

RECORD OF MEETING

Client: Town of Millis Date: April 29, 2021
 Meeting Date: April 29, 2021 Prepared By: Melissa Recos, P.E.
 Meeting Location: Zoom Job Number:
 Meeting Topic: Emerson Place Preconstruction Meeting

ATTENDEES:

Name	Affiliation	Name	Affiliation
Melissa Recos	BETA	Bob Fox	Developer
Julia Sterns	BETA	Dave Wienstock	Developer
Bob Lamoureux	BETA	Fran DeCoste	
Tyler Drew	BETA	Dan Merrikin	Legacy Engineering
Jim McKay	DPW	Tim Bobola	Bella Construction
Chief Soffayer	Police Department	Mitch Maslanka	Goddard Consulting
Chief Barrett	Fire Department		
John Steadman	Con Com		
Mike Giampietro	Building Department		

RECORD OF MEETING MINUTES:

Melissa Recos of BETA introduced those in attendance, gave an overview of the project and went through the agenda items as follows with *additional comments from attendees noted in italics*:

1. Project Scope: Phase 1A of 3 consists of construction the 2,800± feet long 26 feet wide roadway known as May Road with access from Rolling Meadow Drive and Ridge Street south of the intersection of Curve Street. The Roadway will have sidewalk along one side and enables marketing and sale of 23 lots to construct single family homes in Phase 1B. Designated Open Space to be preserved.

Erosion Controls: Erosion controls at limit of work consisting of snow fence, compost sock (8" & 18"), mulch berm (24"x 12"), Silt socks in catch basins and stabilized construction entrances are depicted throughout the site.

Stormwater: 1,420± feet of drainage pipe, drainage swales, 4 stormwater infiltration basins

Water: 2,850± feet of water main, 7 fire hydrants with connections to Town system on Rolling Meadow Drive and Ridge Street

Sewer: 1,760± feet of gravity sewer main, 270± feet of sewer force main with connection to Town system on Ridge Street

May Road Culvert Crossings & Structural Elements: There are 3 proposed stream culvert crossings with associated retaining walls and wetland replication

2. Review Plans – Verify latest plans date, September 28, 2020, which included revisions from Board of Health and Select Board review. Still need to provide final stamped bridge and retaining wall design calculations and plans prior to construction. *Dan M. noted that the September 28, 2020 plan will be presented to the Planning Board at their May 11th hearing for approval of modifications. An updated SWPPP, illicit discharge statement and 24-hour construction contact information will be provided to the Town in the next day or two.*
3. Anticipated Construction Schedule – Provide updated Infrastructure Construction Sequence plan to Planning Board in spring and fall during roadway and infrastructure construction. *Dan M indicated that erosion controls are staked out and erosion control installation is being scheduled for the next week or two and tree clearing will follow that. They will contact BETA when erosion controls are ready for inspection.*
Jim M. requested an email be provided to him with the start of construction information so that the Town can post to the webpage to inform residents.
4. BETA Construction Observations (Anticipated) – Observations are not full time, they are daily “spot” checks during utility and roadway infrastructure installation, report for each will be provided. Scope and Fee for inspection services to be paid for by the applicant and agreed upon and signed by the applicant and Town prior to start of construction. Inspections to include:
 - a. Installed erosion controls (1) – and incidental to subsequent visits
 - b. Drainage pipe and structures installation (12), Infiltration basins subgrade (4)
 - c. Water main and service stubs (22), Water main pressure and chlorination tests (10 hours), Water Quality sampling (1), Pressure or Water Quality Tests failures, system repairs and re-testing not included
 - d. Sewer pipe, structures and service stubs (19), Sewer main & manhole pressure tests (12 hours). Pressure tests failures, system repairs and re-testing not included
 - e. Culvert Crossings (10) with retaining walls (4)
 - f. Installation of gravel base materials (2) and binder course paving roadway (12 hours)
 - g. Installation of gravel base materials (1) and binder course paving sidewalks (8 hours)
 - h. Final Observation and Punch List review for Bond Estimate (2), Final As-built review site walk (1)

Jim M stated that he and the Town Administrator were ok with BETA's Scope and Fee

proposal so it should be sent to Bob F. and Dan M. for their agreement and signature - Melissa R to provide.

Bob L reviewed for the contractor what is expected during BETA observations – open trench with pipe connections exposed.

5. Permitting/Observation & Coordination

Planning Board (BETA) – Product submittal review, Bond Estimate Review, project revisions, addendums and utility design modifications, interim review of as-builts to confirm utilities prior to paving, final as-built drawing review

Board of Health (BETA) –EHIR Permit: stormwater, earthwork and public safety
John M pointed out condition #28 in the EHIR permit regarding identification of groundwater level on the house lots and review and sign-off requirements prior to building permits being issued if foundations will be within 2' of groundwater and require sump pumps. Dan acknowledged that this will take place when digging foundations in the next Phase of the project and they will coordinate at that time.

Board of Selectmen (BETA) - Stormwater

Conservation Commission (BETA) – environmental monitoring of construction activities within wetland resource areas and buffer zones for compliance with the Order of Conditions, road culvert crossings, wetland replication

Department of Public Works (BETA) – final stamped bridge and retaining wall design calculations, plans and construction, water and sewer install and testing, connections

Building Department

Fire Department

Police Department *Chief Soffayer noted that work in Ridge Street may require police detail and that detail requests needed to be called in by 5:30 the day before.*

6. Construction Expectations

Truck Route: Ridge Street entrance is primary and to be used as exclusively as possible (avoid neighborhood entrance off Rolling Meadow). Enter/Exit on Auburn and stay on Ridge, avoid Curve Street. No parking/idling or deliveries on adjacent streets.

Noise/hours: Mon-Fri 7am-6pm, Saturdays 7am-6pm, No work on state holidays or Sundays. Developer is responsible for enforcing work hours with trades.

Speed on Road: The streets are small- the construction vehicles are large - there needs to be speed limit must be followed by all workers/ deliveries to this site.

Identify Contact Person(s) for Construction Management: provide 24 hr contact information to Town. *Bob F indicated that the contact will be the same individual who*

was involved with Hickory Hill and Acorn. Also that if there are any issues or that contact cannot be reached anyone can call him.

Other? Jim M spoke regarding the paving of Ridge Street that will most likely occur in July/August and whether work at the intersection of Ridge and proposed May Road could be completed prior to the paving. Dan M replied that may be able to sequence work so that stubs at this location are installed as a first order of construction, prior to paving.

Mike G asked for the contact information for the tree clearing group so that if/when he gets calls from residents he can get in touch directly with the contractor.

Julia Stearns reiterated the environmental inspections for the Conservation Commission will be conducted to comply with the Order of Conditions and asked if wetland flagging is still in place and visible? Dan said it is, but much is in thick brush. Julia asked that wetland flagging around the limit of work and within buffer zones to be maintained and replaced if needed prior to inspection of erosion controls.