

**From:** Aaron Lamperti <aaron.lamperti@gmail.com>  
**Sent:** Tuesday, March 10, 2020 12:33 PM  
**To:** Linda Gray; Herb Durfee; Mike Davey; James Harrington; John Langhus  
**Cc:** Miranda Bergmeier  
**Subject:** 3/9/2020 Construction meeting notes  
**Attachments:** Prelim Schedule 030920.pdf; ATT00001.htm

Hi All,

Here are some notes from our construction meeting yesterday.

**Action Items:**

Herb - Review purchasing policy; Contact Cheryl Herrmann re: easement; Contact Rod Francis re: permit issues

Linda - Find out about any Act 250 requirements

John - Research private financing options

Mike/James - Begin work on plans and contract(s)

Aaron - Look for recent survey; Create central calendar; Draft project narrative

**Notes:**

Contract between EEI and TON: Mike is going to get this going. Starting with a pre-construction contract to cover initial work.

Financing options and process: John is going to research the private tax leveraged option.

Discussion of sub contracts and bidding: Mike is going to put together a list of contracts with ballpark estimates and we will revisit the question of where the line falls for requiring a bid process.

Subs mentioned during discussion included: Major trades (Electrical, Mechanical, Drilling), Lot survey, Underground survey; toilets, Sheet rock, Engineering, Carpentry, Architectural services.

Clarity about how decisions are made and authority to make them: Not a lot of talk on this issue.

Clerk of the works - ie TON point of contact: Aaron volunteered.

Process for scheduling staging of work: Mike provided a draft schedule for the project (attached). Herb plans to keep non-staff use of the building to a minimum and has directed the rec. department to use the school for all activities during active construction. Aaron to create a public facing calendar on a town google account as a central reference.

Location of GS wells: Mike and James suggested that it might be possible to get all the wells on the TH lot, but that a survey would be needed. Aaron will check with the town clerk for the most recent survey. Daryl

from DeWolfe Engineering stopped by and joined this discussion. Discussion went to a preference for the initial plan (parking lot) if it works out.

survey of boundary: If there isn't a recent enough survey, EEI would like to do one for a few \$k.

negotiation of easement with parsonage if necessary: Herb will check in with Cheryl Herrmann to begin the easement process. It was suggested that she might want to include the parsonage in the GS field. James thinks that would add one dedicated well at about \$14k.

Generator: Herb would like to work the replacement into this project schedule. John suggested considering a grid tied battery as an option. Aaron pointed out that the electrical work for the project is an opportunity to divide out emergency loads at the transfer switch.

Septic: Aaron raised the question of planning for future septic changes. Discussion went towards no planning needed since path from tank to rt. 5 Norwich would still be clear.

### **Next meeting:**

We schedule meetings for 3/23 @ 9:30 am and 4/7 @ 9:30 am.

### **Agenda:**

1. Update on 3/9 action items
2. Review contract(s)
3. Authorize & schedule any initial work (ie site survey etc...)
4. Review financing
5. Review easement/GS field location question
6. Review construction schedule. Set some dates.
7. Restate action items, next meeting date

### **Updates since meeting:**

Linda reports that there are no act 250 requirements for this project.

Aaron created a calendar:

<https://calendar.google.com/calendar?cid=c2g5YmNibHIzNDI1NDE4bGVnNmsybnZxdmdAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xILmNvbQ>

Herb and Aaron discussed clerk responsibilities.

Aa...

ID	Task Mode	Task Name	Duration	Start	Finish	Gantt Chart											
						March	April	May	June	July	August	September	October	November			
1						[Gantt Chart for Task 1]											
2		<b>Tracy Hall</b>	<b>172 days</b>	<b>Mon 3/9/20</b>	<b>Tue 11/3/20</b>	[Gantt Chart for Task 2]											
3		Complete Survey	10 days	Mon 3/16/20	Fri 3/27/20	[Gantt Chart for Task 3]											
4		Complete well layout	10 days	Mon 3/30/20	Fri 4/10/20	[Gantt Chart for Task 4]											
5		Determine if Easment is require	15 days	Mon 4/13/20	Fri 5/1/20	[Gantt Chart for Task 5]											
6		Procure Well Drilling	30 days	Mon 4/13/20	Fri 5/22/20	[Gantt Chart for Task 6]											
7		Drill Wells	15 days	Mon 5/25/20	Fri 6/12/20	[Gantt Chart for Task 7]											
8		Repave Lot	10 days	Mon 6/15/20	Fri 6/26/20	[Gantt Chart for Task 8]											
9		Paint Lot lines	2 days	Mon 6/29/20	Tue 6/30/20	[Gantt Chart for Task 9]											
10		Re-open for Public	1 day	Wed 7/1/20	Wed 7/1/20	[Gantt Chart for Task 10]											
11						[Gantt Chart for Task 11]											
12		<b>Tracy Hall Interior</b>	<b>172 days</b>	<b>Mon 3/9/20</b>	<b>Tue 11/3/20</b>	[Gantt Chart for Task 12]											
13		Create Autocad Files	5 days	Mon 3/9/20	Fri 3/13/20	[Gantt Chart for Task 13]											
14		MEP and Electrical Design Documents	15 days	Mon 3/16/20	Fri 4/3/20	[Gantt Chart for Task 14]											
15		EEl Bids Major Trades	12 days	Mon 4/6/20	Tue 4/21/20	[Gantt Chart for Task 15]											
16		EEl obtains required permits	5 days	Wed 4/22/20	Tue 4/28/20	[Gantt Chart for Task 16]											
17		Procurment of equipment	40 days	Wed 4/29/20	Tue 6/23/20	[Gantt Chart for Task 17]											
18		Interior MEP work	60 days	Wed 6/24/20	Tue 9/15/20	[Gantt Chart for Task 18]											
19		Interior Lighting Controls LED	15 days	Wed 9/16/20	Tue 10/6/20	[Gantt Chart for Task 19]											
20		Insulation	5 days	Wed 10/7/20	Tue 10/13/20	[Gantt Chart for Task 20]											
21		Commissing	5 days	Wed 10/14/20	Tue 10/20/20	[Gantt Chart for Task 21]											
22		Punchlist	5 days	Wed 10/21/20	Tue 10/27/20	[Gantt Chart for Task 22]											
23		Substantial completion	5 days	Wed 10/28/20	Tue 11/3/20	[Gantt Chart for Task 23]											

Project: Tracy Hall Schedule  
Date: Fri 3/6/20

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

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