

Town of Groton
Select Board Work Session Minutes
Preconstruction Meeting
October 1, 2024

In attendance from Groton: Tony Albert, Ron Madan, Robert Ellis, and Sara Smith (Town Administrator)

Also in Attendance: Casey Kuplin and Jen Correia from Kuplin Land Service, Doug Sonsalla and Jon Criswell from Studio Nexus Architects & Planners, Rena Peck & Tracy Montminy from USDA

Absent: John Rescigno

The meeting was called to order at 1:30pm.

The following items were sent in an email prior to the meeting to be discussed during this meeting:

- Equal Employment Opportunity is the Law Poster
- And Justice for All Poster
- Form RD 400-3
- Form RD 1924-16, Record of Pre-Construction Meeting

Sara had sent an email back stating that she had reviewed these documents and had two changes. Rena said these changes can be made during this meeting. These changes are:

- Form RD 400-3 needs to be updated as it says Groton, VT and should say Groton, NH.
- Also, Groton had sent over an updated notice to proceed in the email dated 9/12/24, which she sent again, which has a completion date of 9/11/25 which we did because of all of the delays since the project has not even started yet due to not being able to have the preconstruction meeting yet. Therefore, it looks like the substantial completion date under #7 on the RD 1924-16 will need to be updated to 9/11/25 to reflect this.

Doug had sent an email prior to the meeting stating that in reviewing and preparing for the meeting this afternoon, there are a few decisions that should be made, and asked that everyone please consider the items he sent. Rena mentioned that we will go over these during this meeting as well.

1. They (architects) have changed the term 'inspection' to 'review of work' for the architectural/Clerk of the Work portions.
2. All parties to determine the date and time of standing weekly/bi-weekly meetings – have calendar ready.
3. Contractor to provide the name of the site superintendent.
4. Town to provide the name of any other agencies overseeing the work, bank etc.?
5. Owner to provide the name and title of their representative who we will be in direct contact with Jon and me during construction.

Everyone walked through the Form RD 1924-16, Record of Pre-Construction Meeting together. Doug will update the form with the changes that were agreed upon. Sara will update the notice to proceed and will have the Select Board and Casey sign it before they leave. It was agreed to change the dates with the work to start October 2, 2024 and to be completed by October 2, 2025. Tracy will update RD 400-3 to change VT to NH and will send that with the change order form and the payment application. Sara printed the Equal Employment Opportunity is the Law Poster along with the And Justice for All Poster for Casey. He will post these at the site. Doug said that it sometimes works better to put it on a piece of plywood with plastic over it. Casey had asked if there is a 911 number attached to the site. Sara believes there is and will double check after. He also asked if we have a layout of the boundary lines. Sara and Bubba said a survey was on file. Sara said she will look for it after the meeting. Doug said this is a good thing to have and to mark out on the property so they know when they come out.

The Zoom call ended. Sara updated the notice to proceed. **Tony motioned to sign the updated notice to proceed, Ron 2nd, so voted.** Casey also signed it. Sara made Casey a copy and will send it to USDA and Doug.

Sara looked up the property. It was assigned a 911 address, which is 678 North Groton Road. Tony will order one of the red address signs. She also located the copy of the survey map of the property which shows the boundary lines and pins and driveways. She made a copy for Casey. She also located the driveway permit and made a copy for Casey as well. She said she can look for the larger copy but this was all she had in the file online and in the property file. The Select Board signed and gave Casey his Phase 1 check and stated he can start working on this whenever his schedule allows. Sara told Casey to let her know if he needs copies of anything else. Casey said he will be in touch when he starts work so we can start the weekly or bi-weekly progress meetings.

Having no other business to conduct, Tony motioned to adjourn at 2:45pm, Ron 2nd, so voted.

Respectfully submitted,

Sara Smith
Town Administrator