

SELECTMEN'S MEETING AGENDA*

Revised Date - Thursday, March 26, 6:30 P.M.

REMOTE PARTICIPATION ONLY

Public Comment

For those members of the public wishing to make comment you may do so by a combination of email and phone by;

First, send an email to tech@harwichfire.com

In the subject line enter "request to speak Jane Doe"

(Replace Jane Doe with your name) No need to add any more detail to email

Wait until the meeting has been opened up for Public Comment and;

Dial 224-501-3412

Enter Access code 869-327-813

Please be patient and eliminate any background noise

Callers will be taken in the order the emails are received

When your name is called use *6 to unmute yourself

Public can access meeting at Channel 18 (Broadcasting Live)

**As required by Open Meeting Law, you are hereby informed that the Town will be video and audio taping as well as live broadcasting this public meeting. In addition, anyone in the audience who plans to video or audio tape this meeting must notify the Chairman prior to the start of the meeting.*

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. WEEKLY BRIEFING

- A. Coronavirus – COVID-19 Update
- B. Sewerage Work Improvement Phase 2 – Contract #1 – Construction Schedule – Weekly Update
- C. Sewerage Work Improvement Phase 2 – Contract #2 – Construction Schedule

IV. PUBLIC COMMENTS/ANNOUNCEMENTS

V. CONSENT AGENDA

VI. PUBLIC HEARINGS/PRESENTATIONS (Not earlier than 6:30 P.M.)

VII. NEW BUSINESS

- A. Vote to approve a one day Wine and Malt License for the Harwich Cranberry Festival Summer Night in the Courtyard Series event to be held at the Harwich Cultural Center Courtyard (Auditorium for rain):
 - a. Vote to approve...on July 9, 2020
 - b. Vote to approve...on July 16, 2020
 - c. Vote to approve...on July 23, 2020
 - d. Vote to approve...on July 30, 2020
 - e. Vote to approve...on August 6, 2020
 - f. Vote to approve...on August 13, 2020
 - g. Vote to approve...on August 20, 2020
- B. Vote to approve a one day Wine and Malt License for the Harwich Cranberry Festival event to be held at the Harwich Community Center September 19, 2020
- C. Vote to approve a one day Wine and Malt License for the Harwich Cranberry Festival event to be held at the Harwich Community Center September 20, 2020
- D. Discussion and possible vote to accept the recommendation of the CPC Chairman, Dave Nixon to increase the CPC's board secretary's hourly rate \$2.04 – Hourly rate will now be \$22.05 – Admin Funds from CPC Account

VIII. CONTRACTS

IX. OLD BUSINESS

- A. Discussion and possible vote regarding ongoing Sewer Construction work for Phase 2, Contracts 1 and 2 including but not limited to work in and around the Route 137 corridor

X. TOWN ADMINISTRATOR'S REPORTS

- A. Budget/Warrant Timeline FY 2021
- B. Departmental Reports

XI. SELECTMEN'S REPORT

XII. ADJOURNMENT

**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation contact the Selectmen's Office at 508-430-7513.*

Authorized Posting Officer:

Posted by: _____

Town Clerk

Patricia A. Macura, Admin. Secretary

Date: _____
March 24, 2020

TOWN OF HARWICH, MASSACHUSETTS
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #1
SEWER PROJECT

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

Date Submitted: March 23, 2020

One Week Look Ahead (03/23-3/27)

- Mainline Sewer Crew # 1
 - Continue Gravity Sewer Installation on Chris Jo Beth
 - Subcontractors performing various tasks at various locations
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
- Mainline Sewer Crew # 2
 - Continue Installation on RT137
 - Complete Installation on RT 137 Lights to Austin Road
 - Commence Installation on RT 39 from Lights to Austin Road
 - Services at Various Locations
 - Commence Installation RT 137 Austin Road and Lighthouse Charter School

** Detour **

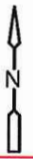
Two Week Look Ahead (03/30--4/3)

- Mainline Sewer Crew # 1
 - Continue Gravity Sewer Installation on Chris Jo Beth
 - Subcontractors performing various tasks at various locations
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
 - Mainline Sewer Crew # 2
 - Continue Installation on RT137
 - Between Austin Road and Lighthouse Charter School
- ** Detour / Night Work ?**

Three Week Look Ahead (04/06--4/10)

- Mainline Sewer Crew # 1
 - Continue Gravity Sewer Installation on Chris Jo Beth
 - Subcontractors performing various tasks at various locations
Testing, Inverts, Casting Adjustments, Mandrel (RT 137 & RT 39)
 - Mainline Sewer Crew # 2
 - Continue Installation on RT137
 - Between Austin Road and Lighthouse Charter School
- ** Detour / Night Work ? **

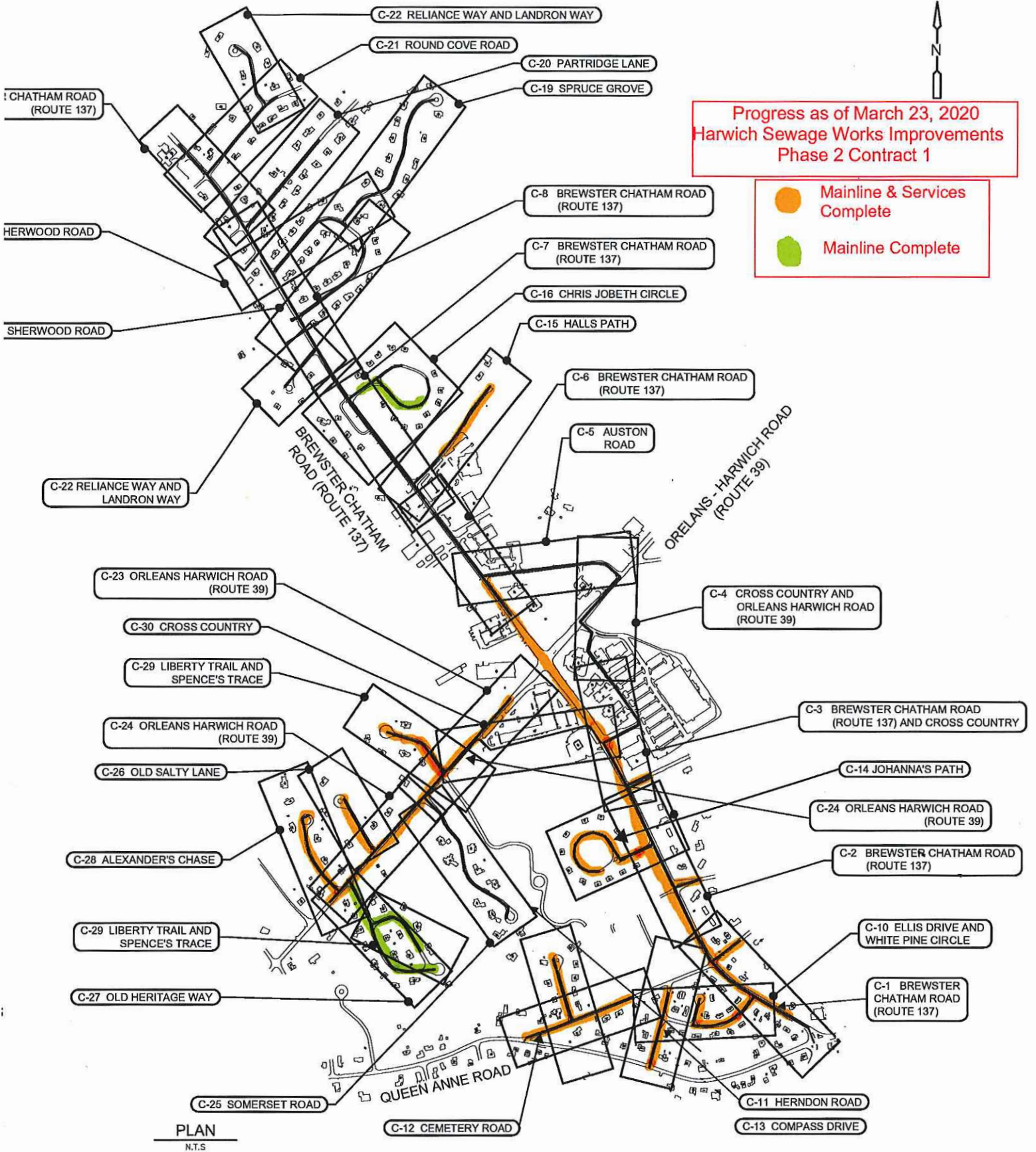
Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor's actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations throughout the project area.



Progress as of March 23, 2020
Harwich Sewage Works Improvements
Phase 2 Contract 1

 Mainline & Services Complete

 Mainline Complete



PLAN
N.T.S.

TOWN OF HARWICH, MASSACHUSETTS
SEWERAGE WORKS IMPROVEMENTS PHASE 2 – CONTRACT #2

CONSTRUCTION SCHEDULE – WEEKLY UPDATE

One Week Look Ahead (03/23-03/27)

- Mainline Sewer Crew # 1
 - Continue sewer on Church Street. From Sugar Hill Drive towards Nor'East Drive (C-2)
 - **Road Closed between Bay Road and Queen Anne**

Two Week Look Ahead (03/30-04/03)

- Mainline Sewer Crew #1
 - Start sewer on Nor'East Drive. From Church Street towards Sou'West Drive (C-7)
 - **Road Closed between Bay Road and Queen Anne**
- Mainline Sewer Crew #2
 - Complete any remaining services of Church Street (C-2)
 - Start sewer on Church St going North from Continental Dr towards Bay Rd (C-2/C-3)
 - **Road Closed between Bay Road and Queen Anne**

Three Week Look Ahead (04/06-04/10)

- Mainline Sewer Crew #1
 - Continue sewer on Nor'East Drive from Church St towards Sou'West Dr (C-7)
 - **Road Closed between Church Street and 137**
- Mainline Sewer Crew #2
 - Continue sewer on Church Street from Continental Dr towards Bay Rd (C-2/C-3)
 - **Road Closed between Bay Road and Queen Anne**

Please note that this is a projected schedule and will be adjusted accordingly based on the Contractor's actual progress and the weather. On an as needed basis auxiliary crews will be performing testing, installing inverts, raising castings, paving , and performing general cleanup at various locations throughout the project area.



Harwich Cranberry Festival Inc.

508-527-7620 P.O. Box 555 Harwich Port, Massachusetts 02646

March 12, 2020
Larry Ballentine
Board of Selectmen
Town of Harwich
732 Main Street
Harwich, MA 02645

Dear Chairman Ballentine and Selectmen,

The Harwich Cranberry Festival, Inc. would like to request charity one day special beer and wine licenses for serving wine and beer at musical performances the committee is sponsoring through the 2020 season. We will be sponsoring the following events during the Spring- Summer season.

Summer Thursday Night in the Courtyard Series July 9, 16, 23, 30, August 6, 13, & 20, Harwich Cultural Center Courtyard and Auditorium (for rain nights), 204 Sisson Road

September 19 & 20, Harwich Cranberry Festival, fields behind Harwich Community Center, 100 Oak St.

The beverage service will be done before and during the intermission of the performances at the cultural center, either in the entry way adjacent to the auditorium, or in the courtyard. At the Harwich Cranberry Festival beverage service will be within a fenced enclosure including the music tent, food court, picnic area and craft area. The fencing plan will be reviewed with Police and Fire personnel. An appropriate wrist band or hand stamp identifying those of age will be required for the purchase of wine or beer and the servers are certified professional bartenders.

Thank you for your consideration of this request.

Edward McManus, President, Harwich Cranberry Festival, Inc.

Enclosure (2): Commonwealth Of Massachusetts, Certificate for Solicitation certificate of Exemption

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039




Robert C. Lawton, Jr.
Interim Assistant Town Administrator

732 MAIN STREET, HARWICH
02645

MEMO

TO: Joseph Powers
Interim Town Administrator

FROM: Robert C. Lawton, Jr. 
Interim Assistant Town Administrator

RE: CPC Board Secretary

DATE: March 9, 2020

David Nixon, chair of the community preservation committee, has asked for us to look at the CPA board secretary position. Over a number of years the position has not been adjusted to reflect years of service and the quality of work the person accomplished.

After reviewing the job descriptions for board secretary, board clerk, and administrative assistant the position seems to be classified correctly. Over a period of approximately 10 years the person occupying the position has remained at step one. This was an oversight and there should be an adjustment. Under the personnel by-law, part six, it states in part that a person can receive a two-step increase with the approval of the department head and the Town Administrator, after one year of service and an exceptional evaluation. In this particular case I would suggest that the person should be placed at step five, out of 10, in recognition of her tenure, evaluations by the Chair of the CPC and recommendation from the department head, who is the Chair of the CPC. Part four of the current personnel bylaw, in my reading, allows the Board of Selectmen, with the recommendation of the personnel administrator, who is the Town Administrator, may adjust the compensation plan. I would recommend that such an adjustment be made under that authority.

We've calculated the impact of such an adjustment, which will be an increase of \$2.03 per hour. The person works an average of 10 hours per month and with four months left in the fiscal year the impact would be \$81.20. I understand that the Community Preservation Committee has agreed to formally recommend this action and the Chair of the Committee has confirmed that the additional funding is within the CPA budget to accommodate the increase.

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513

Fax (508) 432-5039

Joseph F. Powers, *Interim Town Administrator*

732 MAIN STREET, HARWICH, MA



MEMO

TO: Board of Selectmen

FROM: Joseph F. Powers, *JFP* Interim Town Administrator

CC: Daniel Pelletier, Town Water/Wastewater Superintendent
Griffin Ryder, Town Engineer
Lincoln Hooper, Town DPW Director
James Maher, Project Manager, CDM Smith
Charles Sumner, Wastewater Outreach Manager, Weston & Sampson
Abigail Our Rose, Project Manager, Robert B. Our Co., Inc.
Cyndi Williams, Executive Director, Harwich Chamber of Commerce

RE: Proposed Traffic Control Plan for Sewerage Works Improvements Phase 2,
Contract No. 1 Relative to Routes 137 & 39 in East Harwich

DATE: Monday, March 9, 2020

This memorandum is a follow-up to my announcement at the March 2, 2020 Board of Selectmen's meeting concerning a discussion to be held on Monday, March 9, 2020 relative to a Traffic Control Plan. This matter is to be heard under Agenda Section VI Public Hearings/Presentations Item A.

This discussion is necessitated by a request of the contractor for the Phase 2 Contract No. 1 project, Robert B. Our Co., Inc. ("RBO") that the Town determine that it is *not possible* that "...the Contractor will allow for the maintenance of a minimum of one 11-ft lane of traffic for both directions..." as outlined in the contract for the area around East Harwich and Routes 137 and 39 (see documents CDM-1 and CDM-2).

After consultation with appropriate town staff, other contract vendors and representatives from RBO, I have concluded that, for discussion purposes, the Town deems that such determination is not in the Town's best interest. I met with the parties referenced above as well as several representatives from the area's merchants and the Chamber of Commerce on Monday, March 2nd to receive input on the RBO request.

I held a meeting with appropriate town staff as well as representatives of RBO, CDM Smith and Weston & Sampson on Wednesday, March 4, 2020 to discuss potential solutions to minimize the impact of the sewer work as it enters the phase section under this contract.

My recommendation for a Traffic Control Plan is articulated in the documents provided by RBO labeled RBO-1 and RBO-2. I have also provided relevant contract and work session minutes

for the Board to rely upon during this discussion. Those documents are labeled CDMS-1, CDMS-2, CDMS-3, CDMS-4, CDMS-5 and CDMS-6.

The recommended approach is a “blended work flow” predicated on construction zones within the area of East Harwich along Route 137 between Auston Road and Pleasant Bay Road. All parties reached consensus as to the extent of each construction zone (Zones 1-4) as outlined in the drawing labeled RBO-3.

While the proposed blended work flow approach may necessitate change orders and additional costs (all parties have already agreed to begin work to immediately ascertain cost estimates), I believe this approach is in the best interests of the merchants and residents directly impacted by this work and the taxpayers of the Town of Harwich in general.

Recommendation: That the Board of Selectmen vote to affirm the proposed Traffic Control Plan for Sewerage Works Improvements Phase 2, Contract No. 1 relative to Routes 137 & 39 in East Harwich as outlined and presented by the Interim Town Administrator.



March 7, 2020

Harwich Sewer Phase "2" Work Zone. MEMO

RT 137 from Auston Road to Round Cove Rd. (just past) is the Zone 2 work area.

Option #1:

Robert B. Our Company would close RT 137 from Pleasant Bay Road to Auston Road for thru traffic. Residents and Business traffic would still be allowed thru. The residents and business traffic would be guided by the Police Detail Officer, at various locations through the detour route and inside the "closed to thru traffic area " .

This would allow Robert B. Our Company to progress thru the areas as swiftly as possible.

Option #2

In a concerted effort with CDM , Town of Harwich and Robert B. Our Company a "blended approach "was discussed and vetted for workability. The proposal below is a combination of approaches that keep sections of the work area "open" to thru traffic as much as possible while allowing the contractor to continue the installation process. Some of the options present below, have cost implications. The blended approach allows the town to "tweak" some areas depending on the preferred outcome. The approach entails some complete detours, partial detours, night work if requested and extended hours if requested.

This "a la carte "approach, allows the Town of Harwich some control in the work flow. Bear in mind, this is not the Contractor's first choice and will have cost implications.

"Blended Work Flow"

- Construction Zone "1"
 - Work would progress thru the RT 137 & RT 39 intersection toward Austin Road. The section of road would be closed to thru traffic. The area would be detoured from Austin Road to RT 39 around the immediate construction zone. This work would take place during the daytime work hours.

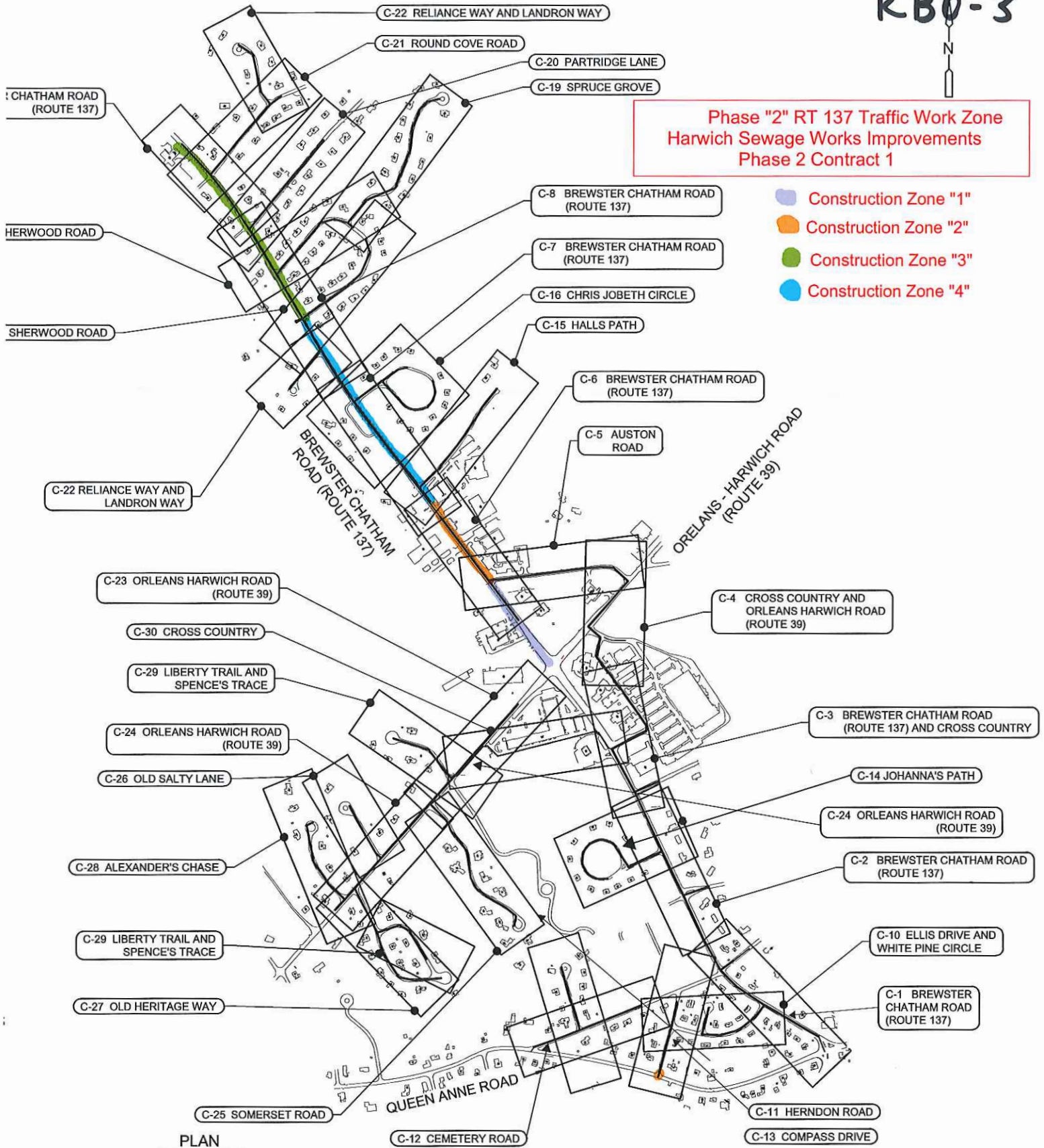


- Construction Zone “2”
 - Work would progress up RT 137 from Auston Road to in-between the Lighthouse Charter School and Town Paint Plaza. This work is proposed to be “Night Work “to start at 9 PM.
This could be performed with a partial detour. In bound traffic from Exit 11 to RT 39 would be allowed thru the construction zone. Driving on the road shoulder / sidewalk area around the immediate construction area.
This can also be performed with a full detour since the traffic flow is decreased in the “off hours”. The Detour would be RT 137 - Pleasant Bay Road – RT 39. It would be preferred if this night work approach is adopted that a complete detour is selected for safety of the work crew.
- Construction Zone “3”
 - Work would progress from Sherwood Road to just past Round Cove Road. Due to depths of the sewer main, there is not a safe way to get vehicles past the construction operation. This area requires a full closure to thru traffic and a detour of the area.
The Detour would be RT 137 – Pleasant Bay Road – RT 39.
The area will still be open to residents. Residents will be directed by the traffic detail officer.
- Construction Zone “4”
 - Work would progress from Sherwood Road to just past the Lighthouse Charter School. The work would involve a partial detour. In Bound traffic from Exit 11 would be allowed thru the work zone by driving on the road shoulder area. “ Outbound traffic “ would follow the detour around the construction zone by RT 39 – Pleasant Bay Road – RT 137.



Phase "2" RT 137 Traffic Work Zone
Harwich Sewage Works Improvements
Phase 2 Contract 1

- Construction Zone "1"
- Construction Zone "2"
- Construction Zone "3"
- Construction Zone "4"



PLAN
N.T.S.

SECTION 015526 - TRAFFIC CONTROL AND POLICING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Traffic Control
 - 2. Police Details.
- B. Related Requirements:
 - 1. Section 015000 "Temporary Facilities and Controls" for staging areas and parking.

1.3 REQUIREMENTS

- A. All traffic control work performed by the Contractor shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), the Contract Drawings and these specifications. Where reference is made to one of the aforementioned publications, the revision in effect at the time of bid opening shall apply.
- B. The Contractor shall furnish, install, operate and maintain equipment, services and personnel, with traffic control and protective devices, as required to expedite vehicular traffic flow during construction.
- C. The Contractor shall submit a Traffic Management Plan to the Engineer for approval. The plan shall detail all temporary changes in traffic control equipment, street or road closures, detours, etc., prior to the start of construction. The plan must consider and coordinate with work by others under separate contract with the Owner and with the Town of Chatham's contractor working in the area. The Contractor shall make every effort to adhere to the approved plan. When necessary, the Contractor shall update this plan and forward these changes to the Owner, Engineer, Town of Harwich Police Department, Fire Department and School Department for approval. The Owner reserves the right to modify the plan throughout the course of the Contract.
- D. The Contractor shall cooperate fully with the Owner, the Owner's other contractor and the Town of Chatham's contractor to coordinate all work under this contract and/or detours planned to ensure that they do not adversely impact work under this Contract or the other contracts.

- E. The Contractor will not be allowed to perform any work on Route 39 and/or Route 137 between Memorial Day and Labor Day of any year.
- F. The Contractor shall submit a pedestrian access plan, as necessary, that includes furnishing, installing and maintaining all pedestrian access and control devices meeting ADA guidelines.
- G. The Contractor shall remove temporary equipment and facilities when no longer required and restore grounds to original conditions.
- H. The Contractor shall notify the Owner and all impacted property owners at least 72 hours in advance (excluding Saturdays, Sundays and legal holidays) of any work that will interfere with access to their residence or place of business.
- I. No road shall be closed to traffic without the prior consent of the Engineer and the Owner. Contractor shall submit a written request to the Owner 72 hours (Saturdays, Sundays and legal holidays excluded) in advance of any traffic pattern modifications. Written permission shall be obtained prior to implementing traffic pattern modification (e.g., road closure or detour). Owner reserves the right to reject request without modifying the Contractor's schedule or cost.
- J. Traffic control, including but not restricted to signing and devices, shall be provided for all openings in roads by the Contractor in accordance with Owner and MassDOT Highway Division standards.

1.4 MINIMUM REQUIREMENTS FOR TRAFFIC CONTROL AND PEDESTRIAN ACCESS

- A. The Contractor shall provide for access to all buildings including business and parking areas and private residence driveways at all times.
- B. Where possible, the Contractor will allow for the maintenance of a minimum of one 11-ft lane of traffic for both directions (lane to be shared and the direction of travel to alternate in some situations under police officer control) at all times.
- C. Police details will be required at certain times in order to maintain safe traffic control within the project area. This requirement will be determined by the Owner or Engineer, and coordinated by the Contractor. Policing is discussed in Policy Memorandum included in Part II of the Supplementary Conditions.
- D. No detour shall be allowed without prior approval of the Engineer and the Owner. A detailed Traffic Management Plan shall be submitted by the Contractor to the Engineer showing schedule, signage and control for the proposed detour. Said plan(s) shall be submitted at least 7 working days prior to the proposed detour taking effect.
- E. The Contractor shall provide portable, electronic variable message signs (VMS), as necessary, and as directed by the Engineer. Messages shall be determined by the Engineer and the Owner. Location of signs shall be included in the approved Traffic Management Plan and will be required to be moved and set up by the Contractor as the work progresses. Payment for the use of message boards shall be made under the corresponding Bid Item in the Bid Form.
- F. The Contractor shall maintain access to storefronts, businesses and private residences throughout the project area at all times. It is the Contractor's responsibility to coordinate with

local businesses, property owners and the Owner and to maintain access during all construction activities. Contractor shall be responsible for providing, maintaining and removing appropriate signage indicating that specific businesses are open during construction activities.

- G. The Contractor shall at his own expense provide suitable temporary walkways as necessary to provide safe and secure access to the storefronts and businesses in the project area at all times. Contractor shall allow for receipt of deliveries, including mail, and foot traffic resulting from daily activities. Contractor shall not close or obstruct any portion of a street or walkway without obtaining prior approval from the Owner.
- H. The Contractor shall at all times conduct the Work in such a manner as to ensure the least practicable disruption and obstruction to public travel and access. The convenience of the general public, residences and businesses along and adjacent to the area of work shall be provided for in a satisfactory manner, consistent with the operation and local conditions. The Contractor shall be responsible for proper maintenance, control and detour of both vehicular and pedestrian traffic in and around the area of construction.
- I. Excavated or other material stored adjacent to or partially upon a roadway surface shall be adequately marked for vehicular and pedestrian safety at all times. Excavation shall be conducted in a manner to cause the least possible interruption to traffic outside of the limits of work.
- J. The Contractor shall maintain and coordinate access for scheduled solid waste pickup at all times. Coordinate with Owner and Owner's solid waste collector for specific pick up days and times.

1.5 SUBMITTALS

- A. The Contractor shall submit traffic control phased plans showing the setup, detours, number and width of open lanes and schedule for approval by the Engineer and Owner prior to any work commencing within the right of way. These plans shall be submitted a minimum of 7 working days before scheduled operation.

1.6 TRAFFIC SIGNALS AND SIGNS

- A. The Contractor shall provide and operate traffic control and directional signals required to direct and maintain an orderly flow of traffic in all areas under the Contractor's control, or affected by the Contractor's operations.
- B. Provide traffic control and directional signs, mounted on barricades or standard posts at the following locations, as directed by the Engineer:
 - 1. Each change of direction of a roadway and each crossroad.
 - 2. Detours.
 - 3. Parking areas.
 - 4. For businesses within detour routes.
 - 5. As specified on the Drawings.



Shop Drawing Submittal Response

Date: September 18, 2019
 Project Name: Town of Harwich, MA Sewerage Works Improvements
 Phase 2 – Contract No. 1 (CWSRF – 4424/1)
 Submittal: 015526-001-A – Traffic Management Plan
 Spec Section No.: 015526 – Traffic Control and Policing
 Reviewer: Antonio V. Bonilla

Review Status:

- CODE 1: Approved
- CODE 2: Approved As Noted
- CODE 3: Approved As Noted/Resubmit - Resubmission required
- CODE 4: Rejected
- CODE 5: Receipt Acknowledged (Not Subject to the Engineer's Approval)

Comments:

It is understood that the proposed Traffic Management Plan is subject to adjustment based on prevailing conditions and overall plan effectiveness in maintaining adequate traffic control, homeowner/business access, and construction crew/public separation safeguards. Please provide one-week advance notice when any changes to the plan are proposed, especially if a complete detour is proposed in areas that are presently open to one lane of traffic. Traffic management controls are generally to conform to the details shown on contract plan sheets TM-1 through TM-3.

Based on our August 13 email exchange, it is understood that:

- Efforts will be made to maintain one lane of traffic during construction, including sewer alignment adjustment.
- Two travel lanes will be restored at the end of each work day with proper trench excavation safeguards put into place. Barrels and cones will be used to delineate the active work zone from live traffic.
- Advance discussions with the owner of Stop & Shop should be conducted to ensure access for the public and store deliveries are maintained.

SHOP DRAWING REVIEW

Approved
 Approved As Noted
 Approved As Noted/Resubmit Full Partial
 Rejected
 Receipt Acknowledged (Not Subject to the Engineer's Approval)

The Contractor is responsible for the details and dimensions of fabrication and manufacture, the means, methods, techniques, sequences, or procedures of construction, and performing its work in a safe manner. The Contractor is also responsible for confirmation and verification of all field measurements, and coordination with other related shop drawings and Contract requirements.

The Engineer's review of this shop drawing is limited to review for conformance with the Contract Documents and design concept. This review does not relieve the Contractor from errors or omissions in the submittal, or from the Contractor's responsibility of addressing any deviations from the Contract Documents, or for any other Contract requirement.

Note: The review of shop drawings containing design calculations or drawings signed and sealed by a professional engineer ("Contractor Specialty Engineer") does not constitute a detail check of calculations, nor does it relieve the Contractor's Specialty Engineer from the responsibility for the design and detailing of the specialty component or system contained in such shop drawings.

By: AV Bonilla Date: 9/18/2019

Harwich, MA – Ph. 2 Sewage Works Improvements - Contract No. 1
 Construction Progress Meeting No. 2 – October 29, 2019

roundabout, and the small police Dept. EVM would be moved to the exit out of Stop & Shop on Rt. 137.

- b. Pending Work on Rt. 137 North – The Town advised that every effort is to be made to maintain 1 lane of open travel on this road during the work.
 - c. Contract No. 2 Work – It was agreed that the work of both contracts needs to be closely coordinated from a traffic management standpoint. RBO noted that the critical work on Church St. could possibly be opened for work once RBO completes work in the southerly section of Rt. 39 at which time the current detour could shift from Church/Bay Streets to Rt. 39. The work timing and detours need to be coordinated with the schools.
4. Public Concerns, Etc.
 - a. Status #25 Ellis Dr. & 42 Sou'West Dr. – No more issues have been reported.
 - b. Status of Recent Issues - Some resident complaints have been lodged, but generally there have been fewer complaints and overall improvements have been gained.
 - Bay St. Traffic Speed: Lt. Sullivan noted that the recent efforts to maintain electronic speed sensors and station police cars have been effective in reducing detoured traffic speeds. For one week worth of data, 90% of vehicles have been travelling under 35 MPH. It was requested that the data be provided to the Town Administrator for distribution as applicable.
 - Sou'West Dr. (Eastwind) Truck Traffic – Nothing more of substance was reported.
 5. Service Location Forms – See attached listing update. It was noted that there has been an increase in form returns. The attached listing will be updated to remove items shown as missing, that have been completed by field staff and installed by RBO. The revised listing will be sent to Meggan Eldredge.
 6. Shop Drawing Submittals
 - a. Priority Submittals – The generator submittal is to be prioritized.
 - b. Precast Building Submittals – RBO noted that the precast submittals (by United Precast) are likely 8-10 weeks from being ready for submission.
 7. Requests for Information (RFI's)
 - a. Open RFI's – None.
 - b. Received/Returned to Date – Six total.
 8. Potential Change Orders (PCO's) – The Town Administrator is authorized to approve change orders up to \$25,000 in value.
 - a. Deeper Service Connection #23 Rt. 137 – Deeper and shallower lateral service installs are being monitored for later disposition.
 - b. Compass Dr. Fractured Water Main – The cost of the change totals \$5,118 is to be processed.

- c. Pending Work on Rt. 137 North – RBO noted that it may be necessary to remove/relay the curbing in order to maintain one travel lane. This decision will be further discussed once existing utilities locations have been marked (digsafe) and field layout can be better assessed. As noted in previously, every effort must be made to maintain 1 lane of open travel on this road during the work.
 - d. Contract No. 2 Work – It was noted that the hope is that the contract will be executed by the Town this week. Coordination of the work between both contracts, including RBO's Chatham work needs to be prioritized as it relates to detours. RBO and RJV (C#2 contractor) have had preliminary discussions on this subject. **No Change** - It was agreed that the work of both contracts needs to be closely coordinated from a traffic management standpoint. RBO noted that the critical work on Church St. could possibly be opened for work once RBO completes work in the southerly section of Rt. 39 at which time the current detour could shift from Church/Bay Streets to Rt. 39. The work timing and detours need to be coordinated with the schools.
4. Public Concerns, Etc. – Charlie Sumner noted that there have been improvements in the level of overall public concerns raised over noise (#25 Ellis Dr., #432 Sou'West Dr.), speed (Bay St.), and truck traffic (Sou'West/Eastwind Dr.). It was noted that the agreed upon late night work will be posted on Facebook.
 5. Service Location Forms – CDMS noted that 64% of the completed mailings for the entire project have been received/completed as of 11/15/19. The listing update was provided to Meggan Eldridge of the Health Department. It was agreed that a second mailing of all outstanding service forms will be mailed out by the end of the week. All returned forms, regardless of who receives them are to be transmitted to the Health Department.
 6. Shop Drawing Submittals
 - a. Priority Submittals – The generator submittal and wet well structures are to be prioritized.
 - b. Precast Building Submittals – RBO hopes to receive the building submittals later this week.
 7. Requests for Information (RFI's) – **No Change**
 - a. Open RFI's – None.
 - b. Received/Returned to Date – Six total.
 8. Potential Change Orders (PCO's) – The Assistant Town Administrator noted that all change orders must be approved by the Board of Selectmen (BOS). CDMS will prepare and provide a summary log of changes.