

12 January 2017

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**REGULAR MEETING MINUTES**  
**BOATHOUSE/HAINS PARK IMPROVEMENTS COMMITTEE**  
7:00 p.m., MEETING ROOM, OLD LYME TOWN HALL

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PRESENT

|           |                      |             |
|-----------|----------------------|-------------|
| <b>PG</b> | Paul Gianquinto      | Co-Chairman |
| <b>PF</b> | Paul Fuchs           | Co-Chairman |
| <b>BS</b> | Brian Schuch         | Secretary   |
| <b>GH</b> | Greg Hack            |             |
| <b>KB</b> | Ken Biega            |             |
| <b>BR</b> | Bonnie A. Reemsnyder | Ex-Officio  |

ABSENT

|           |              |            |
|-----------|--------------|------------|
| <b>PC</b> | Phil Carney  |            |
| <b>RD</b> | Bob Dunn     |            |
| <b>JP</b> | John Parker  |            |
| <b>DB</b> | Don Bugbee   |            |
| <b>AR</b> | Andy Russell | Ex-Officio |
| <b>JF</b> | John Flower  | Ex-Officio |
| <b>JR</b> | John Rhodes  | Ex-Officio |
| <b>SS</b> | Skip Sibley  | Ex-Officio |
| <b>NP</b> | Nina Peck    | Architect  |

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**CALL TO ORDER> PG 7:00 p.m.**

1. CORRESPONDENCE

**BR** delivered a memo addressed to Board & Commission Chairs, dated 3 Jan 17 forwarding a Guide for Boards, Commissions and Committees, both attached. Copies of the Guide were distributed to Committee members in attendance and distribution to absent members is made by these minutes.

2. FINANCIAL REPORT

**PG** distributed a detailed expenditure report from N. Stajduhar updated through 12 Jan 17, attached. This information was combined to update the cost report, attached, which indicates \$47,706 of existing project funding will be available for Toilet Building renovations in addition to the \$4,270 that had already been spent for a new Toilet Building design and estimate. Further, \$23,485 in new donations will be available for other Hains Park improvements the Town wishes to pursue.

3. OLD BUSINESS

a. Toilet Building Improvements

No members of the Sub-Committee (**RD, DB, JF**) were in attendance; no update was provided.

4. NEW BUSINESS

**a. Set 2017 Meeting Schedule**

All present agreed to continue holding the Regular Meetings at 7:00 p.m. on the second Thursday of each month.

**b. Review status of construction:**

**PG** and **PF** reported that the gypboard, taping, priming and painting were complete. The feeder conduit from the meter to the panel was broken; a 3' by 3' piece of the floor slab had been removed, the area excavated and the broken conduit exposed for repair. During repairs, the electrician will also reroute the feeder so it stubs up into the wall to allow use of the specified flush mount panel. The electrical service will be scheduled with Eversource when the electrical installation is complete enough for the Building Official to approve it. The painter will return when the weather is warmer to put the final coat of paint on all exterior trim. **PF** reported that Paul Smith from Focus Racks has not returned any calls, e-mail or texts, and has not provided any updated installation date.

**c. Review DEEP plaque and authorize purchase**

The proposed plaque (attached) was reviewed and approved with the following revisions:

'at Hains Park' will be deleted and the font for Fred L. Emerson JR. Boathouse will be enlarged.

'Partially funded by a STEAP Grant administered by...' will be changed to read 'Funded by the Town of Old Lyme and a STEAP Grant administered by...'

'May 2017' will be added between the Town and DEEP logos.

**Motion**> **PG (PF)** To authorize an expenditure not to exceed \$895 for the DEEP-required plaque.

**Discussion:** **PG** reported that he had received quotes for \$895 from Modulex New England and \$1200 from Lauretano Sign Group. **BR** stated that Sophie Marsh did the signage for the Town Hall and might provide a quote for the plaque. **PG** will revise the plaque layout and solicit additional quotes.

**Motion approved 5-0-0.**

**d. Review and act on invoices:**

**i. Motion**> **PG (PF)** To approve payment of Scope Construction Pay Application No. 5 for the period 1 Dec 16 to 31 Dec 16 in the amount of \$94,905.00, which will not be released until all certified payrolls were received and reviewed.

**Discussion:** **KB** asked if the electrician was under-billed or behind in his work; **PG** explained that the electrician was behind. His rough-in was largely complete, but fixtures/devices had not been delivered/installed and the service was not complete. **BR** asked if the Nov certified payroll had been reviewed; **PG** stated the last of the Nov documentation was received 11 Dec and was being reviewed, along with all Dec documentation received.

**Motion approved 5-0-0.**

**ii. Motion**> **PG (GH)** To approve payment of NCP Architects invoice OL-16-06 dated 9 Dec 16 in the amount of \$2010.00.

**Discussion:** **PG** stated this invoice was for the drawing revisions required when the old foundation had to be replaced in its entirety, and that this was consistent with the Dec discussions among **NP, BR, SS** and **PG**.

**Motion approved 5-0-0.**

**iii. Motion> PG (BS)** To approve payment of NCP Architects invoice OL-16-07 dated 9 Dec 16 in the amount of \$1,492.98.

**Discussion: PG** stated this invoice was for the third and fourth installments of the Construction Administration fee, less the premiums costs incurred for COPs 2, 7 and 9 which was consistent with the Dec discussions among **NP, BR, SS** and **PG**.

**Motion approved 5-0-0.**

**iv. Motion> PG (PF)** To approve payment of HAKS Engineers, PC invoice CT0358-002 dated 30 Nov 16 in the amount of \$1,913.94.

**Discussion: PG** stated this was for all concrete testing during Sep. **KB** asked if the test results had been good; **PG** stated all samples had exceeded the specified strengths.

**Motion approved 5-0-0.**

**v. Motion> PG (PF)** To approve payment of HAKS Engineers, PC invoice CT0358-003 dated 28 Dec 16 in the amount of \$591.68.

**Discussion: PG** stated this was for the Oct concrete placement, which was the slab and the exterior apron; the only costs expected for Nov are for the compaction testing of the bituminous pavement and subbase.

**Motion approved 5-0-0.**

**vi. COP 12 Emergency Lighting and Battery Back-up.**

**Motion> PG (BS)** To recommend acceptance by the Board of Selectmen of Scope Construction COP No. 11 dated 10 Jan 17 in the amount of \$1,979.15, to provide remote emergency heads at the exit doors and exit signs with egress lights at the rooms.

**Discussion: PG** explained that Scope Construction did not include the battery back-up for the exterior spot lights and did not include the battery powered emergency exit lights because they were not shown on E2.1 Electrical/Lighting Plan, Note, Legend & Schedule. **PG** then opened the contract drawings and explained that the items were shown and specified on A1.1 Code Analysis and Egress Plan, because they were Code-required items. **KB** agreed that the work was shown on the drawings and part of the contract work.

**Motion Defeated 0-5-0.**

## 5. APPROVAL OF MINUTES

**a. Motion> PG (PF)** To approve the minutes of the 5 Dec 16 Special Meeting with the following correction: Change Item 4.C.i to read ‘...for the period from 1 Nov 16 to 31 Nov 16...’

**Discussion:** None

**Motion approved 5-0-0.**

## 6. PUBLIC COMMENTS

Selectwoman Maryjo Nosal said the boathouse looked great and thanked the Committee for their continued efforts.

## 7. ADJOURNMENT

**Motion> BS (PF)** To adjourn at 8:10 p.m.

**Motion approved 5-0-0.**

Town of Old Lyme

Memo

To: Board & Commission Chairs

From: Bonnie A. Reemsnyder, First Selectwoman

Date: 3 January 2017

Please distribute one of the enclosed Guides for Boards, Commissions and Committees to each of your Board members at the first meeting of the new year. The Board of Selectmen hopes it will help clarify some of the regulations and policies we are all responsible to follow.

Also enclosed is the current member list we have for your board. Let us know if you note any discrepancies – and remember that members must be sworn in by the Town Clerk before they are eligible to vote on matters before your board.

Please take special notice of the time frames required for the posting of agendas & minutes – these are stipulated by the Freedom of Information Act. We are providing all meeting clerks with copies of the Guide, as well, with a reminder about the posting deadlines.

Thank you all for the important service you provide to our Town. On behalf of the Board of Selectmen, I wish all our Board & Commission members and their families a safe & happy New Year!

*Bonnie A. Reemsnyder*

## **Guide for Boards, Commissions and Committees**

### **Appointments**

Board & Commission members are either elected by registered voters or appointed by the Board of Selectmen. Committee members are appointed by the Board of Selectmen as needed.

Minority representation is required on many boards, commissions & committees.

Most Boards & Commissions require members to be electors in Old Lyme.

Persons with an interest in serving on a particular board or commission are encouraged to attend meeting(s) and speak with current members about responsibilities.

Interested parties are asked to complete a "Request for Appointment" form available at the Town Hall in the Selectman's Office or from the Board of Selectmen page on the town website. The form should be submitted to the First Selectman.

The majority of the Board of Selectmen appointments are made in January of each year. Existing members whose terms are due to expire will receive letters asking if they are interested in being reappointed to the board.

The Board of Selectmen tries to balance members' preferences with the need to provide

a sense of continuity and the opportunity for others to serve.

Those who are officially appointed to a board, commission or committee will receive a letter from the First Selectman, confirming the appointment. Before they can conduct official business, all appointees must be sworn into office by the Town Clerk and must agree to abide by the Town's Code of Ethics. The Selectman's Office maintains a spreadsheet of Board & Commission members, as well as contact information for members. Please notify [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov) of corrections or changes.

### **Resignations/Vacancies**

Resignations from an appointed board, commission or committee should be made in writing to the First Selectman.

Resignations from an elected board or commission should be made in writing to the Town Clerk.

Letters of resignation received by a board/commission /committee chair should be forwarded to the First Selectman. The Board of Selectmen attempts to fill board vacancies as soon as possible.

If a board or commission is permitted by statute to fill a vacancy and does so, the Board Chair **must** notify both the First

Selectman and the Town Clerk immediately following that action.

### **Election of Officers**

Rules regarding the election of officers to elected boards may be stipulated in state statutes. *If not covered by statute or ordinance*, election of officers should take place at the first meeting of the year after new appointments are made. Notification of the election results should be made in writing to the First Selectman and should be included in the minutes of that meeting submitted to the Town Clerk.

### **Responsibilities of Members**

It is expected that board and commission members will be active participants in Town government. Attendance at board/commission / committee meetings is important. Please notify the board/commission / committee chair in advance of an anticipated absence.

If other obligations make regular attendance difficult or impossible, please consider resigning to make room for a volunteer whose schedule will permit active membership.

Members might consider volunteering for specific responsibilities, including:

- Preparation of the meeting agenda
- Preparation of the summary for the Annual Report
- Submitting and monitoring the budget

- Researching specific issues of concern to the board/commission / committee
- Recommending changes and updates to the web page
- Submitting information for Old Lyme Events

A board/commission / committee clerk or secretary is generally responsible for the proper posting and submission of minutes and agendas.

Some boards & commissions have requirements, defined by statute or ordinance, which are binding to all members.

### **Contact Information**

Town Hall staff members in the appropriate department(s) are prepared to answer questions from residents and can provide permit information, application forms, meeting agendas, copies of minutes, etc.

Board/commission / committee members are representatives of the Town. If a resident asks to speak with a board member, staff members can relay a message or provide contact information. Please make your preferences (e.g. home or work phone, e-mail, fax) known to staff.

Visitors to the Town website ([www.oldlyme-ct.gov](http://www.oldlyme-ct.gov)) can access a "Contact link" in order to send a comment or question via e-mail. The actual e-mail address is not visible to the sender. Contact links on our website are

directed to Town Hall departments. A link to a board/commission / committee member or chair may be added upon request.

### **Annual Reports, Old Lyme Events, Website**

Board, Commission & Committee chairs are asked to submit a summary report of the year (July 1 through June 30) for publication in the **Annual Town Report**. The summary report should be prepared using Microsoft Word and submitted electronically via e-mail. The Town Report editor will advise if there is an Annual Report theme, and formally request the report by a specific deadline. The Annual Town Report is officially published by the Board of Finance and presented at the Annual Town Meeting in January.

**Old Lyme Events** is the official town newsletter, published quarterly.

All Boards, Commissions & Committees, as well as non-profit organizations, are welcome to submit quarterly articles for publication to [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov).

The Town of Old Lyme's **website** ([www.oldlyme-ct.gov](http://www.oldlyme-ct.gov)) provides immediate access to helpful information. Boards and commissions are asked to provide information for their specific pages, and are welcome to submit suggestions about general website content.

Content for a commission's page might include links to other websites (e.g. state and federal regulatory agencies), photos and maps. Permit application forms, board/commission publications, and clear instructions should also be available online. **All documents for the website should be submitted electronically.** Please contact Town Hall staff members for assistance.

### **Posting Meetings, Agendas, Minutes**

Requirements regarding the posting of meeting schedules, agendas and minutes are stipulated by the Freedom of Information Act. The FOI rules are enforceable by the FOI Commission, and apply to all duly elected and appointed boards and commissions, including ad hoc or other temporary committees that may be formed by the boards and commissions.

- Notice of the **annual schedule of regular meetings** must be filed with the Town Clerk annually, 30 days in advance of the first meeting.
- Agendas for **Regular Meetings** must be available at least 24 hours before the meeting. Agenda items may be added by 2/3 vote of those members present and voting.
- Notice of **Special Meetings** must be filed with the Town Clerk at least 24 hours before the meeting. Agendas must be available at least 24 hours before the meeting with time, place & business included in the notice, *and* must be posted on the town website. *The adding of agenda items is not permitted at special meetings.*
- **Minutes for Regular and Special Meetings** must be filed within the 7 calendar days (excl. weekends and legal holidays) following the meeting.
- **Records of votes taken at regular and special meetings** must be filed within 48 hours (excl. weekends and legal holidays) if the complete minutes are not filed within 48 hours.
- Notice to the Town Clerk of **Emergency Meetings** is not required, and advance posting of an agenda is not required if *an emergency is justified*. Only emergency matters may be considered at the meeting.
- **Minutes for Emergency Meetings** must be filed within 72 hours (excl.

weekends and legal holidays) following the meeting.

Records of votes taken at **Emergency Meetings** must be filed within 48 hours (excl. weekends and legal holidays) if the complete minutes are not filed within 48 hours.

**Additional Requirements regarding the posting of meeting schedules, agendas and minutes are stipulated by the Board of Selectmen:**

Agendas and minutes should be sent electronically for posting on the Town's website. [www.oldlyme-ct.gov](http://www.oldlyme-ct.gov). Agendas and minutes for the website should be submitted within the timeframes established under FOI.

**Budgets, Bids, Grants, Projects**  
The Finance Director will request an **operating/capital budget** proposal from most boards & commissions annually.

All budgets are reviewed by the Board of Selectmen before being presented to the Board of Finance.

Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the Board of Finance and at Town Meeting.  
Boards & Commissions will receive a monthly budget vs actual report in order to track all budget activity.

Any unanticipated costs or cost projections should be brought to the attention of the

Finance Director and First Selectman as soon as they become known. Expenditures not approved in an Annual Budget can only be approved by the Board of Finance and may require Town Meeting approval.

**Bids, Grants, Projects**  
**All printed correspondence about bids, grants or projects must be addressed to the Town of Old Lyme c/o the First Selectman, or sent electronically to**

**[selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov)**. The Finance Department will provide technical assistance for bids, projects and grants (submitting financial reports, maintaining records and other duties as delegated by the First Selectman).

**Bid, grant and project documents are considered public documents and must be available upon request. All documents, including electronic communication, must be maintained in the Town Hall to ensure compliance with FOI regulations.**

There is no need to print electronic communication and we encourage you not to print it. Electronic communications will be stored in a protected network folder established for the bid, grant or project. Printed documents will be scanned and saved in the electronic file, and filed in a designated project binder, folder or file box. All documents are saved according to the retention schedule set by the State of

Connecticut. No documents can be destroyed without permission from the State.

The Town of Old Lyme has a **bid procedure** which must be followed by all departments and all Boards & Commissions.

Bids or quotations should be solicited from *at least two* (preferably three) vendors unless a sole source vendor has been approved by the Board of Finance. Direct notice of the bid or RFP to specific providers is at the discretion of the First Selectman and Finance Director.

The formal bid process will typically include advertisement in a newspaper and on the Town website; a statement that "the Town of Old Lyme reserves the right to reject any and all bids if doing so is deemed to be in the best interests of the Town"; and, public opening of the bids by the First Selectman and another town representative at a designated time. *The Selectman's Office can provide samples of bid notices and ads.*

All bid solicitations must be submitted through the Selectman's Office, which may request review by the Town Attorney. Vendor selection requires approval by the Board/Commission/Committee Chair and First Selectman, with review of documents by the Finance Director. The Board of Finance chairman may substitute for one of these officials.

A number of local, State and Federal **Grant** programs are available to mitigate the economic impact of capital expenditures. The Selectman's Office can provide appropriate grant resource information to Boards, Commissions & Committees and can provide grant writing assistance. Boards, Commissions & Committees are welcome to submit information about grant opportunities to the Selectman's Office.

To pursue a grant opportunity, submit a summary to the First Selectman, who will present it to the Board of Selectmen for authorization.

## **TOWN OF OLD LYME STAFF**

**Animal Control** Lynn Philomen  
**Assessor** Walter Kent  
Asst. Mickie Fraser  
**Building** John Flower  
Asst. Kathy Hall  
**Finance** Nicole Stajduhar  
Asst. Amy Jensen  
**Emer. Management/Fire Marshal**  
David Roberge  
**Facilities Manager** Phil Parcak  
**First Selectwoman** Bonnie Reemsnyder  
**Health**  
Asst. Patti Myers  
**Information Technology** Ruth Roach  
**Land Use ZEO** Keith Rosenfeld  
*Planning, Inland Wetlands* Asst. Kim Groves  
*Zoning* Asst. Kim Barrows  
**Parks & Recreation** Don Bugbee  
**Public Works** Ed Adanti  
**Registrars of Voters**  
Sylvia Peterson & Don Tapper  
**Selectman's Office**  
Exec. Asst. Catherine Frank  
Office Mgr Michele Hayes  
**Senior Center** Stephanie Lyon  
**Social Services** Jennifer Datum  
**Tax Collector** Judy Tooker  
Asst. Toni O'Connor  
**Town Clerk** Eileen Coffee  
Asst. Vicki Urbowicz



Hains Park Boathouse Project Cost Report

| Category                 | Through 12 Jan 17 | Estimate to Complete | Total      |
|--------------------------|-------------------|----------------------|------------|
| Septic Inspection        | \$ 420            | \$ -                 | \$ 420     |
| NCP Architects/BSC Group | \$ 69,163         | \$ 1,100             | \$ 70,263  |
| A2/T2 Survey             | \$ 6,000          | \$ -                 | \$ 6,000   |
| Estimator                | \$ 5,806          | \$ -                 | \$ 5,806   |
| Legal Review of Bid Docs | \$ 2,804          | \$ -                 | \$ 2,804   |
| Legal Ads                | \$ 1,264          | \$ -                 | \$ 1,264   |
| Printing & Postage       | \$ 1,456          | \$ -                 | \$ 1,456   |
| Docks                    | \$ 40,718         | \$ -                 | \$ 40,718  |
| Boat Racks               | \$ 39,100         | \$ -                 | \$ 39,100  |
| Construction Contract    | \$ 587,000        | \$ -                 | \$ 587,000 |
| Contingency              | \$ -              | \$ -                 | \$ -       |
| Storage Containers       | \$ 1,896          | \$ -                 | \$ 1,896   |
| Pre-Demo Survey          | \$ 760            | \$ -                 | \$ 760     |
| Testing Agency           | \$ 3,010          | \$ 500               | \$ 3,510   |
| Surveyor's Certification | \$ 1,250          | \$ -                 | \$ 1,250   |
| Certified Payroll Review | \$ -              | \$ 1,400             | \$ 1,400   |
| Plaque                   |                   | \$ 895               | \$ 895     |
| <b>Subtotals</b>         | \$ 760,647        | \$ 3,895             | \$ 764,542 |

Bold = Fixed Price

| PCO | Description                               | Est/Proposed  | Final         |
|-----|---|---------------|---------------|
| 1   | Demo Existing Foundations and Provide New | \$ 103,632.86 | \$ 103,632.86 |
| 2   | Increase Columns to 5" Schedule 40        | \$ 12,247.73  | \$ 3,296.57   |
| 3   | Delete Cupolas                            | \$ (5,896.58) | \$ (5,896.58) |
| 4   | Delete SW6A, SW6B and SW6C                | \$ (843.19)   | \$ (843.19)   |
| 5   | Provide Terra Tame 2 Turf Reinforcement   | \$ 8,777.28   | \$ -          |
| 6   | Reduce Hardware at Door 102               | \$ (329.60)   | \$ (329.60)   |
| 7   | Modify SW7 Framing                        | \$ 8,522.63   | \$ 7,385.75   |
| 8   | Drainage Modifications                    | \$ 11,138.47  | \$ 11,138.47  |
| 9   | Added 2-Line Truss                        | \$ 2,867.20   | \$ 2,105.99   |
| 10  | Electrical Service Handhole               | \$ 4,052.92   | \$ 2,161.62   |
| 11  | Temporary Heat                            | \$ -          | \$ -          |
| 12  | Exterior Emergency Lighting               | \$ 1,979.15   | \$ -          |
|     |   | \$ 146,148.87 | \$ 122,651.89 |

| Project Funding Sources |                   |
|-------------------------|-------------------|
| STEAP Grant             | \$ 478,000        |
| Town Appropriation      | \$ 405,100        |
| 2014 Donations          | \$ 51,800         |
| <b>Total</b>            | <b>\$ 934,900</b> |

| Summary  |                   |
|--|-------------------|
| Phase 1 Design & Soft Costs                          | \$ 83,743         |
| Docks  | \$ 40,718         |
| Boat Rack System                                     | \$ 39,100         |
| Construction Contract                                | \$ 587,000        |
| Change Orders Approved/Anticipated                   | \$ 122,652        |
| Contingency Items                                    |                   |
| Surveys  | \$ 2,010          |
| Testing  | \$ 3,510          |
| Storage Containers                                   | \$ 1,896          |
| Certified Payroll Review                             | \$ 1,400          |
| Plaque   | \$ 895            |
| <b>Total Anticipated Boathouse Costs</b>             | <b>\$ 882,924</b> |
| Current Project Funding                              | \$ 934,900        |
| Less Boathouse Costs                                 | \$ (882,924)      |
| Less Phase 2 Expenditures                            | \$ (4,270)        |
| <b>Current Funding Available for Toilet Building</b> | <b>\$ 47,706</b>  |
| <b>New Donations for Park Improvements</b>           | <b>\$ 23,485</b>  |
| <b>Total Available for Phase 2</b>                   | <b>\$ 71,191</b>  |

# **FRED L. EMERSON, JR. BOATHOUSE AT HAINS PARK**

**This public recreational facility was  
constructed in cooperation with the**

**STATE OF CONNECTICUT**

**Dannel P. Malloy, Governor**

**Partially funded by a STEAP Grant administered by**

**Department of Energy and Environmental Protection**

**Robert J. Klee, Commissioner**

**Town of Old Lyme**

**Bonnie A. Reemsnyder, First Selectwoman**



TO OWNER/CLIENT:

Town of Old Lyme  
52 Lyme Street  
Old Lyme, Connecticut 06371

PROJECT:

Hains Park Boathouse  
166 Boston Post Rd.  
Old Lyme, Connecticut 06371

APPLICATION NO: 5

INVOICE NO: 5

PERIOD: 12/01/16 - 12/31/16

PROJECT NO: 1610

CONTRACT DATE:

DISTRIBUTION TO:

FROM CONTRACTOR:

Scope Construction Company, Inc.  
416 Slater Street, P.O. Box 1466  
New Britain, Connecticut 06050

VIA ARCHITECT/ENGINEER:

Nina Cuccio Peck (Nina Cuccio Peck Architecture)  
90 Hallis Road P.O. Box 841  
Old Lyme, Connecticut 06371

CONTRACT FOR: Hains Park Boathouse Prime Contract

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

- 1. Original Contract Sum \$ 587,000.00
- 2. Net change by change orders \$ 120,819.87
- 3. Contract sum to date (line 1 ± 2) \$ 707,819.87
- 4. Total completed and stored to date (Column G on G703) \$ 644,434.87
- 5. Retainage:
  - a. 5.00% of completed work: \$ 32,221.74
  - b. 0.00% of stored material: \$ 0.00
- 6. Total retainage (Line 5a + 5b or total in column I of G702) \$ 32,221.74
- 7. Total earned less retainage (Line 4 less Line 5 Total) \$ 612,213.13
- 8. Less previous certificates for payment (Line 6 from prior certificate) \$ 517,308.13
- 9. Current payment due: \$ 94,905.00
- 10. Balance to finish, including retainage (Line 3 less Line 6) \$ 95,606.74

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Scope Construction Company, Inc.

By: [Signature]

State of: Connecticut

County of: Hartford

Subscribed and sworn to before

me this 3rd day of January, 2017

Date: 1/3/17



Notary Public: Jennifer Choquette

My commission expires: July 31, 2017

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$ 94,905.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm to the amount certified)

ARCHITECT/ENGINEER:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This certificate is not negotiable. The amount certified is payable only to the contract named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

| CHANGE ORDER SUMMARY                                       | ADDITIONS     | DEDUCTIONS |
|--|---------------|------------|
| Total changes approved in previous months by Owner/Client: | \$ 120,819.87 | \$ 0.00    |
| Total approved this Month:                                 | \$ 0.00       | \$ 0.00    |
| Totals:  | \$ 120,819.87 | \$ 0.00    |
| Net change by change orders:                               | \$ 120,819.87 |            |

Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 5  
APPLICATION DATE: 01/03/2017  
PERIOD: 12/01/16 - 12/31/16  
ARCHITECTS/ENGINEERS PROJECT NO:

Contract Lines

| A<br>ITEM NO. | B<br>DESCRIPTION OF WORK           | C<br>SCHEDULED VALUE | D<br>WORK COMPLETED               |  | E<br>THIS PERIOD | F<br>MATERIALS PRESENTLY STORED (NOT IN D O R E) | G<br>TOTAL COMPLETED AND STORED TO DATE (D+E+F) | H<br>% (G / C) | I<br>BALANCE TO FINISH (C - G) | RETAINAGE   |
|---------------|------------------------------------|----------------------|-----------------------------------|--|------------------|--|---|----------------|--------------------------------|-------------|
|               |                                    |                      | FROM PREVIOUS APPLICATION (D + E) |  |                  |  |   |                |                                |             |
| 1             | Bonds                              | \$ 10,000.00         | \$ 10,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 10,000.00                                    | 100.00%        | \$ 0.00                        | \$ 500.00   |
| 2             | Insurance                          | \$ 10,000.00         | \$ 10,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 10,000.00                                    | 100.00%        | \$ 0.00                        | \$ 500.00   |
| 3             | Supervision                        | \$ 20,000.00         | \$ 17,500.00                      |  | \$ 2,000.00      | \$ 0.00  | \$ 19,500.00                                    | 97.50%         | \$ 500.00                      | \$ 975.00   |
| 4             | Project Management                 | \$ 30,000.00         | \$ 26,925.00                      |  | \$ 2,500.00      | \$ 0.00  | \$ 29,425.00                                    | 98.08%         | \$ 575.00                      | \$ 1,471.25 |
| 5             | Submittals                         | \$ 5,000.00          | \$ 4,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 4,500.00                                     | 90.00%         | \$ 500.00                      | \$ 225.00   |
| 6             | Temporary Field Office             | \$ 2,500.00          | \$ 2,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 2,500.00                                     | 100.00%        | \$ 0.00                        | \$ 125.00   |
| 7             | Temporary Fence                    | \$ 2,500.00          | \$ 2,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 2,500.00                                     | 100.00%        | \$ 0.00                        | \$ 125.00   |
| 8             | Temporary Toilets                  | \$ 400.00            | \$ 400.00                         |  | \$ 0.00          | \$ 0.00  | \$ 400.00                                       | 100.00%        | \$ 0.00                        | \$ 20.00    |
| 9             | Temporary Electric Service         | \$ 1,500.00          | \$ 1,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 1,500.00                                     | 100.00%        | \$ 0.00                        | \$ 75.00    |
| 10            | Project Sign                       | \$ 2,500.00          | \$ 2,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 2,500.00                                     | 100.00%        | \$ 0.00                        | \$ 125.00   |
| 11            | Dumpsters                          | \$ 2,000.00          | \$ 500.00                         |  | \$ 0.00          | \$ 0.00  | \$ 500.00                                       | 25.00%         | \$ 1,500.00                    | \$ 25.00    |
| 12            | Building Demolition                | \$ 15,000.00         | \$ 15,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 15,000.00                                    | 100.00%        | \$ 0.00                        | \$ 750.00   |
| 13            | Selective Concrete Demolition      | \$ 8,500.00          | \$ 8,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 8,500.00                                     | 100.00%        | \$ 0.00                        | \$ 425.00   |
| 14            | Site Mobilization                  | \$ 3,500.00          | \$ 3,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 3,500.00                                     | 100.00%        | \$ 0.00                        | \$ 175.00   |
| 15            | Erosion Control                    | \$ 2,500.00          | \$ 2,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 2,500.00                                     | 100.00%        | \$ 0.00                        | \$ 125.00   |
| 16            | Remove Paving and Walks            | \$ 5,000.00          | \$ 5,000.00                       |  | \$ 0.00          | \$ 0.00  | \$ 5,000.00                                     | 100.00%        | \$ 0.00                        | \$ 250.00   |
| 17            | Site Cuts/Fills                    | \$ 11,000.00         | \$ 11,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 11,000.00                                    | 100.00%        | \$ 0.00                        | \$ 550.00   |
| 18            | Foundation Excavation and Backfill | \$ 14,000.00         | \$ 14,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 14,000.00                                    | 100.00%        | \$ 0.00                        | \$ 700.00   |
| 19            | Site Storm                         | \$ 3,000.00          | \$ 3,000.00                       |  | \$ 0.00          | \$ 0.00  | \$ 3,000.00                                     | 100.00%        | \$ 0.00                        | \$ 150.00   |
| 20            | Site Water                         | \$ 7,500.00          | \$ 7,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 7,500.00                                     | 100.00%        | \$ 0.00                        | \$ 375.00   |
| 21            | Site Electrical                    | \$ 2,500.00          | \$ 2,500.00                       |  | \$ 0.00          | \$ 0.00  | \$ 2,500.00                                     | 100.00%        | \$ 0.00                        | \$ 125.00   |
| 22            | Box/Prep Bit. Subgrade             | \$ 5,000.00          | \$ 5,000.00                       |  | \$ 0.00          | \$ 0.00  | \$ 5,000.00                                     | 100.00%        | \$ 0.00                        | \$ 250.00   |
| 23            | Process Bit Base                   | \$ 6,900.00          | \$ 6,900.00                       |  | \$ 0.00          | \$ 0.00  | \$ 6,900.00                                     | 100.00%        | \$ 0.00                        | \$ 345.00   |
| 24            | Bit Paving                         | \$ 5,000.00          | \$ 5,000.00                       |  | \$ 0.00          | \$ 0.00  | \$ 5,000.00                                     | 100.00%        | \$ 0.00                        | \$ 250.00   |
| 25            | Stone Edging                       | \$ 2,500.00          | \$ 0.00                           |  | \$ 0.00          | \$ 0.00  | \$ 0.00   | 0.00%          | \$ 2,500.00                    | \$ 0.00     |
| 26            | Turf Reinforcement                 | \$ 7,500.00          | \$ 0.00                           |  | \$ 0.00          | \$ 0.00  | \$ 0.00   | 0.00%          | \$ 7,500.00                    | \$ 0.00     |
| 27            | Topsoil and Seed                   | \$ 8,460.00          | \$ 0.00                           |  | \$ 0.00          | \$ 0.00  | \$ 0.00   | 0.00%          | \$ 8,460.00                    | \$ 0.00     |
| 28            | Entry Gate                         | \$ 3,500.00          | \$ 0.00                           |  | \$ 2,850.00      | \$ 0.00  | \$ 2,850.00                                     | 81.43%         | \$ 650.00                      | \$ 142.50   |
| 29            | Footings and Walls                 | \$ 16,000.00         | \$ 16,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 16,000.00                                    | 100.00%        | \$ 0.00                        | \$ 800.00   |
| 30            | Slab-on-Grade                      | \$ 15,000.00         | \$ 15,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 15,000.00                                    | 100.00%        | \$ 0.00                        | \$ 750.00   |
| 31            | Site Concrete                      | \$ 3,300.00          | \$ 2,750.00                       |  | \$ 550.00        | \$ 0.00  | \$ 3,300.00                                     | 100.00%        | \$ 0.00                        | \$ 165.00   |
| 32            | Rebar & Mesh - M                   | \$ 4,000.00          | \$ 4,000.00                       |  | \$ 0.00          | \$ 0.00  | \$ 4,000.00                                     | 100.00%        | \$ 0.00                        | \$ 200.00   |
| 33            | Steel Columns - M                  | \$ 11,880.00         | \$ 11,880.00                      |  | \$ 0.00          | \$ 0.00  | \$ 11,880.00                                    | 100.00%        | \$ 0.00                        | \$ 594.00   |
| 34            | Steel Columns - L                  | \$ 1,560.00          | \$ 1,560.00                       |  | \$ 0.00          | \$ 0.00  | \$ 1,560.00                                     | 100.00%        | \$ 0.00                        | \$ 78.00    |
| 35            | Well Protector                     | \$ 1,200.00          | \$ 0.00                           |  | \$ 0.00          | \$ 0.00  | \$ 0.00   | 0.00%          | \$ 1,200.00                    | \$ 0.00     |
| 36            | Wood Trusses - M                   | \$ 5,000.00          | \$ 5,000.00                       |  | \$ 0.00          | \$ 0.00  | \$ 5,000.00                                     | 100.00%        | \$ 0.00                        | \$ 250.00   |
| 37            | Wood Trusses - L                   | \$ 5,000.00          | \$ 5,000.00                       |  | \$ 0.00          | \$ 0.00  | \$ 5,000.00                                     | 100.00%        | \$ 0.00                        | \$ 250.00   |
| 38            | Framing - M                        | \$ 40,000.00         | \$ 40,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 40,000.00                                    | 100.00%        | \$ 0.00                        | \$ 2,000.00 |
| 39            | Framing - L                        | \$ 70,000.00         | \$ 70,000.00                      |  | \$ 0.00          | \$ 0.00  | \$ 70,000.00                                    | 100.00%        | \$ 0.00                        | \$ 3,500.00 |
| 40            | Cupolas - M                        | \$ 5,000.00          | \$ 5,000.00                       |  | \$ 0.00          | \$ 0.00  | \$ 5,000.00                                     | 100.00%        | \$ 0.00                        | \$ 250.00   |

| A<br>ITEM NO.  | B<br>DESCRIPTION OF WORK    | C<br>SCHEDULED VALUE | D<br>WORK COMPLETED               |              | E<br>THIS PERIOD | F<br>MATERIALS PRESENTLY STORED (NOT IN D OR E) | G<br>TOTAL COMPLETED AND STORED TO DATE (D+E+F) | H<br>% (G / C) | I<br>BALANCE TO FINISH (C - G) | RETAINAGE    |
|----------------|-----------------------------|----------------------|-----------------------------------|--------------|------------------|---|---|----------------|--------------------------------|--------------|
|                |                             |                      | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD  |                  |   |   |                |                                |              |
| 41             | Cupolas - L                 | \$ 2,000.00          | \$ 2,000.00                       | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 2,000.00                                     | 100.00%        | \$ 0.00                        | \$ 100.00    |
| 42             | Roofing - M                 | \$ 10,000.00         | \$ 10,000.00                      | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 10,000.00                                    | 100.00%        | \$ 0.00                        | \$ 500.00    |
| 43             | Roofing - L                 | \$ 10,000.00         | \$ 10,000.00                      | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 10,000.00                                    | 100.00%        | \$ 0.00                        | \$ 500.00    |
| 44             | Siding - M                  | \$ 30,000.00         | \$ 30,000.00                      | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 30,000.00                                    | 100.00%        | \$ 0.00                        | \$ 1,500.00  |
| 45             | Siding - L                  | \$ 15,000.00         | \$ 0.00                           | \$ 15,000.00 | \$ 0.00          | \$ 0.00   | \$ 15,000.00                                    | 100.00%        | \$ 0.00                        | \$ 750.00    |
| 46             | Doors, Frames, Hardware - M | \$ 14,000.00         | \$ 7,000.00                       | \$ 7,000.00  | \$ 0.00          | \$ 0.00   | \$ 14,000.00                                    | 100.00%        | \$ 0.00                        | \$ 700.00    |
| 47             | Doors, Frames, Hardware - L | \$ 3,000.00          | \$ 0.00                           | \$ 2,500.00  | \$ 0.00          | \$ 0.00   | \$ 2,500.00                                     | 83.33%         | \$ 500.00                      | \$ 125.00    |
| 48             | Barn Doors - M              | \$ 27,000.00         | \$ 0.00                           | \$ 27,000.00 | \$ 0.00          | \$ 0.00   | \$ 27,000.00                                    | 100.00%        | \$ 0.00                        | \$ 1,350.00  |
| 49             | Barn Doors - L              | \$ 5,000.00          | \$ 0.00                           | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 0.00   | 0.00%          | \$ 5,000.00                    | \$ 0.00      |
| 50             | Windows - M                 | \$ 6,000.00          | \$ 6,000.00                       | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 6,000.00                                     | 100.00%        | \$ 0.00                        | \$ 300.00    |
| 51             | Windows - L                 | \$ 2,000.00          | \$ 2,000.00                       | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 2,000.00                                     | 100.00%        | \$ 0.00                        | \$ 100.00    |
| 52             | Gypsum Wallboard - M        | \$ 10,000.00         | \$ 0.00                           | \$ 10,000.00 | \$ 0.00          | \$ 0.00   | \$ 10,000.00                                    | 100.00%        | \$ 0.00                        | \$ 500.00    |
| 53             | Gypsum Wallboard - L        | \$ 10,000.00         | \$ 0.00                           | \$ 10,000.00 | \$ 0.00          | \$ 0.00   | \$ 10,000.00                                    | 100.00%        | \$ 0.00                        | \$ 500.00    |
| 54             | Vinyl Base                  | \$ 1,000.00          | \$ 0.00                           | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 0.00   | 0.00%          | \$ 1,000.00                    | \$ 0.00      |
| 55             | Painting                    | \$ 10,000.00         | \$ 0.00                           | \$ 8,000.00  | \$ 0.00          | \$ 0.00   | \$ 8,000.00                                     | 80.00%         | \$ 2,000.00                    | \$ 400.00    |
| 56             | Athletic Equipment - M      | \$ 2,300.00          | \$ 2,300.00                       | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 2,300.00                                     | 100.00%        | \$ 0.00                        | \$ 115.00    |
| 57             | Athletic Equipment - L      | \$ 1,000.00          | \$ 0.00                           | \$ 0.00      | \$ 0.00          | \$ 0.00   | \$ 0.00   | 0.00%          | \$ 1,000.00                    | \$ 0.00      |
| 58             | Electrical                  | \$ 53,000.00         | \$ 10,000.00                      | \$ 12,500.00 | \$ 0.00          | \$ 0.00   | \$ 22,500.00                                    | 42.45%         | \$ 30,500.00                   | \$ 1,125.00  |
| <b>TOTALS:</b> |                             | \$ 587,000.00        | \$ 423,715.00                     | \$ 99,900.00 | \$ 0.00          | \$ 0.00   | \$ 523,615.00                                   | 89.20%         | \$ 63,385.00                   | \$ 26,180.75 |

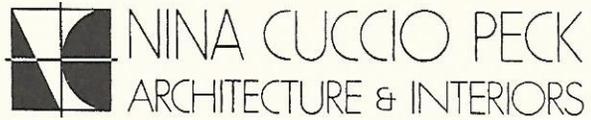
Whole Change Order Packages

| A<br>ITEM NO.  | B<br>DESCRIPTION OF WORK  | C<br>SCHEDULED VALUE | D<br>WORK COMPLETED               |             | E<br>THIS PERIOD | F<br>MATERIALS PRESENTLY STORED (NOT IN D OR E) | G<br>TOTAL COMPLETED AND STORED TO DATE (D+E+F) | H<br>% (G / C) | I<br>BALANCE TO FINISH (C - G) | RETAINAGE   |
|----------------|---------------------------|----------------------|-----------------------------------|-------------|------------------|---|---|----------------|--------------------------------|-------------|
|                |                           |                      | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD |                  |   |   |                |                                |             |
| 59             | PCCO#001: Change Order #1 | \$ 97,736.28         | \$ 97,736.28                      | \$ 0.00     | \$ 0.00          | \$ 0.00   | \$ 97,736.28                                    | 100.00%        | \$ 0.00                        | \$ 4,886.81 |
| 60             | PCCO#002: Change Order #2 | \$ 23,083.59         | \$ 23,083.59                      | \$ 0.00     | \$ 0.00          | \$ 0.00   | \$ 23,083.59                                    | 100.00%        | \$ 0.00                        | \$ 1,154.18 |
| <b>TOTALS:</b> |                           | \$ 120,819.87        | \$ 120,819.87                     | \$ 0.00     | \$ 0.00          | \$ 0.00   | \$ 120,819.87                                   | 100.00%        | \$ 0.00                        | \$ 6,040.99 |

Grand Totals

| A<br>ITEM NO.        | B<br>DESCRIPTION OF WORK | C<br>SCHEDULED VALUE | D<br>WORK COMPLETED               |              | E<br>THIS PERIOD | F<br>MATERIALS PRESENTLY STORED (NOT IN D OR E) | G<br>TOTAL COMPLETED AND STORED TO DATE (D+E+F) | H<br>% (G / C) | I<br>BALANCE TO FINISH (C - G) | RETAINAGE    |
|----------------------|--------------------------|----------------------|-----------------------------------|--------------|------------------|---|---|----------------|--------------------------------|--------------|
|                      |                          |                      | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD  |                  |   |   |                |                                |              |
| <b>GRAND TOTALS:</b> |                          | \$ 707,819.87        | \$ 544,534.87                     | \$ 99,900.00 | \$ 0.00          | \$ 0.00   | \$ 644,434.87                                   | 91.05%         | \$ 63,385.00                   | \$ 32,221.74 |

# Invoice



NINA CUCCIO PECK  
ARCHITECTURE & INTERIORS

| Date      | Invoice # |
|-----------|-----------|
| 12/9/2016 | OL-16-06  |

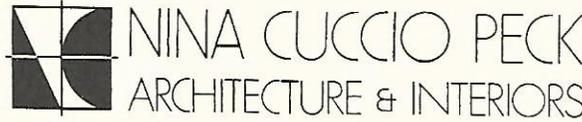
PO Box 841  
9 Halls Road  
Old Lyme, CT 06371

| Bill To  |
|--|
| Town of Old Lyme<br>52 Lyme Street<br>Old Lyme, CT 06371 |

| Terms       | Due Date   |
|-------------|------------|
| Net 10 Days | 12/19/2016 |

| Description  | Qty    | Rate  | Amount     |
|--|--------|-------|------------|
| Hains Park Boathouse   |        |       |            |
| Additional Services: drawings for new foundation.  |        |       |            |
| Revised plans for all new construction with frost depth foundation design per David Seymour sketches and as directed by the BHPIC. | 25.125 | 80.00 | 2,010.00   |
| Sales Tax  |        | 6.35% | 0.00       |
| <b>Total</b>   |        |       | \$2,010.00 |

# Invoice



NINA CUCCIO PECK  
ARCHITECTURE & INTERIORS

| Date      | Invoice # |
|-----------|-----------|
| 12/9/2016 | OL-16-07  |

PO Box 841  
9 Halls Road  
Old Lyme, CT 06371

| Bill To  |
|--|
| Town of Old Lyme<br>52 Lyme Street<br>Old Lyme, CT 06371 |

| Terms       | Due Date   |
|-------------|------------|
| Net 10 Days | 12/19/2016 |

| Description                                      | Qty | Rate      | Amount            |
|--|-----|-----------|-------------------|
| Hains Park Boathouse                             |     |           |                   |
| 3rd 25% of Construction Administration Fee       |     | 2,200.00  | 2,200.00          |
| 4th 25% of Construction Administration Fee       |     | 2,200.00  | 2,200.00          |
| Fee adjustment for structural changes settlement |     | -2,907.02 | -2,907.02         |
| Sales Tax  |     | 6.35%     | 0.00              |
| <b>Total</b>                                     |     |           | <b>\$1,492.98</b> |

# HAKS Engineers, P.C.

36 River Street  
Bridgeport, CT 06604

Phone: 203-362-1552  
jschwarz@haks.net

# Invoice

| Date     | Invoice #  |
|----------|------------|
| 11/30/16 | CT0358-002 |

## Bill To

Town of Old Lyme  
Attn: Ms. B. Reemsnyder  
52 Lyme Street  
Old Lyme CT 06371

| Project                                 | 31-0358A01 (2016), Ph1 | Terms  |
|---|------------------------|--------|
| 0358TOLY1 Old Lyme Hains Park Boathouse |                        | Net 30 |

| Billing Cycle          | Client Job #                 |
|------------------------|------------------------------|
| September 1 - 30, 2016 | Old Lyme Hains Park Boath... |

**Note: Checks must be made payable to HAKS Engineers, P.C.**

| Date    | Qty | Description                           | Rate   | Amount |
|---------|-----|---------------------------------------|--------|--------|
| 9/1/16  | 1   | Tech, Full: Concrete                  | 250.00 | 250.00 |
| 9/1/16  | 5   | Samples: Concrete                     | 12.00  | 60.00  |
| 9/1/16  | 100 | Mileage                               | 0.55   | 55.00  |
| 9/8/16  | 1   | Tech, Half: Concrete                  | 140.00 | 140.00 |
| 9/8/16  | 5   | Samples: Concrete                     | 12.00  | 60.00  |
| 9/8/16  | 100 | Mileage                               | 0.55   | 55.00  |
| 9/9/16  | 1   | Samples: Pick-Up                      | 35.00  | 35.00  |
| 9/9/16  | 100 | Mileage                               | 0.55   | 55.00  |
| 9/14/16 | 1   | Tech, Full: Soils                     | 250.00 | 250.00 |
| 9/14/16 | 1   | Nuclear Density Meter Handling Charge | 25.00  | 25.00  |
| 9/14/16 | 100 | Mileage                               | 0.55   | 55.00  |
| 9/21/16 | 1   | Tech, Full: Concrete                  | 250.00 | 250.00 |
| 9/21/16 | 5   | Samples: Concrete                     | 12.00  | 60.00  |
| 9/21/16 | 100 | Mileage                               | 0.55   | 55.00  |
| 9/22/16 | 1   | Tech, Full: Concrete                  | 250.00 | 250.00 |
| 9/22/16 | 5   | Samples: Concrete                     | 12.00  | 60.00  |
| 9/22/16 | 100 | Mileage                               | 0.55   | 55.00  |
| 9/23/16 | 1   | Samples: Pick-Up                      | 35.00  | 35.00  |
| 9/23/16 | 100 | Mileage                               | 0.55   | 55.00  |

**Please remit payment to: 36 River Street, Bridgeport CT 06604**

**Total**

# HAKS Engineers, P.C.

36 River Street  
Bridgeport, CT 06604

Phone: 203-362-1552  
jschwarz@haks.net

# Invoice

| Date     | Invoice #  |
|----------|------------|
| 11/30/16 | CT0358-002 |

## Bill To

Town of Old Lyme  
Attn: Ms. B. Reemsnyder  
52 Lyme Street  
Old Lyme CT 06371

| Project   | Terms  |
|---|--------|
| 31-0358A01 (2016), Ph1<br>0358TOLY1 Old Lyme Hains Park Boathouse | Net 30 |

| Billing Cycle          | Client Job #                 |
|------------------------|------------------------------|
| September 1 - 30, 2016 | Old Lyme Hains Park Boath... |

**Note: Checks must be made payable to HAKS Engineers, P.C.**

| Date | Qty | Description                    | Rate  | Amount   |
|------|-----|--------------------------------|-------|----------|
|      |     | Subtotal                       |       | 1,860.00 |
|      |     | Operational/Administrative Fee | 2.90% | 53.94    |

**Please remit payment to: 36 River Street, Bridgeport CT 06604**

**Total \$1,913.94**

# HAKS Engineers, P.C.

36 River Street  
Bridgeport, CT 06604

Phone: 203-362-1552  
jschwarz@haks.net

## Invoice

| Date     | Invoice #  |
|----------|------------|
| 12/28/16 | CT0358-003 |

### Bill To

Town of Old Lyme  
Attn: Ms. B. Reemsnyder  
52 Lyme Street  
Old Lyme CT 06371

| Project   | Terms  |
|---|--------|
| 31-0358A01 (2016), Ph1<br>0358TOLY1 Old Lyme Hains Park Boathouse | Net 30 |

| Billing Cycle        | Client Job #                 |
|----------------------|------------------------------|
| October 1 - 31, 2016 | Old Lyme Hains Park Boath... |

**Note: Checks must be made payable to HAKS Engineers, P.C.**

| Date     | Qty | Description                    | Rate   | Amount |
|----------|-----|--------------------------------|--------|--------|
| 10/6/16  | 1   | Tech, Full: Concrete           | 250.00 | 250.00 |
| 10/6/16  | 15  | Samples: Concrete              | 12.00  | 180.00 |
| 10/6/16  | 100 | Mileage                        | 0.55   | 55.00  |
| 10/10/16 | 1   | Samples: Pick-Up               | 35.00  | 35.00  |
| 10/10/16 | 100 | Mileage                        | 0.55   | 55.00  |
|          |     | Subtotal                       |        | 575.00 |
|          |     | Operational/Administrative Fee | 2.90%  | 16.68  |

Please remit payment to: 36 River Street, Bridgeport CT 06604

**Total** \$591.68



**SUBCONTRACTOR CHANGE ORDER PROPOSAL WORKSHEET**

|  |                                      |
|--|--------------------------------------|
| <b>Sub-Contractor:</b> First Line Electric, LLC<br><small>Company Name (Typed or Printed)</small>              | <b>Change Order Proposal No.:</b> 2  |
| <br><small>Signature</small>   | <b>Date:</b> 1/9/17                  |
| <b>COP Description:</b> Add exits with remote capacity for outside egress lighting and add 2 exits for offices | <b>Project Name:</b> Hains Boathouse |

| Section 1<br>Quantity | Unit | Description of Material and Equipment             | Unit Cost | Lump Sum Cost | Insert "X" If Credit | (Quantity x Unit Cost OR Lump Sum) Total |
|-----------------------|------|---|-----------|---------------|----------------------|--|
| 1                     | ea   | wire, boxes, remote heads, extra battery capacity |           | \$ 500.00     |                      | \$ 500.00                                |
| 1                     | ea   | exits for offices                                 |           | 250           |                      | \$ 250.00                                |

|                |  |  |  |  |                  |
|----------------|--|--|--|--|------------------|
| <b>Line #1</b> | <b>Subtotal Costs - Material and Equipment</b> |  |  |  | <b>\$ 750.00</b> |
|----------------|--|--|--|--|------------------|

| Section 2<br>Labor Classification | No. of Workers | Total Hours | Base Rate Per Hour | Taxable Benefits Per Hour (Cash) | Non-Tax. Benefits Per Hour (Plan) | Gross Pay for Prevailing Rate Job (D +E) x C | Total Cost Per Hour D + E + F | Insert "X" If Credit | Total Hourly Labor Cost C x H |
|-----------------------------------|----------------|-------------|--------------------|----------------------------------|-----------------------------------|--|-------------------------------|----------------------|-------------------------------|
| Electricians                      | 1              | 10          | \$ 37.50           | \$ 26.19                         | \$ 0.000                          | \$ 63.69                                     | \$ 63.69                      |                      | \$ 636.90                     |
|                                   |                |             |                    |                                  |                                   | \$ 0.00                                      | \$ 0.00                       |                      | \$ 0.00                       |
|                                   |                |             |                    |                                  |                                   | \$ 0.00                                      | \$ 0.00                       |                      | \$ 0.00                       |
|                                   |                |             |                    |                                  |                                   | \$ 0.00                                      | \$ 0.00                       |                      | \$ 0.00                       |
|                                   |                |             |                    |                                  |                                   | \$ 0.00                                      | \$ 0.00                       |                      | \$ 0.00                       |

|                |                            |  |                          |  |                         |
|----------------|----------------------------|--|--------------------------|--|-------------------------|
| <b>Line #2</b> | <b>Labor Hourly Costs:</b> |  | <b>Taxable:</b> \$ 63.69 |  | <b>Total:</b> \$ 636.90 |
|----------------|----------------------------|--|--------------------------|--|-------------------------|

| Section 3<br>Taxes on Labor      | %     | Total                | %     | Total                  | %     | Total  |
|----------------------------------|-------|----------------------|-------|------------------------|-------|--------|
| Social Security Tax:             | 7.65% | CT Unemployment Tax: | 6.80% | Fed. Unemployment Tax: | 0.80% | 15.25% |
| Workmen's Compensation Insurance |       |                      |       |                        |       | 7.52%  |

|                |  |  |  |  |                 |
|----------------|--|--|--|--|-----------------|
| <b>Line #3</b> | <b>Subtotal Taxes and Compensation Insurance</b> |  |  |  | <b>\$ 14.50</b> |
|----------------|--|--|--|--|-----------------|

|                |  |  |  |  |                    |
|----------------|--|--|--|--|--------------------|
| <b>Line #4</b> | <b>Total Labor, Materials and Taxes (Total Lines #1 + #2 + #3)</b> |  |  |  | <b>\$ 1,401.40</b> |
|----------------|--|--|--|--|--------------------|

| Section 4           | Overhead and Profit % Mark-up on Contractor's Own Work | % Allowed | Cost   |
|---------------------|--|-----------|--------|
| \$0.00 to \$5,000   | 20% \$913.48; \$15,001 to \$25,000                     | 15%       | \$0.00 |
| \$5,001 to \$15,000 | 17% \$0.00; \$25,001 and Greater                       | 12%       | \$0.00 |

|                |  |  |  |  |                  |
|----------------|--|--|--|--|------------------|
| <b>Line #5</b> | <b>Total Mark-up on Subcontractor's Own Work</b> |  |  |  | <b>\$ 182.70</b> |
|----------------|--|--|--|--|------------------|

|                |   |  |  |  |                    |
|----------------|---|--|--|--|--------------------|
| <b>Line #6</b> | <b>Total Subcontractor Own Cost (Lines #4 + #5)</b> |  |  |  | <b>\$ 1,584.10</b> |
|----------------|---|--|--|--|--------------------|

| Section 5<br>Trade | Name of other firms associated with change (from attached proposed change order form(s)) | Cost |
|--------------------|--|------|
|                    |  | \$   |

|                |  |  |  |  |  |
|----------------|--|--|--|--|--|
| <b>Line #7</b> | <b>Subtotal of cost associated with this change (No Overhead and Profit may be added on this figure)</b> |  |  |  |  |
|----------------|--|--|--|--|--|

|                |   |  |  |  |                    |
|----------------|---|--|--|--|--------------------|
| <b>Line #8</b> | <b>Total of This Change Order (Lines #6 + #7)</b> |  |  |  | <b>\$ 1,584.10</b> |
|----------------|---|--|--|--|--------------------|