

**Town of Yorktown
Catskill Water Supply Drinking Water Fluoridation
Contract 19-2**

Progress Meeting No. 1

Meeting Minutes

Date: August 5, 2020

Time: 1:00 pm

Location: Virtual via Teams

Attendees: Matthew Geho (NWJWW)
Vanessa McPherson (Arcadis)
Oscar Scopino (AI)
Eric H (ELQ)
Mike Quinn (Town of Yorktown)

1. Pre-Construction Conference Meeting Minutes. Arcadis issued the minutes and no comments were received. As such, the issued version will serve as the final.
2. Contractor's Progress Since Last Meeting. Preparing submittals and planning the project.
3. Planned Progress for Next Period. Goal is to mobilize prior to next meeting.
4. Schedule
 - a. Submit Baseline Schedule. This information is critical and is overdue. The Town expressed that the schedule is required as soon as possible and concern that is has not yet been transmitted.
 - b. Mobilization Date is not set, but goal is to mobilize as soon as possible. Arcadis noted that submittals must be approved and in place for any work that will occur on site. The project duration is 8 months and Notice to Proceed was issued on July 1. The Town's Grant extension for funding is good through May 2021. (No reimbursement after that date.)
 - c. Fabrication and Delivery for Long Lead Items. ELQ is in contact with Controls subcontractors and will investigate other long lead items.
5. Status of Shop Drawings
 - a. Resubmittal of SSHASP. ELQ is in the process of updating for submittal to NYCDEP. Arcadis requested this as soon as possible. ELQ noted that they would provide by week of 8/10.
6. RFIs / Contract Modifications

- a. Arcadis discussed RFI E-1 from Acorn regarding the electric service. A proposal has been submitted to reuse an existing transformer in lieu of new pole mounted service. This is under review. Information is required from Acorn to submit to DEP.
7. Payment Applications
 - a. Schedule of Values (ELQ and Acorn) Under Review
8. Coordination between parties
9. Permits
 - a. Security Clearance forms are required as soon as possible from ELQ to be submitted to DEP. Forms from all parties must be submitted together, thus this information from ELQ is holding up the process.
 - b. Acorn has received Town permit for work.
10. Safety. No items noted.
11. Pre-Construction Photographs. To be scheduled by ELQ as soon as possible.
12. Other Business. None noted.

Next Meeting: A check-in meeting will be scheduled for 8/19 for updates on progress.