



18 Constitution Drive, Suite 8  
 Bedford, NH 03110  
 Tele: (603) 637-1043  
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**Scott M. Bourcier, PE**  
 Project Manager

ENGINEERING • PLANNING • MANAGEMENT • DEVELOPMENT

**MEMORANDUM**

**TO:** File

**RE:** Barrington, NH – Meetinghouse Road (Map 234 / Lots 31, 31.4, and 25)  
 Pre-Construction Meeting

**DATE:** September 25, 2019

**Attendees**

Marc Moreau	Town of Barrington	Road Agent
Rick Walker	Town of Barrington	Fire Chief
Mike McMahon		Developer
David Coish		Developer
Jameson Hill	Jameson Excavating	Contractor
Robert Stewart	Jameson Excavating	Contractor
James Hayden	Berry Surveying & Engineering	Engineer-of-Record
Scott Bourcier	DuBois & King, Inc.	Town Engineer
Eric Monkewicz	DuBois & King, Inc.	Town Resident Project Representative (RPR)

**Minutes**

**1. Introduction of Attendees**

A. Scott Bourcier initiated the meeting by requesting that everyone introduced themselves and their association with the current project. Above is the list of attendees and their respective titles.

**2. Contact Information**

A. Below is the contact information of both parties:

- |   |   |
|---|---|
| <p>1. Town Engineer:<br/>         Scott Bourcier<br/>         DuBois &amp; King, Inc.<br/>         18 Constitution Drive, Suite 8<br/>         Bedford, New Hampshire 03110<br/>         Telephone: (603) 637-1043<br/>         Cell: (603) 828-8788<br/>         Email: <a href="mailto:SBourcier@dubois-king.com">SBourcier@dubois-king.com</a></p> | <p>2. Contractor:<br/>         Jameson Hill<br/>         Jameson Excavating<br/>         40 Gigante Drive<br/>         Hampstead, New Hampshire 03841<br/>         Telephone: (603) 329-4350<br/>         Cell: (603) 234-1055<br/>         Email: <a href="mailto:jamesonexcavating@yahoo.com">jamesonexcavating@yahoo.com</a></p> |
|---|---|

B. Scott reported that above cell contact number is a personal number and has no issues accepting calls day or night to resolve concerns to avoid conflicts.

**3. Approved Plans**

A. James Hayden reported the approved plans were provided to the Town yesterday for signature and that later this week Berry Surveying & Engineering will obtain a forward a copy to DuBois & King. (**Follow-up:** Scott stopped by the Barrington Land Use Office and was able to obtain a signed copy of the approved plan set. The latest plan set is dated March 12, 2019 and a latest revision date of 09/23/19).

#### 4. Scheduled Construction Observation

A. Scott informed the group that there are nine (9) scheduled construction milestone site visits that will be performed throughout the duration of the construction project; see below list. Scott requested that at the time of requesting milestone site visits, a 48-hour confirmed advance notice is appreciated; 24-hour confirmed advance notice is accepted in special exceptions. Scott continued to note that he understand that construction sometimes requires short-notice requests; hence, providing the personal cell phone number.

1. Clearing & Grubbing
2. Drainage and Subgrade
3. Fire Cistern
4. Bankrun Gravel
5. Crushed Gravel
6. Binder course Paving
7. Wearing course Paving
8. Punch List
9. Final.

B. Scott reported to the group that upon the completion of the above-listed scheduled construction observations, a milestone letter report will be provided to the Town summarizing the work complete at the time of the site visit.

C. Scott inquired if the roadway profile will be established via grade stakes or GPS. Jameson Hill reported that the profile will be established utilizing grade stakes. Scott then requested during subgrade, bankrun gravel and crushed gravel inspections, centerline or edge-of-roadway stakes shall be installed at 50-foot intervals and identify finish grade. Scott explained that this request is made so that DuBois & King can record the depth from finish grade to subgrade and compares that measurement to the subsequent site visits to determine if the required material thickness was placed. Last, Scott stated during each course of gravel material placed, cross-sectional slope is checked.

D. Scott informed the group, placement of the bituminous concrete courses, shall be performed in accordance with the 2010 New Hampshire Department of Transportation (NHDOT) Standard Specifications for Road and Bridge Construction. Therefore, pavement is to be placed on or before November 15th; the surface shall be frost free; and, the surface temperature shall be 40-degrees Fahrenheit for courses greater than 1-1/4 inches compacted depth, or 50-degrees Fahrenheit for courses less than 1-1/4 inches compacted depth. In the event, all conditions are met after November 15th deadline, binder course pavement can be placed upon receiving written approval by the Town. Scott reported that DuBois & King will not accept a "warm mix technology" and allow pavement to be placed anytime throughout the year. (**Follow-up:** Paving activities are not allowed to be completed until the site has been stabilized with loam, seed and either evidence of vegetation growth or protected with mulch.)

#### 5. Interim Construction Observations

A. Scott reported to the group that based on DuBois & King's experience with past projects an anticipated additional seven (7) to eight (8) interim construction site visits will be performed. The interim site visits primarily observe the placement of embankment and general observation of construction progress. Scott also reported that these interim observations are not capped and are based on the contractor's means/methods of construction/phasing. Scott also stated that communication is key in reducing interim inspections; hence, the more DuBois & King is aware of what is going on, the lease amount of site visits necessary.

#### 6. Stormwater Pollution Prevention Plan (SWPPP)

A. Scott reported that DuBois & King may make site visits during rain events to ensure there is no

apparent evidence of erosion and sedimentation control issues. Scott explained our site visits are not required during all storm events nor are to replace the responsibility of the Owner/Contractor to have a Stormwater Pollution Prevention Plan (SWPPP). James reported that Berry Surveying & Engineering will be performing the SWPPP responsibilities.

#### **7. Material Testing**

- A. Scott reported to the group that material testing is the responsibility of the Owner/Contractor and all testing results are to be submitted to DuBois & King's attention for review. DuBois & King requires copies of sieve analysis, proctors, and compaction tests as it relates to roadway construction.
- B. Scott notified the group that material sieve analysis or compaction test results that do not meet specifications will be required to be reanalyzed and/or retested accordingly.
- C. Scott informed that DuBois & King understands that it is not efficient to suspend placement of the subsequent roadway section course material while waiting for written reports to be completed by the material testing consultant. Therefore, DuBois & King has no issue with construction progress to continue, but will be done so at the Owner/Contractor's own risk. In the event written reports indicate materials and/or area(s) that do not meet specification will be required to be reconstructed.

#### **8. Private Utilities**

- A. Scott requested that an electrical, telephone, cable, gas, etc. utility plan be prepared and submitted to DuBois & King for review, or all utility structures (transformers, junction boxes, vaults, etc.) be located along the backside of the open stormwater drainage infrastructure. Scott explained that DuBois & King is experiencing an increasing number of incidences where the private utilities are impacting design of the project; specifically stormwater infrastructure. Scott reported that the plans will be reviewed with the Highway Department to ensure private utilities are located outside of the roadway clear zone that impact snow plowing operations, driver safety and/or stormwater management components.

#### **9. Shop Drawings**

- A. Scott reported to the group that all submittals are to be approved by the Engineer-of-Record and copies forwarded to DuBois & King for final acceptance. For this specific project, Scott noted that it is anticipated that stormwater infrastructure and fire cistern components be submitted for the Town's file.

#### **10. Field Changes**

- A. Scott reported to the group that in the event a field change is required, then a request to the change is to be made to DuBois & King. DuBois & King will then collaborate with the Town to determine if the field change is minor, substantial or significant.
  - i. Minor – the modification is to be identified in the project as-built plans.
  - ii. Substantial – the modification will require administrative acceptance.
  - iii. Significant – the modification will require Planning Board approval.

#### **11. Field Reports**

- A. Scott reported that field reports will be prepared for all site visits and be submitted to the Town, Developer, Contractor and anyone else upon request.

#### **12. Miscellaneous Items**

- A. Construction Schedule: Jameson reported he anticipates working through the winter (provided appropriateness and feasibility). Jameson noted that they will be starting at Oak Street and working toward Smoke Street, building the infrastructure accordingly.

- B. Blasting: Rick Walker reported to the group that Fire Dispatch (603-862-1392) the day of all scheduled blasting.
- C. Fire Cistern: Rick reported the following items related to the fire cistern.
  - i. Single-tank or multi-tank system(s) are acceptable.
  - ii. Cisterns are required to meet the minimum storage capacity.
  - iii. Cisterns shall be located below grade.
  - iv. Cisterns shall be located within 1,000 drivable feet from every house.
  - v. All driveways are to be located at least 50 feet from either side of the cistern.
  - vi. Paved access taper/aprons shall be designed for easy plowing and maintenance for the Highway Department.
  - vii. Protective bollards or natural boulders are acceptable.
  - viii. Any questions, contact both the Fire Department and DuBois & King.
- D. Address: Rick reported that addresses will be assigned starting from the intersection of Smoke Street and ending at Oak Street. Rick requested that once lots have been assigned addresses, a sign be posted at each lot identifying the address. Rick explained in an event of an emergency, Map and Lot numbers provide no value to the emergency drivers.
- E. Driveway: Marc Moreau reported that all culverts shall have 12-inches of cover. Jameson requested that the driveway culverts be reviewed at a later date to ensure there are no conflicts between drainage swales, driveways and driveway culverts; Marc agreed.
- F. Bonding: Mike McMahon inquired from Scott if a project bond is required. Scott noted that he would coordinate with the Town on this topic and report accordingly.

**End Memorandum**



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**ATTENDANCE SHEET**

September 25, 2019 / 9:00am

Town of Barrington – Meetinghouse Road (Tax Map 234 / Lots 25, 31 & 31.4)			
Name	Company	Telephone No. / Fax No.	Email Address
✓ SCOTT BOURCIER	DUBOIS & KING	(603) 828-8788 (C) (603) 637-1043 (O)	SBourcier@ DUBOIS-KING.COM
✓ Eric Monkewicz	Dubois & King	(603) 637-4418 (O) 713) 998-5637 (C)	EMonkewicz@ Dubois-King.com
✓ Marc Moreau	Road Agent	(603) 948-5023	M.MOREAU@BARRINGTON.NH.GOV
✓ Dennis Ondary	JANSON INC	603-260-9338	ORday36@gmail.com
✓ David Coish	coish/McMahon	603 765 9176	coishdavid@yashov.com
✓ James Heyden	Berry Surveying	603 953 3049	j.heyden@berry-surveying.com
✓ Rick Walker	Barrington Fire	603-664-2241	rwalker@barrington.nh.gov
✓ Michael McMahon		603-553-3928	VEREDUS@GMAIL.COM



Name	Company	Telephone No.	Email Address
James Hill	Jameson Exc.	(603) 874-0555 CELL	Jameson excavation Jameson Construction
Robert Steward	Jameson Exc.	603 234 0096	"
Dennis Johnson	Jameson Exc.	603 234 0096	"
Dennis Johnson	Jameson Exc.	603 234 0096	"
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