
PRE-CONSTRUCTION MEETING MINUTES

PROJECT: Town of Barrington, NH
Meadowbrook Village Development
CMA #1205.07

FROM: Josh Bouchard, P.E., CMA Engineers, Inc.
Jacob Hewitt, P.E., CMA Engineers, Inc.

MEETING DATE: April 24, 2023, 9 AM, Meadowbrook Dr. Barrington, NH

Action Items

1. Contractor to provide itemized quantity estimate to CMA Engineers and the Town of Barrington
 2. Email copy of SWPP to CMA Engineers and the Town of Barrington.
 3. Send roadway material sieves to CMA Engineers for records.
 4. Bond/escrow needs to be finalized.
 5. Town of Barrington to send latest plans set and spec book to CMA Engineers.
 6. Review current Town regulations for pavement requirements.
 7. Provide material submittals items listed in Section 9 to CMA Engineers.
 8. Contractor to provide construction schedule.
1. Identification of Officials, Representatives of Owner, Town Officials, Engineer, and Contractor

Town of Barrington

Connor MacIver, Town Administrator

Phone: (603) 664-9007

Email: cmaciver@barrington.nh.gov

Marc Moreau, Public Works Director

Phone: (603) 948-5023

Highway Dept: (603) 664-0166

Email: mmoreau@barrington.nh.gov

John Huckins, Building Insp./Zoning Admin.

Phone: (603) 664-0330

Email: jhuckins@barrington.nh.gov

Vanessa Price, Town Planner

Phone: (603) 664-0330

Email: vprice@barrington.nh.gov

Owner/Developer

Rob Healey

Phone: 603-702-3590

305 Loche Rd.

Email: rhealey@bennysrealestate.com

Rye, NH

Design Engineer

Jones & Beach Engineers, INC.

Primary Contact: Wayne Morrill

Phone: 603-772-4746

Email: wmorrill@jonesandbeach.com

Site Visits/SWPPP: Wayne Morrill

Site Contractor

Knipstein/Connor Enterprises

Superintendent: John Bennett

Phone: 603-498-7159

Email: jcb8894@icloud.com

Town's Engineer

CMA Engineers, Inc.

Josh Bouchard, P.E., Project Manager

Phone: (603) 828-6172

Email: jbouchard@cmaengineers.com

Jake Hewitt, P.E., Site Observer

Phone: (603) 438-2268

Email: jhewitt@cmaengineers.com

2. Construction Drawings

Confirm approved drawings and Planning Board Conditions of Approval. Ensure all are working from correct plans.

- Drawings dated: September 2022

3. Construction Security

Since construction has started, the security needs to be established as soon as possible.

- Bond amount \$TBD following CMA Engineers' review of Owner's construction estimate.
- Rob is getting a performance bond.

4. Contractor's Schedule and Work Plan

As the work progresses, and as significant milestones are achieved, the schedule shall be updated.

Daily and Weekly Schedule, Hours of Operations:

Standard Work Hours: Mon-Fri 0700-1630

Saturday Hours: If needed, provide 48-hours notice

5. Utility Coordination (as applicable)

- Utility Companies:
 - Electric: Eversource (603-662-7764) (Doug Shaft)
 - Cable: Comcast Communication Corp. (603-679-5695)
 - Telephone: Consolidated Communications (603-743-1114)
- Utility conduit installation details
- CMA Engineers shall observe the utility work within the right-of-way (ROW). Eversource reps will review the electric conduit installation.
- Underground utilities shall be included in as-built drawings.

6. Construction Inspections

- Periodic site inspections will be made by CMA Engineers, Inc. The inspections will be completed generally in accordance with attached Inspection Checklist Form. It is the Owner/Contractor's responsibility to contact CMA Engineers to schedule inspections.
- There will be increased construction coverage, daily as necessary, during utility, drainage, roadway selects, paving, and testing.
- The Owner/Contractor shall maintain regular contact to keep the engineer up to date on progress and give advanced notice for inspections. The Owner/Applicant/Contractor shall give the Town's representative 48-hours' notice prior to required inspections.
- A field report will be prepared for each site visit.
- Inspections by others:
 - Utility companies may observe installation of conduit.

7. Safety

- The Contractor shall comply with all OSHA Regulations and is responsible for site safety.

8. Design Changes

Any deviations from approved drawings shall be submitted to the Town by the Owner for review. Changes shall not be made or installed without written approval from the Applicant's Engineer and written concurrence from the Town and acknowledged by the Town's Engineer.

9. Submittals

In advance of delivery, material submittals shall be submitted to Jones & Beach Engineers for review. Approved submittals will be forwarded to CMA Engineers and the Town. Submittals should be e-mailed as PDFs to CMA Engineers for records and to assure conformance with the approved plans. The following is a preliminary list of necessary submittals:

- Erosion and Sediment Control Features
- All granular materials for roadway, pipe bedding, and blanket
- Pavement master ranges and job mix formulas
- Drainage Structures
- Drainage pipe
- Detention/Retention Pond Feature
- Fire Cistern and appurtenances
- Seed
- Landscaping
- Selects for drainage features
- SWPP
- Notice of Intent to Excavate – Filed with Board of Selectmen for over 1,000 CY of material excavated on site
- Wetland Permitting

10. Material Testing

- Granular Materials:
 - Sieve and proctor analyses of select materials is required.
- On-site soil testing is required. Contractor is responsible for coordination and cost of testing with a testing company.
 - Testing company: John Turner Consulting (603-749-1841)
- Contractor should provide testing data to Jones & Beach and CMA Engineers via e-mail in a timely manner.
- To develop a compaction method
- Frequency of in-place compaction testing is a minimum of 5 tests per material layer.
- In pipe trenches, lifts should be placed in a maximum thickness of 12" and each lift should be compacted. In-place compaction testing above piping may be required.

11. Survey Requirements

- Prior to the start of construction, the Contractor is required to have the project's land surveyor stake or flag clearing limits. A minimum of 48 hours' notice is required.
- Applicant/Owner is responsible for survey and layout. Project Surveyor: Jones & Beach
- Jones & Beach Survey will establish final monumentation
- Contractor using GPS based equipment.

12. Other

- Driveway Cistern and appurtenances shall be inspected by the Fire Chief.
- Materials/Subconsultants:
 - Paving: Bell & Flynn
 - Roadway Selects:
 - Gravel – Knipstein pit
 - Crushed Gravel – Either Hartmann/Brox pits

Inspection Checklist Form

Items below describe elements of construction. There will be ongoing inspections of all of these.

Project Name: Meadowbrook Village

- Item No. 1: Erosion control measures – Contractor is using stump grindings at clearing limits
- Item No. 2: Review of roadway right-of-way layout. Inspect clearing and grubbing.
- Item No. 3: Inspect installation of piping and structures. Inspect installation of drainage and other buried utilities
- Item No. 5: Inspect roadway subgrade prior to placement of gravels and pavement materials
- Item No. 6: Inspect installation of gravels
- Item No. 7: Inspect installation of pavement.
- Item No. 8: Inspect installation of stormwater features
Jones & Beach needs to sign off on its proper installation
- Item No. 9: Landscaping
- Item No. 10: Permanent erosion control measures
- Item No. 11: Final inspection and verification of punch list completion