

**BRUCE CAHOON WATER TREATMENT PLANT
AND APPURTENANT WORK
HARWICH, MASS**

**PROJECT PROGRESS MEETING #18
July 22, 2011**

MEETING MINUTES

I. ATTENDEES

Craig Wiegand, Harwich Water Department
Paul Costello, Polaris Consultants
Jason Federico, Polaris Consultants
John Hanifin, Weston & Sampson CMR
Scott Drapeau, VSG
Tim McKeon, VSG
Butch Neylon, ITS

II. OUTSTANDING CONTRACT AWARD DOCUMENTATION

No outstanding contract award documents. The Bruce Cahoon Water Treatment Plant Agreement was authorized on September 28, 2010 and the Notice to Proceed was issued on October 14, 2010. The scheduled completion date is October 14, 2011.

III. SUBMITTAL REVIEW

The submittal review to date is summarized on the Submittal Log dated July 22, 2011 and provided in Attachment One. Since the last meeting, the Instrumentation and Controls Operations Sequence (#27.2) and the Swing Check Valve and Surge Arrestor Valve Submittal (#37.3) were approved. Polaris also received the Chemical Feed and Transfer Pump O&M Manual (#38) and Flow Control Valve O&M Data (#39). The HWD will also review the O&M information.

IV. SCHEDULE ISSUES

In accordance with W&S's revised schedule (#5.4) the Interior Process Piping, Electrical work, Plumbing and Painting is proceeding as scheduled. Underdrain and Grate work for the BWV pipe gallery is near completion.

SCADA equipment delivery to the Site is behind schedule and is now anticipated the week of 7/27/11 (two weeks behind schedule). The Master Control Panel equipment has been delivered to ITS' office. Today's project meeting was also being conducted to coordinate the QA/QC protocol and Factory Testing associated with the control panel.

**BRUCE CAHOON WATER TREATMENT PLANT
AND APPURTENANT WORK
HARWICH, MASS**

**PROJECT PROGRESS MEETING #18
July 22, 2011**

MEETING MINUTES

Town completed Site Work, including the installation of two catch basins and two leaching galleys, the 16" pipe work and blow off pit, and installation of the fiber optic line to the Site. Final system flushing will be conducted the week of 7/25/11.

V. FORESEEABLE FOUR WEEK SCHEDULE OF ACTIVITY

During the next four weeks, W&S CMR plans to conduct the following tasks:

1. Continue with submittals;
2. Continue with interior electrical, plumbing and painting work
3. Continue finish concrete work;
4. Continue under drain and grate work;
5. Continue construction of the metal building punchlist;
6. Install process piping and pipe gallery grates;
7. Install overhead door the week of 7/25/11; and
8. Continue fabrication, delivery and installation of SCADA hardware (UFT and WFT scheduled for week of 8/1/11).

VI. OLD BUSINESS

Town Counsel has also reviewed the Roberts Filter product warranty and a dialogue continues on the coordination of specific product warranties and the overall warranty aspects outlined in the General Conditions. W&S CMR will take the lead on the workmanship warranty, as well as provide a blanket for the multiple products in accordance with General Condition 6.19.

The Town approved the Fire Alarm system submitted by Seaside Alarms. These items will be incorporated into an Extra Work Order (EWO#1).

Incorporation of the revised Sequence of Operations Plan for SCADA is being coordinated with HWD, their integrator (VSG), W&S and their SCADA subcontractor (ITS). At the meeting, VSG affirmed that the Control Panel Test Plan and QA/QC checklist would be available by 8/1/11, and the Control Panel testing could commence on or around 8/8/11.

The chain-link-fence at the Bike Path was damaged on 6/9/11 and the repair shall be by W&S/RGN to the Town's approval. RGN is contacting local fence vendors.

**BRUCE CAHOON WATER TREATMENT PLANT
AND APPURTENANT WORK
HARWICH, MASS**

**PROJECT PROGRESS MEETING #18
July 22, 2011**

MEETING MINUTES

VII. NEW BUSINESS

Continued coordination between the Town SCADA Integrator (VSG) and W&S (along with their SCADA Installer (ITS) will be needed in the coming weeks. It is anticipated that VSG will be conducting Factory Testing prior to delivery of the Control Panel to the Site, and will be on Site part-time during the SCADA installation.

The Town will consider the purchase of the WTP computer directly as opposed to having W&S purchase the un-specified unit.

The Town has a preference to have the NaOH and NaOCl room unit heaters vent through the side of the building, as opposed to through the roof. Denis Cataldo from RW Sullivan was on Site 7/22/11 to become aware of the issue. Polaris will solicit a formal opinion from RW Sullivan and Lin Associates, and if practical, W&S (through Casey Plumbing) will submit on changes.

VIII. TOWN COORDINATION ISSUES

Miscellaneous Extra Work and Change Orders need to be developed for the following:

1. Seaside Fire Alarm quote of \$9,475 (and as approved by HFD), and
2. Additional Site Work by McKay (Cape Cod Berm, Setting CB Rims and additional Paving).

IX. NEXT MEETING

The next project meeting was scheduled to be in the site trailer on Friday, August 5, 2011 (depending on Control Panel test status).

ATTACHMENT ONE

SUBMITTAL LOG