICE OF SELECTMEN

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SELECTMEN'S MEETING MINUTES

September 23, 2020

Chairman Pitt called the meeting to order at 10:00 am. Present were Selectman Paight, Selectman Nelson, Ellen Smith, Town Administrator, Craig Cashman, DPW Director, Justin Frazier, Water Operator, Chuck Goodling, Scott Bourcier and Drew Carter from DuBois & King and Mark Norby, Park Construction.

Mr. Goodling began by saying that two major things need to be completed today, the signing of the contract between the Town of Marlborough and Park Construction and the signing of the Notice to Proceed. All signing was completed. Mr. Goodling will email his notes of this preconstruction meeting to all parties involved.

Park Construction will begin work October 12, 2020. Horizontal directional drilling on Water and Jewett Street's will be done first then the remainder of the work on Water and Granite Street's will be finished up before the winter shut down on November 20, 2020. Work will start back up in the Spring with the work on Jewett Street which will include complete repaving. The Highway Department will be doing some work to the Jewett Street bridge and some drainage work this fall. They will finish the remaining drainage work in the Spring, to be coordinated with Park Construction.

Mr. Goodling will be phasing out of the project and Scott Bourcier will step in as construction manager. Drew Carter will be onsite with the contractors on a daily basis, observing, documenting and asking questions.

Next, publicizing the project was discussed as well as coordinating in advance the timing of any water shut offs.

Change orders normally originate in the field and require all parties to sign off. The engineer needs to be involved all conversations to avoid confusion and misunderstanding.

Bi-weekly meetings are scheduled for 1:00 pm in the Town Office on October 29, 2020, November 9, 2020 and November 23, 2020.

There is a one-year warranty that starts upon substantial completion of the project.

Justin Frazier left the meeting at 12:05 pm. Dubois & King, Park Construction and Craig Cashman left the meeting at 12:20 pm and Ellen Orkins joined.

Selectman Nelson moved and Selectman Paight seconded a motion to approve the September 24, 2020 Accounts Payable Register in the amount of \$243,293.81, Accounts Payable Void Check Register in the amount of (\$400), Payroll Check Register in the amount of \$251.21 and the Direct Deposit Register in the amount of \$11,335.32, vote to approve was unanimous.

The Board asked TA Smith to tell Gary Kinyon that they need the to do list and agreement for the Library Addition project by the end of the month.

Chairman Pitt moved and Selectman Nelson seconded a motion to adjourn the meeting at 1:10 pm, vote to adjourn was unanimous.

Respectfully submitted,

Ellen Smith
Town Administrator