



TOWN OF UXBRIDGE  
**WWTF BUILDING COMMITTEE**  
UXBRIDGE, MASSACHUSETTS 01569

Chairman Dale Bangma  
Vice Chair Joe Marchand  
Eugene O'Rourke  
Dan Hicks  
William Kessler

## MEETING MINUTES

**MEETING DATE:** July 12, 2017  
**MEETING LOCATION:** Town Hall, Lower Town Hall, 21 South Main Street

**COMMITTEE MEMBERS PRESENT:**

Joe Marchand (Acting Chair)  
Eugene O'Rourke  
Bill Kessler  
Dan Hicks

**OTHERS IN ATTENDANCE:**

Benn Sherman	Director of Public Works
Jim Legg	Wastewater Operations Supervisor
Laurie Toscano	OPM (Weston & Sampson Engineers)
Mark Drainville	Project Designer (GHD)
Peter Demers	Finance Committee/Resident

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Received by  
Uxbridge  
Town Clerk

**I. CALL TO ORDER**

It being 5:02 p.m., the meeting being properly posted, duly called and a quorum being present, Joe Marchand called the meeting to order.

**II. OLD BUSINESS**

None

**III. NEW BUSINESS**

**A. Citizens Comments**

None

**B. Acceptance of Meeting Minutes (06/07/2017)**

Motion by Eugen O'Rourke, seconded by Dan Hicks to accept the minutes from the June 7, 2017 meeting. **Motion carried 3-0-1.** Mr. Kessler abstained since he was not present at the meeting.

**C. Project Update**

Mr. Sherman provide a brief update on the project. The Town received authorization to award from MassDEP and issued both the Notice of Award and Notice to Proceed for both the WWTF and West River Pump Station (WRPS) projects.

Laurie Toscano (OPM) noted there were preconstruction meetings held for both the WWTF and WRPS projects on July 10, 2017. Items of discussion included contract scope of work and project schedule as activity begins.

Mr. Kessler asked for clarification on the proposed submittal process. Ms. Toscano explained there were discussions at the pre-construction meetings for both projects covering this process. During these meetings, the project team received preliminary construction schedules and a schedule of values for pay requisitions. There will be an electronic submittal exchange for



submittals, which will allow for a “seamless” review of the submittal process. Mr. Sherman added the review log would include request for information (RFI), which were discussed at length during the pre-construction meetings. The contractors are developing the submittals to match the preliminary schedule submitted.

Mr. Sherman noted he met with the WWTF contractor and building inspector to review the building permit applications. At the present time, the critical path is the submission of the permits for the temporary trailers. The contractor will submit them before the close of business on July 12, 2017.

Mr. Drainville updated the committee on the consent order schedule. The Town met the following milestones; 1) issuance of the construction notice to proceed before the end of June 2017, 2) semiannual compliance report and 3) signed agreements before the end of June to secure the 0% and 2% funding. Mr. Legg further explained the June 30, 2020 milestone will remove the interim limits currently in place through the construction period. These interim limits allow the plant to operate in compliance during the construction period.

Mr. Sherman noted the Town received a public records request for information relative to the WWTF project. We can provide the budget summary, however, the request for a full set of plans will require an estimate to be provided to the requestor. The DPW will complete this request and provide an estimate for the plans should they wish to proceed further with the request.

**D. Schedule Update**

The project team is reviewing the preliminary schedules with both contactors. There was a question from the audience regarding the work hours and/or weekend work. Contract documents stipulate the work hours are 7:00 a.m. through 3:00 p.m., Monday through Friday. Any work proposed outside the contract times will have to be approved by the Town. The contract documents include provisions that cover costs for extra time for both the OPM, CPS (construction phase services of the engineer) and may include Town time should it be part of the scope.

**E. Budget Update**

Mr. Sherman provided an updated budget summary for review by the committee (attached). Mr. Kessler inquired about the structure of the \$500,000 OPM contract fee and if there would be any “Clerk of the Works” services included. Ms. Toscano explained the OPM services closely mirror those of the design consultant GHD, as they are providing construction phase services (CPS). Both OPM and CPS will have onsite representatives throughout the project. Mr. Sherman further explained the services between the OPM and CPS consultant closely match each other. A majority of the day-to-day inspection will be through the engineer’s CPS with oversight from the Town and OPM. Mr. Drainville (GHD) noted the “Clerk of the Works” is a subcontractor to GHD, Keville Enterprises, and will be onsite while work is ongoing. Quality control services are included independently through the CPS. These services are budgeted through project completion including post construction work.

Mr. Kessler inquired about the detail of the project budget. Mr. Sherman noted this is a high-level summary and the DPW/OPM are tracking the various contracts down to the task level. Mr. Kessler asked about the level of contingency allocated for both projects. Ms Toscano explained that MassDEP only allows the Town to carry a 5% contingency for the SRF



borrowing. The value carried in the contingency line includes reserves from other areas not currently funded.

There are no budget issues now.

**IV. MEMBER ISSUES**

Joe Marchand asked if there are or will be any impacts to the compost facility operations. Mr. Sherman explained compost facility operations were relocated to the north end of the site to allow for a contractor laydown area where it is currently paved. This will allow ample area to site construction trailers.

Future meetings are tentatively scheduled for the second Wednesday of each month at 5:00 p.m. The next meeting is August 9, 2017 at 5:00 p.m. The location to be determined.

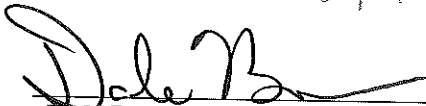
**V. ADJOURNMENT**


Motion by Bill Kessler, seconded by Eugene O'Rourke to adjourn the meeting at 5:32 p.m. **Motion carried 4-0-0.**

*Minutes respectfully submitted by Benn Sherman.*

*Minutes approved by WWTF Building Committee*

Date Approved: 8/9/2017

  
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Dale Bangma, Chairman

  
\_\_\_\_\_  
William Kessler

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Joe Marchand, Vice Chairman

  
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Eugene O'Rourke

\_\_\_\_\_  
Dan Hicks



TOWN OF UXBRIDGE  
**DEPARTMENT OF PUBLIC WORKS**  
 147 HECLA STREET  
 UXBRIDGE, MASSACHUSETTS 01569-1326  
 508-278-8616 ♦ Fax 508-278-3179

Benn Sherman, P.E.  
 Director

**WWTF & WEST RIVER PUMP STATION PROJECT BUDGET SUMMARY**

**PURPOSE:** WWTF & WRPS Construction  
**SOURCE:** SRF 0%, SRF 2%, Local Borrowing  
**TOWN MEETING DATE:** 4/2/16  
**TM Appropriation:** \$44,800,000.00  
 SRF Portion Eligible for 0% Interest Rate \$29,200,000.00  
 SRF Portion Eligible for 2% Interest Rate \$13,600,000.00  
**Total SRF Approval \$42,800,000.00**

**Total Authorization: \$44,800,000.00**

ACCOUNT NUMBER	CONTRACTS	APPROVED	CONTRACTED	DEBIT	CREDIT	BALANCE	STATUS
41-440-5880-4106PW16	WWTF FINAL DESIGN	7/1/16	\$ 1,500,000.00	\$ 1,500,000.00	\$ -	\$ -	Closed
41-440-5892-4106PW16	OWNER'S PROJECT MANAGER	7/1/16	\$ 500,000.00	\$ 41,269.10	\$ -	\$ 458,730.90	Active
41-440-5893-4106PW16-0000	WWTF CPS (GHD)*		\$ 4,150,000.00	\$ 237,393.66	\$ -	\$ 3,912,606.34	Active
41-440-5893-4106PW16-9100	WWTF CONSTRUCTION (DOC)*	6/26/17	\$ 34,604,926.00	\$ -	\$ -	\$ 34,604,926.00	Active
41-440-5893-4106PW16-9100	WRPS CPS (GHD)*		\$ 140,000.00	\$ 12,310.02	\$ -	\$ 127,689.98	Active
0	WRPS CONSTRUCTION (WMS)*		\$ 1,559,436.00	\$ -	\$ -	\$ 1,559,436.00	Active
0	LEGAL*		\$ 45,638.00	\$ -	\$ -	\$ 45,638.00	Active
0	CONTINGENCY*		\$ 2,300,000.00	\$ -	\$ -	\$ 2,300,000.00	Active
			<b>TOTAL COMMITTED</b>	<b>\$ 44,800,000.00</b>	<b>\$ 1,790,972.78</b>	<b>\$ 43,009,027.22</b>	<b>4.0%</b>
			<b>FUNDS AVAILABLE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Included in the SRF funding request and authorization



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## MEETING SIGN IN SHEET

Meeting Place Town Hall, Lower Town Hall Meeting Room

Meeting Date & Time: July 12, 2017 at 5:00 p.m.

**ATTENDEE:**

BENN SHERMAN - DPW

SIM LEGG - DPW

MARC DRAINVILLE - GHD

JOE MARCHAND

WILLIAM KESSLER

DAN HICKS

KEVE O'ROURKE

LAURIE TOSCANO USE (OPM)

~~XXXXXXXXXXXXXXXXXXXX~~

PETER DEMERS (FINCOM)